



**AGENDA**  
**CITY COUNCIL/SUCCESSOR AGENCY/STANTON HOUSING AUTHORITY**  
**JOINT REGULAR MEETING**  
**STANTON CITY HALL, 7800 KATELLA AVENUE, STANTON, CA**  
**TUESDAY, JANUARY 12, 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 January 12, 2021, Joint Regular City Council Meeting will be held 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 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: (826 5810 3711)** to be connected to the meeting.

**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, January 12, 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 LEGAL COUNSEL- ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code section 54956.9(b)

Number of potential cases: 1

**5. CALL TO ORDER / SUCCESSOR AGENCY / STANTON 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 November 20, 2020 – December 31, 2020, in the amount of \$4,547,773.22.

**9C. NOVEMBER 2020 INVESTMENT REPORT**

The Investment Report as of November 30, 2020, has been prepared in accordance with the City's Investment Policy and California Government Code Section 53646.

**RECOMMENDED ACTION:**

1. City Council find 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. Receive and file the Investment Report for the month of November 2020.

**9D. NOVEMBER 2020 INVESTMENT REPORT (SUCCESSOR AGENCY)**

The Investment Report as of November 30, 2020, has been prepared in accordance with the City's Investment Policy and California Government Code Section 53646.

**RECOMMENDED ACTION:**

1. Successor Agency find 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. Receive and file the Investment Report for the month of November 2020.

**9E. AMENDMENT NO. 1 FOR INDEPENDENT AUDITING SERVICES (CLIFTON LARSON ALLEN LLP)**

On April 11, 2017, the City entered into an agreement with White Nelson Diehl Evans LLP (WNDE) to audit the City's financial statements for fiscal years ended June 30, 2017 through June 30, 2019, with the option to audit the City's financial statements for fiscal years ended June 30, 2020 and 2021 (Attachment B). On November 1, 2020, WNDE was acquired by Clifton Larson Allen LLP (CLA), the eight largest public accounting firm in the United States of America. WNDE is currently completing the City's financial statement audit for the fiscal year ended June 30, 2020. Staff recommends City Council approve Amendment No. 1 to the consulting agreement to assign the agreement to CLA and exercise the option year for CLA to complete the financial statement audit for the fiscal year ending June 30, 2021 (Attachment A).

**RECOMMENDED ACTION:**

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Approve the agreement with Clifton Larson Allen LLP, formerly White Nelson Diehl Evans, LLP; and
3. Authorize the City Manager to execute the agreement with Clifton Larson Allen LLP, formerly White Nelson Diehl Evans, LLP for the preparation of an overhead cost allocation plan and a comprehensive user fee study.

**9F. AGREEMENT FOR CONSULTING SERVICES WITH WILLDAN FINANCIAL SERVICES FOR THE PREPARATION OF AN OVERHEAD COST ALLOCATION PLAN AND COMPREHENSIVE USER FEE STUDY**

On October 5, 2020, the Finance Department invited qualified firms to submit proposals to assist the City in preparing an overhead cost allocation plan and to conduct a comprehensive user fee study. Staff requests the City Council authority the City Manager to enter into an agreement for consulting services with Willdan Financial Services (“Willdan”) in an amount not to exceed \$34,680 (Attachment A).

**RECOMMENDED ACTION:**

1. City Council find that this item is not subject to California Environmental Quality Act (“CEQA”) pursuant to Section 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Approve the agreement with Willdan Financial Services; and
3. Authorize the City Manager to execute the agreement with Willdan Financial Services for the preparation of an overhead cost allocation plan and a comprehensive user fee study.

**9G. NOVEMBER 2020 GENERAL FUND REVENUE AND EXPENDITURE REPORT AND STATUS OF CAPITAL IMPROVEMENT PROGRAM**

The monthly General Fund Revenue and Expenditure Report for the month ended November 30, 2020, 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. In addition, staff has provided a status of the City’s Capital Improvement Projects (CIP) as of November 30, 2020.

**RECOMMENDED ACTION:**

1. City Council find 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. Receive and file the General Fund Revenue and Expenditure Report and Status of Capital Improvement Projects for the month ended November 30, 2020.

**9H. HOUSING AUTHORITY ANNUAL AUDITED FINANCIAL STATEMENTS AND RELATED AUDIT REPORTS FOR FISCAL YEAR 2019-20**

The Stanton Housing Authority's (Authority) auditors, CliftonLarsonAllen LLP, have completed their audit of the Housing Authority's annual financial statements for the fiscal year ended June 30, 2020 (Attachment A). The audit firm's opinion on the Authority's audited financial statements reflects an unmodified ("clean") opinion.

**RECOMMENDED ACTION:**

1. City Council find 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. Receive and file the Authority's Fiscal Year 2019-20 audit reports.

**9I. APPROVAL TO PURCHASE TWO CHEVROLET SILVERADO TRUCKS FOR PUBLIC WORKS BY THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA**

Two of the trucks utilized by Pubic Works have become inoperable and need to be either repaired or replaced. As the recent and needed repairs are quite expensive, it seems time to replace them. On October 27, 2020 the City Council directed staff to proceed with the purchase of two new trucks.

**RECOMMENDED ACTION:**

1. City Council declare this action is not a project per the California Environmental Quality Act; and
2. Approve the purchase of two new Chevrolet Silverado diesel trucks; and
3. Approve the allocation of \$101,000 from the Fleet Maintenance Fund for the purchase.

**9J. MEETING DATES FOR THE STANTON CITY COUNCIL, STANTON PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION, STANTON PLANNING COMMISSION, STANTON COMMUNITY FOUNDATION, AND STANTON PUBLIC SAFETY COMMITTEE**

City Council review the attached 2021 meeting dates for the Stanton City Council, Stanton Parks, Recreation and Community Services Commission, Stanton Planning Commission, Stanton Community Foundation, and Stanton Public Safety Committee meeting.

**RECOMMENDED ACTION:**

1. City Council find 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. Receive and file the Stanton City Council, Stanton Parks, Recreation and Community Services Commission, Stanton Planning Commission, Stanton Community Foundation, and Stanton Public Safety Committee meeting dates for the year 2021.

**END OF CONSENT CALENDAR**

**10. PUBLIC HEARINGS**                      **None.**

**11. UNFINISHED BUSINESS**

**11A. APPROVAL OF ORDINANCE NO. 1107**

This Ordinance was introduced at the regular City Council meeting of December 8, 2020.

**RECOMMENDED ACTION:**

1. City Clerk read the title of Ordinance No. 1107, entitled:

**“AN ORDINANCE NO. 1107 AMENDING STANTON CODE TITLE 5, BUSINESS LICENSES AND REGULATIONS, CHAPTER 5.16, MESSAGE ESTABLISHMENTS, TO UPDATE THE CITY’S MESSAGE REGULATIONS”;** and

2. City Council adopt Ordinance No. 1107.

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

## **12. NEW BUSINESS**

### **12A. CYPRESS COLLEGE FOUNDATION ANNUAL AMERICANA AWARDS**

City Council consider participation through a sponsorship contribution for the 46<sup>th</sup> Annual Cypress College Foundation Americana Awards Live Stream Gala scheduled for Saturday, February 27, 2021. This gala is used as a fundraiser for the Cypress College Foundation with all proceeds benefiting Cypress College students and programs and also honors the Citizen of the Year from surrounding communities.

#### **RECOMMENDED ACTION:**

1. City Council find 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. Discuss the City's participation through a sponsorship contribution for the 46th Annual Cypress College Foundation Americana Awards; and
3. Provide direction to staff on the City's participation through a sponsorship contribution by selecting a sponsorship package for the 46th Annual Cypress College Foundation Americana Awards.

## **12B. MAYOR’S APPOINTMENTS OF COUNCIL MEMBERS AS REPRESENTATIVES TO VARIOUS BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES**

Traditionally, Council Members have been appointed by the Mayor to serve on numerous outside committees, boards, commissions and agencies. Each appointee is responsible for representing the City and voting on behalf of the City Council. The Mayor conducts a review and selects appointees, as detailed in Attachment A, with the exception of the Orange County Fire Authority (“OCFA”) appointment, which is required to be made by City Council Resolution, the Mayor may otherwise make appointments to each committee, board, commission or agency by nomination and Minute Order confirmation. In addition, the Fair Political Practices Commission (“FPPC”) regulations require the adoption and posting of Form 806, Agency Report of Public Official Appointments, in order for individual Council Members to participate in a City Council vote that would result in him or her serving in a position that provides compensation of \$250 or more in any 12-month period.

### **RECOMMENDED ACTION:**

1. City Council find 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. City Council discuss and confirm the Mayor’s appointments; and
3. Approve Fair Political Practices Commission Form 806 and authorize the City Clerk to post the form on the City’s website.

## **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:                      Discussion regarding the City's participation in the Community Choice Aggregation program.

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

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

**17A. ORANGE COUNTY FIRE AUTHORITY**

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

**18. ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, the foregoing agenda was posted at the Post Office, Stanton Community Services Center and City Hall, not less than 72 hours prior to the meeting. Dated this 7<sup>th</sup> day of January, 2021.

s/ Patricia A. Vazquez, City Clerk/Secretary

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## CITY OF STANTON ACCOUNTS PAYABLE REGISTER

November 20, 2020 - December 31, 2020

Electronic Transaction Nos.	1237 - 1291	\$	2,146,503.75
Check Nos.	133038 - 133226**	\$	2,401,269.47

TOTAL \$ 4,547,773.22

\*\* = Check numbers 133080 through 133095 were used for alignment purposes.  
Check number 133098 was voided and reissued with check number 133185.

**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: 1/4/2021 5:16 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1237	INT1569	INTERNAL REVENUE SERVICE	11/20/2020	
	11/7/2020	(ME) Medicare - City Share		2,088.49
	11/7/2020	(MC) Medicare - Employee Share		2,055.24
	11/7/2020	(FD) Federal Tax Withholding		16,093.93
Total for Check Number 1237:				20,237.66
1238	EDD1067	EDD	11/23/2020	
	11/7/2020	State Unemployment		149.11
	11/7/2020	State Tax Withholding		5,371.33
Total for Check Number 1238:				5,520.44
1239	EDD1067	EDD	11/23/2020	
	698-1230-3	Tax Period Ending Dec 31, 2020		723.62
Total for Check Number 1239:				723.62
1240	STE15819	STEWART TITLE OF CALIFORNIA, INC	11/24/2020	
	1023864	Project Homekey-7161 Katella Ave. (Stanton Inr		607,712.00
Total for Check Number 1240:				607,712.00
1241	CAS680	CA ST PERS 103	11/25/2020	
	PPE 11/7/2020	PERS - City's Share T1 PPE 11/7/2020		2,884.54
	PPE 11/7/2020	PERS - Employee's Share T1 PPE 11/7/2020		1,830.46
	PPE 11/7/2020	PERS - Survivor (Employee) T1 PPE 11/7/2020		9.30
	PPE 11/7/2020	PERS - Survivor New T3 PPE 11/7/2020		25.11
	PPE 11/7/2020	PERS - City's Share-New T3 PPE 11/7/2020		5,503.26
	PPE 11/7/2020	PERS - Employee New T3 PPE 11/7/2020		4,804.34
	PPE 11/7/2020	PERS - City's Share-Classic T2 PPE 11/7/2020		2,381.61
	PPE 11/7/2020	PERS - Employee Classic T2 PPE 11/7/2020		1,895.76
	PPE 11/7/2020	PERS - Survivor Classic T2 PPE 11/7/2020		5.58
	PPE 11/7/2020	PERS - (Pers Buy Back) T1 PPE 11/7/2020		162.67
Total for Check Number 1241:				19,502.63
1242	BIG13189	BIG BROTHERS BIG SISTERS OF ORA	11/25/2020	
	Y4-Oct 20	Regional-Focus Area #1- Bigs with Badges for C		3,189.27
Total for Check Number 1242:				3,189.27
1243	PUB15477	PUBLIC AGENCY RISK SHARING AUT	11/25/2020	
	11/7/2020	PARS - PPE 11/7/2020		1,043.46
Total for Check Number 1243:				1,043.46
1244	JEN14424	ANA JENSEN	11/25/2020	
	PPE 11/7/2020	Wage Garnishment PPE 11/7/2020		200.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1244:	200.00
1245	USB3019 76	U S BANK OCSD/Motorcycle Fuel	11/25/2020	3.12
	Ace Hardware	Asphalt patch for pothole repair in streets		543.64
	Aliexpress	Fraud Chg/Credit Pending/Amazon Overseas Re		0.75
	Amazon	COVID-19 mitigation/City Hall plexiglass for pr		1,125.45
	Amazon	REFUND/Lenovo Laptop		-656.49
	Amazon	COVID-19(5) Bluetooth Headphones for Zoom		163.05
	Amazon	Laptops for staff to telecommute to prevent spre		4,128.16
	Amazon	Facility supplies/mosquito traps		108.22
	Amazon	REFUND/Lenovo Laptop		-656.49
	Amazon	OST: Soccer Goals		64.60
	Amazon	Toner		223.78
	Amazon	Misc Office Supplies		64.10
	Amazon	COVID-19 mitigation/City Hall plexiglass for pr		1,200.48
	Amazon	COVID-19 mitigation/City Hall plexiglass for pr		191.76
	Amazon	COVID-19 mitigation/City Hall plexiglass for pr		261.00
	Amazon	PC Peripheral Hardware/Bluetooth Receiver		91.02
	Amazon	Power Supplies for Laptop		215.28
	Amazon	Network Hardware/Network Card		52.14
	Amazon	Holiday Photos Event Supplies		19.38
	Amazon	Department stamps		17.74
	BBM Battery	BBM Battery		-43.06
	BBM Battery	City Yard Alarm panel batteries		492.16
	BBM Battery	BBM Battery Sales Tax		43.06
	Best Buy	Employee Computer Purchase Program/K.Haro		138.99
	Best Buy	COVID-19(10) Surface Pros/Telework Capabilit		18,487.39
	Best Buy	Employee Computer Purchase Program/C.Orozc		49.99
	Best Buy	Employee Computer Purchase Program/K.Haro		812.12
	Best Buy	Employee Computer Purchase Program/C.Orozc		853.24
	Chevron	OCSD/Motorcycle Fuel		15.52
	Chicama	OCSD Police Chief Interview Panel/Refreshmen		117.12
	Classics Flower	Former/New Employee Recognition		75.43
	Command Link	NOV-20/City-wide internet		2,979.69
	Cortina Food In	CSUF/City Management Fellowship Prog/Lunch		26.18
	Costco	FaCT CARES: Kids PPE		64.59
	Costco	FaCT CARES Funds: Laptops		2,154.98
	Costco	FaCT CARES Funds: Laptops (Split charge, \$2,1		777.49
	Costco	FaCT CARES Funds: Laptops		2,154.98
	Costco	FaCT CARES Funds: Laptops (Split charge, \$2,1		1,377.49
	CSMFO	Annual Dues-Bannigan		110.00
	Dekra-Lite	10" ornaments: (2 sets) Shiny Matte Red & Shin		218.50
	Digital Space	City Website Hosting Service		22.00
	Dollar Tree	Misc. Christmas Decorations		6.47
	Dominos Pizza	OST: Halloween Dinner		87.71
	Don Carlos	New employee appreciation/Recognition refresh		116.01
	Dyer Fuel	OCSD/Motorcycle Fuel		15.83
	East Borough	Comm Dev Dept Team Building/Refreshments		62.39
	Facebook	Marketing: Veterans Day		50.00
	First Choice	Coffee for City Yard		126.40
	Food 4 Less	FaCT CARES: Grocery Gift Cards		2,000.00
	Food 4 Less	FaCT CARES Funds: Grocery Gifts Cards		2,000.00
	Food 4 Less	(8) \$300 gift cards		2,400.00
	Food 4 Less	FaCT CARES Funds: Grocery Gifts Cards		1,500.00
	Google Appsheet	Work Order Program Usage Fee		205.25
	Greyhound	Greyhound Ticket for Christopher Mullis		259.99
	Greyhound	Greyhound Ticket for Rachel Whitehead		259.99
	Harbor Freight	Security camera for City Yard		30.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Home Depot	(2) Mason line for field circles -Halloween 2020		29.46
	Home Depot	Supplies for City Yard gas line		33.78
	Home Depot	Veterans Day: Flags (HD Authorization)		97.84
	Home Depot	Parts for Sheriff HVAC		72.13
	Home Depot	Veterans Day: Flags		206.46
	Home Depot	(1) HDX 70 gallon bin with wheels to store mov:		48.92
	Home Depot	Veterans Day: Flags (Authorization RETURN)		-97.84
	Home Depot	Supplies for City repairs		21.44
	Home Depot	Mop Refill Pack		47.76
	Home Depot	Supplies for City Yard		462.83
	Home Depot	(5) 3' x 5' US Flag Kit - Veteran's 2020		206.46
	Home Depot	Veterans Day: Flags for Vet's Park		97.84
	Home Depot	Supplies for City Yard		144.93
	Home Depot	(2) #24 Mop refill		14.07
	Home Depot	Supplies for City Yard		194.37
	Home Depot	(1) Pack of zip ties - Veteran's 2020		17.23
	Home Depot	Supplies for City Yard		291.91
	Home Depot	(1) Mason line RETURN -Halloween 2020		-14.74
	Jimmy Johns	Food for Auto Theft Operation		113.50
	JP Morgan Chase	FaCT CARES Funds: Client Utility Bill CC Fee		1.65
	JP Morgan Chase	FaCT CARES Funds: Client Utility Bill CC Fee		1.65
	Milk and Honey	Comm Dev Dept Team Building/Refreshments		24.72
	Native Foods Ca	Comm Dev Dept Team Building/Refreshments		64.03
	Oriental Tradin	(12 of each) silver, red, green, and gold: 8 white		169.52
	Orientseas	Fraud Chg/Credit Pending/Orientseas Resturant		1.00
	Paper Mart	(5) Rolls red tulle for outdoor tree -Christmas 20		10.13
	PJ Parts	Parts for dump trailer		104.88
	Players Choice	Plaque for Lt. N. Wilson		260.56
	S&S Worldwide	Credit-due to protect not being in stock		-25.21
	Sams Club	Employee Computer Purchase Program/W.Torre		955.89
	Shell	OCSD/Motorcycle Fuel		13.22
	Shell	OCSD/Motorcycle Fuel		11.70
	Shell	OCSD/Motorcycle Fuel		10.03
	Shell	OCSD/Motorcycle Fuel		16.69
	Shell	OCSD/Motorcycle Fuel		15.46
	Shell	OCSD/Motorcycle Fuel		15.08
	Smart & Final	OST craft materials-Flour, food coloring, vegetal		57.54
	Smart & Final	5-\$100 gift cards for CARES ACT Funding		500.00
	Smart & Final	Supplies/Water Bottles/Coffee Supplies		33.85
	SoCal Edison	FaCT CARES Funds: Client Utility Bill		690.27
	SoCal Edison	FaCT CARES Funds: Client Utility Bill		649.00
	Staples	RETURN-2 Plaques-Veteran's 2020		-0.31
	Staples	(5) Wood plaques for gifts-Veteran's 2020		85.86
	Staples	(3) Oversized Finis-Laminating service for 3 frai		36.00
	Successories	Successories		-1.75
	Successories	Successories Sales Tax		1.75
	Successories	Employee Service Awards		19.99
	Successories	Successories		-45.94
	Successories	Successories Sales Tax		45.94
	Successories	Employee Service Awards		524.99
	Target	(2) Pumpkins, (2) Nerds candy, (2) Sweet tart, (2		64.42
	Target	Holiday Photos Event Supplies		53.98
	Target	New employee appreciation/Recognition supplie		16.15
	Verizon Wireles	Verizon Wireless/Sept 17-Oct 16 2020		4,573.06
	Verizon Wireles	Verizon Wireless/Sept 17-Oct 16 2020		518.60
	Viele and Sons	COVID-19/(60) Disinfect/Cleaning Wipes 500C'		2,220.66
	Vitaly Caffe	Comm Dev Dept Team Building/Refreshments		4.10
	Walmart	(8) Pumpkins for raffle-Halloween 2020		26.24
	Walmart	FaCT CARES Funds: Canopies for outdoor servi		587.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Walmart	10-\$100 gift cards for CARES ACT Funding		1,000.00
	Walmart	OST: Halloween Celebration Supplies		64.37
	Walmart	OST: Halloween Celebration Supplies		106.96
	Yeti	Veterans Day: Veteran "Thank You"		193.12
	Yeti	Employee Gift/Yeti Cups		2,227.58
	Zoom Video	COVID-19/CC Teleconference Mtg Subscription		114.95
	Zoro Tools Inc	Storage Hardware for sheriff station		319.02
			Total for Check Number 1245:	65,535.72
1246	INT1569	INTERNAL REVENUE SERVICE	11/27/2020	
	11/21/2020	(MC) Medicare - Employee Share		2,046.91
	11/21/2020	(FD) Federal Tax Withholding		15,014.53
	11/21/2020	(ME) Medicare - City Share		2,013.66
			Total for Check Number 1246:	19,075.10
1247	EDD1067	EDD	11/27/2020	
	11/21/2020	State Unemployment		145.37
	11/21/2020	State Tax Withholding		4,894.59
			Total for Check Number 1247:	5,039.96
1248	JEN14424	ANA JENSEN	12/02/2020	
	PPE 11/21/2020	Wage Garnishment PPE 11/21/2020		200.00
			Total for Check Number 1248:	200.00
1249	PUB15477	PUBLIC AGENCY RISK SHARING AUT	12/02/2020	
	11/21/2020	PARS-PPE 11/21/2020		1,163.33
			Total for Check Number 1249:	1,163.33
1250	VSP13387	VISION SERVICE PLAN - (CA)	12/02/2020	
	810912772	November 2020 Health Ins-Employer VSP		10.69
	810912772	December 2020 Health Ins-Employee VSP		74.98
	810912772	December 2020 Health Ins-Employer VSP		481.35
			Total for Check Number 1250:	567.02
1251	MET12565	METLIFE SBC	12/02/2020	
	Dec-20	December 20 Metlife Dental - Employee Share		28.44
	Dec-20	December 20 Metlife Dental - City Share		64.96
			Total for Check Number 1251:	93.40
1252	BEN15755	BENEFIT COORDINATORS CORPORAT	12/02/2020	
	8429	November 2020 Prism Disability Ins-City		2,237.09
	8429	November 2020 Prism Life Ins-City		453.60
	8429	November 2020 Prism Life Ins-Employee		83.60
			Total for Check Number 1252:	2,774.29
1253	BOY14668	BOYS AND GIRLS CLUB OF BUENA PA	12/02/2020	
	2019	Buena Park CBO: Oct 2020		19,150.78
			Total for Check Number 1253:	19,150.78
1254	CIT13872	KINGDOM CAUSES, INC	12/02/2020	
	2020-050002	City Net-North Orange County Public Safety Tax		54.00
	2020-090002	City Net-North Orange County Public Safety Tax		56,346.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1254:	56,400.78
1255	CAS680	CA ST PERS 103	12/02/2020	
	PPE 11/21/2020	PERS - (Pers Buy Back) T1 PPE 11/21/2020		162.67
	PPE 11/21/2020	PERS - Survivor New T3 PPE 11/21/2020		24.18
	PPE 11/21/2020	PERS - Survivor Classic T2 PPE 11/21/2020		5.58
	PPE 11/21/2020	PERS - Survivor (Employee) T1 PPE 11/21/2020		9.30
	PPE 11/21/2020	PERS - City's Share New T3 PPE 11/21/2020		5,417.98
	PPE 11/21/2020	PERS - City's Share Classic T2 PPE 11/21/2020		2,381.60
	PPE 11/21/2020	PERS - Employee's Share T1 PPE 11/21/2020		1,829.33
	PPE 11/21/2020	PERS Employee Classic T2 PPE 11/21/2020		1,895.76
	PPE 11/21/2020	PERS Employee New T3 PPE 11/21/2020		4,729.89
	PPE 11/21/2020	PERS - City's Share T1 PPE 11/21/2020		2,882.75
			Total for Check Number 1255:	19,339.04
1256	CAS683	CA ST PERS-HEALTH BENEFIT	12/02/2020	
	Dec-20	December 20 Deduction Health Ins-Employee		4,481.37
	Dec-20	December 20 Adm Services Health Ins		109.72
	Dec-20	December 20 Retiree Insurance		4,300.00
	Dec-20	December 20 Deduction Health Ins-City Share		30,538.24
			Total for Check Number 1256:	39,429.33
1257	GOL1321	GOLDEN STATE WATER COMPANY	12/02/2020	
	December 01	Oct 9-Nov 9 Water Services Park November 10		3,713.35
	December 01	Oct 9-Nov 9 Water Services Building November 10		34.45
	December 01	Oct 9-Nov 9 Water Services Park November 10		3,258.03
	December 01	Oct 9-Nov 9 Water Services Median November 10		2,759.93
	December 01	Oct 9-Nov 9 Water Services Median November 10		81.50
			Total for Check Number 1257:	9,847.26
1258	GOL1321	GOLDEN STATE WATER COMPANY	12/04/2020	
	December 03	Sep 10-Nov 10 Water Services Building November 10		429.02
			Total for Check Number 1258:	429.02
1259	KAN13336	SOO KANG	12/09/2020	
	5	Soo Kang Vehicle Allowance-Nov 2020		300.00
	5	Regional Special Dept Expense-Communication:		150.00
			Total for Check Number 1259:	450.00
1260	TIM14834	TIM SHAW & ASSOCIATES	12/09/2020	
	31	Regional CBO-Nov 2020		1,375.00
			Total for Check Number 1260:	1,375.00
1261	BOY13501	BOYS & GIRLS CLUBS OF GARDEN GI	12/09/2020	
	1873a	Regional CBO-Clinical Supervision Services-Oct		13,329.32
			Total for Check Number 1261:	13,329.32
1262	SED15718	SEDGWICK CLAIMS MANAGEMENT S	12/09/2020	
	SF-9238-2020-00	Claims Funding for Payments Issued		137.52
			Total for Check Number 1262:	137.52
1263	BOY14655	BOYS & GIRLS CLUBS OF LA HABRA	12/09/2020	
	11302020	La Habra CBO: Collab. w/Rosie's Garage & Adv		17,672.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 1263:				17,672.23
1264	BOY14655 10312020	BOYS & GIRLS CLUBS OF LA HABRA La Habra CBO: Collab. w/Rosie's Garage & Adv	12/09/2020	12,613.68
Total for Check Number 1264:				12,613.68
1265	ORA15061 113020	ORANGE COUNTY CONSERVATION C Regional CBO: Nov 2020	12/09/2020	5,953.60
Total for Check Number 1265:				5,953.60
1266	OCA2137 SH 57768	COUNTY OF ORANGE TREASURER- T AFIS (Fingerprinting) November, 2020	12/09/2020	1,728.00
Total for Check Number 1266:				1,728.00
1267	OCA2137 SH 58003 SH 58003 SH 58003 SH 58003	COUNTY OF ORANGE TREASURER- T PSTF Community Enhancement Deputy Sheriff Contract Services Dec 20 Sheriff Contract Services Dec 20 .25% Early Payment Discount	12/09/2020	22,872.50 515,646.75 424,299.84 -2,407.05
Total for Check Number 1267:				960,412.04
1268	GOL1321 December 11	GOLDEN STATE WATER COMPANY Sep 18-Nov 19 Water Services Park November 2	12/14/2020	148.89
Total for Check Number 1268:				148.89
1269	BIG13189 Y4-Jul20 Y4-Sep20	BIG BROTHERS BIG SISTERS OF ORA Regional-Focus Area #1-Bigs with Badges for Ju Regional-Focus Area #1-Bigs with Badges for St	12/16/2020	1,446.13 2,339.69
Total for Check Number 1269:				3,785.82
1270	SOL15043 5	SOLIDARITY Fullerton CBO: Nov 2020	12/16/2020	1,062.00
Total for Check Number 1270:				1,062.00
1271	OCA2137 SH 58041	COUNTY OF ORANGE TREASURER- T AFIS (Fingerprinting) December 2020	12/16/2020	1,728.00
Total for Check Number 1271:				1,728.00
1272	PUB15477 12/5/2020	PUBLIC AGENCY RISK SHARING AUT PARS - PPE 12/05/2020	12/16/2020	1,339.80
Total for Check Number 1272:				1,339.80
1273	JEN14424 PPE 12/05/2020	ANA JENSEN Wage Garnishment PPE 12/05/2020	12/16/2020	200.00
Total for Check Number 1273:				200.00
1274	INT1569 12/5/2020 12/5/2020 12/5/2020	INTERNAL REVENUE SERVICE (MC) Medicare - Employee Share (ME) Medicare - City Share (FD) Federal Tax Withholding	12/16/2020	2,185.77 2,127.81 16,616.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1274:	20,930.21
1275	GOL1321 December 15	GOLDEN STATE WATER COMPANY Sep 22-Nov 23 Water Services Median Novembe	12/16/2020	143.99
			Total for Check Number 1275:	143.99
1276	GOL1321 December 16 December 16 December 16	GOLDEN STATE WATER COMPANY Sep 23-Nov 24 Water Services Median Novembe Sep 23-Nov 24 Water Services Building Noveml Sep 23-Nov 24 Water Services Park November 2	12/17/2020	1,611.84 766.56 1,701.80
			Total for Check Number 1276:	4,080.20
1277	EDD1067 12/5/2020 12/5/2020	EDD State Tax Withholding State Unemployment	12/17/2020	5,587.42 132.36
			Total for Check Number 1277:	5,719.78
1278	USB3019 Eplastics Safety Made Webstaurant	U S BANK Purchase of plexiglass for front counter shields (3,809) - Go2Kits PPE Kit for Individuals Purchase of touchless plumbing fixtures	12/18/2020	5,853.16 19,997.25 26,209.50
			Total for Check Number 1278:	52,059.91
1279	CAS680 PPE 12/5/2020 PPE 12/5/2020	CA ST PERS 103 PERS-City's Share Classic T2 PPE 12/5/2020 PERS-Survivor Classic T2 PPE 12/5/2020 PERS-City's Share T1 PPE 12/5/2020 PERS-City's Share New T3 PPE 12/5/2020 PERS-(Pers Buy Back) T1 PPE 12/5/2020 PERS-Employee New T3 PPE 12/5/2020 PERS-Employee New T3 PPE 12/5/2020 PERS-City's Share New T3 PPE 12/5/2020 PERS-Employee Classic T2 PPE 12/5/2020 PERS-Survivor New T3 PPE 12/5/2020 PERS-Employee's Share T1 PPE 12/5/2020 PERS-Survivor (Employee) T1 PPE 12/5/2020	12/18/2020	2,387.65 5.58 2,882.75 -116.44 162.67 -101.66 4,729.89 5,417.98 1,900.58 24.18 1,829.33 9.30
			Total for Check Number 1279:	19,131.81
1280	BOY14658 28	BOYS & GIRLS CLUBS OF FULLERTON Fullerton CBO-Focus Area #1: Nov 2020	12/23/2020	5,448.00
			Total for Check Number 1280:	5,448.00
1281	CHR15117 5	THE CHRYSALIS CENTER Anaheim CBO-NOV 2020	12/23/2020	17,500.00
			Total for Check Number 1281:	17,500.00
1282	GOL1321 December 22 December 22	GOLDEN STATE WATER COMPANY Sep 25-Nov 25 Water Services Park December 0 Sept 25-Nov 25 Water Services Housing Authori	12/23/2020	1,459.82 5,074.75
			Total for Check Number 1282:	6,534.57
1283	EDD1067 12/19/2020	EDD State Unemployment	12/24/2020	55.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	12/19/2020	State Tax Withholding		5,218.74
			Total for Check Number 1283:	5,274.53
1284	CAS683	CA ST PERS-HEALTH BENEFIT	12/28/2020	
	Jan-21	January 21 Deduction Health Ins-City Share		29,954.02
	Jan-21	January 21 Retiree Insurance		4,300.00
	Jan-21	January 21 Deduction Health Ins-Employee		4,469.42
	Jan-21	January 21 Adm Services Health Ins		108.39
			Total for Check Number 1284:	38,831.83
1285	CAS680	CA ST PERS 103	12/28/2020	
	PPE 12/19/2020	PERS-City's Share New T3 PPE 12/19/2020		45.73
	PPE 12/19/2020	PERS-Survivor New T3 PPE 12/19/2020		24.18
	PPE 12/19/2020	PERS-City's Share Classic T2 PPE 12/19/2020		2,381.60
	PPE 12/19/2020	PERS-City's Share T1 PPE 12/19/2020		2,872.05
	PPE 12/19/2020	PERS-Employee's Share T1 PPE 12/19/2020		1,822.54
	PPE 12/19/2020	PERS-Employee New T3 PPE 12/19/2020		3,917.83
	PPE 12/19/2020	PERS-City's Share New T3 PPE 12/19/2020		4,487.79
	PPE 12/19/2020	PERS-Employee New T3 PPE 12/19/2020		39.92
	PPE 12/19/2020	PERS-Survivor Classic T2 PPE 12/19/2020		5.58
	PPE 12/19/2020	PERS-Survivor (Employee) T1 PPE 12/19/2020		9.30
	PPE 12/19/2020	PERS-Employee Classic T2 PPE 12/19/2020		1,895.75
	PPE 12/19/2020	PERS-(Pers Buy Back) T1 PPE 12/19/2020		162.67
			Total for Check Number 1285:	17,664.94
1286	INT1569	INTERNAL REVENUE SERVICE	12/28/2020	
	12/19/2020	(MC) Medicare-Employee Share		2,081.84
	12/19/2020	(FD) Federal Tax Withholding		15,587.60
	12/19/2020	(ME) Medicare-City Share		2,016.67
			Total for Check Number 1286:	19,686.11
1287	BEN15755	BENEFIT COORDINATORS CORPORAT	12/30/2020	
	8534	December 2020 Prism Life Ins-Employee		83.60
	8534	December 2020 Prism Disability Ins-City		2,251.99
	8534	December 2020 Prism Life Ins-City		453.60
			Total for Check Number 1287:	2,789.19
1288	PUB15477	PUBLIC AGENCY RISK SHARING AUT	12/30/2020	
	10/21/2020	PARS-Chu Haonan		11.70
	12/19/2020	PARS-PPE 12/19/2020		937.81
			Total for Check Number 1288:	949.51
1289	MET12565	METLIFE SBC	12/30/2020	
	Jan-21	January 21 Metlife Dental-City Share		64.96
	Jan-21	January 21 Metlife Dental-Employee Share		28.44
			Total for Check Number 1289:	93.40
1290	JEN14424	ANA JENSEN	12/30/2020	
	PPE 12/19/2020	Wage Garnishment PPE 12/19/2020		200.00
			Total for Check Number 1290:	200.00
1291	GOL1321	GOLDEN STATE WATER COMPANY	12/31/2020	
	December 30	Nov 09-Dec 08 Water Services Park December 0		4,800.05
	December 30	Nov 09-Dec 08 Water Services Park December 0		3,778.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	December 30	Nov 09-Dec 08 Water Services Building Deceml		34.45
	December 30	Nov 09-Dec 08 Water Services Median Decembe		85.80
	December 30	Nov 09-Dec 08 Water Services Median Decembe		1,657.33
Total for Check Number 1291:				10,355.76
133038	9MA15597 8257	9 MAX CAPITAL LLC VOID Reissue WR# 132330 C&D Deposit Refu	12/03/2020	10,000.00
Total for Check Number 133038:				10,000.00
133039	ACE13161 9196 9202 9202	ACE LASER PRINTER SERVICE Toner Toner (2) Desktop Printer/HP P3015/J.Lilley	12/03/2020	85.12 170.25 210.11
Total for Check Number 133039:				465.48
133040	AFL187 220322 220322 220322	AFLAC-FLEX ONE November 20 Life Ins-Employee Share November 20 Employee (Aflac) November 20 Employee (Disability Ins)	12/03/2020	38.00 266.90 91.11
Total for Check Number 133040:				396.01
133041	AME15118 140893	AMERICAN RENTALS, INC Boom lift rental to install Christmas tree	12/03/2020	1,088.13
Total for Check Number 133041:				1,088.13
133042	ATT377 11/18/2020 11/24/2020 11/24/2020	AT&T Corporate Yard Oct Cerritos Intercon-Nov 335-253-1318 DMV Access Line-Nov 335-253-0761	12/03/2020	385.77 182.84 163.50
Total for Check Number 133042:				732.11
133043	AUT14715 200420	AUTOMATED GATE SERVICES, INC Repairs to City Yard gate	12/03/2020	849.00
Total for Check Number 133043:				849.00
133044	BEA14942 11614 11628	BEAR ELECTRICAL SOLUTIONS, INC Maintenance Service-Oct Traffic Signal Response-Oct	12/03/2020	1,045.00 4,180.00
Total for Check Number 133044:				5,225.00
133045	BES12575 887537 887538 887539 887540 887541 887542 887543 887544 887545 887546	BEST BEST & KRIEGER LLP General Fees thru 09-30-2020 Code Enforcement Fees thru 09-30-2020 RDA-SA Fees thru 09-30-2020 SHA Fees thru 09-30-2020 DFN 19-0111 Fees thru 09-30-2020 (KB Homes' Labor & Unemployment thru 09-30-2020 General Fees - Litigation Fees thru 09-30-2020 DFN 19-0114 Fees thru 09-30-2020 (Bonanni Th General Fees thru 09-30-2020 DFN 19-0121 Fees thru 08-31-2020 (Tina/Pacifi	12/03/2020	13,895.69 2,793.73 138.00 9,135.00 2,494.00 110.80 276.00 252.00 55.20 2,958.60
Total for Check Number 133045:				32,109.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
133046	C3O13388	C3 TECHNOLOGY SERVICES	12/03/2020	
	124586	CH/Sharp Copier/Toner/Maintenance 8-9 to 11-8		42.01
	124765	Data Migration 11-13-2020		1,110.00
	124792	CH/Sharp Copier/Toner/Maintenance 10-15 to 1		283.08
Total for Check Number 133046:				1,435.09
133047	CAA556	CA AUTO & BRAKE INC	12/03/2020	
	026115	Oil change for pool car (Lic 026115)		68.50
	026121	Oil change for pool car (Lic 1580879)		68.50
Total for Check Number 133047:				137.00
133048	COM15748	COMMUNICATIONS LAB	12/03/2020	
	2020-11J	Regional CBO-Professional Services- Oct 2020		4,500.00
Total for Check Number 133048:				4,500.00
133049	CYP925	CYPRESS ENGRAVING	12/03/2020	
	71680	Employee of the Year Plaque/Perpetual Plate		122.34
Total for Check Number 133049:				122.34
133050	ECO15351	ECONO TIRE, INC	12/03/2020	
	22126	Replace 4 tires on Chevy truck (#1374557)		900.00
Total for Check Number 133050:				900.00
133051	GUA13142	LAURA GUADARRAMA	12/03/2020	
	19880	Refund Hall Rental on 08/15/2020 due to COVII		400.00
	20542	Refund Hall Rental on 08/15/2020 due to COVII		600.00
Total for Check Number 133051:				1,000.00
133052	HOM1491	HOME DEPOT CREDIT SERVICES	12/03/2020	
	5161324	Supplies for Christmas tree		46.65
	5543074	Supplies for City Hall repairs		244.31
Total for Check Number 133052:				290.96
133053	ICM1540	ICMA RETIREMENT TRUST #302393	12/03/2020	
	PPE 11/07/2020	PPE 11/7/20-ICMA #302393		4,085.00
	PPE 11/21/2020	PPE 11/21/20-ICMA #302393		3,285.00
Total for Check Number 133053:				7,370.00
133054	LON15449	LONG BEACH BMW MOTORCYCLES	12/03/2020	
	36951	Repairs to motorcycle-headlights		64.48
Total for Check Number 133054:				64.48
133055	MIN15024	MINUTEMAN PRESS	12/03/2020	
	30335	(250) Business Cards/J. Ash/Assist. Planner		48.22
	30335	(500) Business Cards/D. Urbina/Parking/CE		52.52
	30335	(250) Business Cards/L.Chea/Sr. Acct. Techniciz		48.22
Total for Check Number 133055:				148.96
133056	OCT2192	O C TREASURER-TAX COLLECTOR	12/03/2020	
	079-320-20	OCSD Sewer Fee/ 10660 Western		2,405.08
	079-320-20	Sewer Fee/ 10660 Western		495.24
	079-331-12	OCSD Sewer Fee/ 10522 Flower		339.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	079-331-13	Sewer Fee/ 7922 Cerritos		69.80
	079-334-19	Sewer Fee/ 10502 Rose		69.80
	079-344-04	Sewer Fee/ 10971 Flower		69.80
	079-344-05	Sewer Fee/ 10972 Rose		69.80
	079-354-03	OCS D Sewer Fee/ 7855 Katella		1,293.86
	079-354-04	Sewer Fee/ 10972 Cedar		69.80
	079-362-12	Sewer Fee/ 10922 Date		69.80
	079-362-13	Sewer Fee/ 10912 Date		69.80
	079-362-15	Sewer Fee/ 10902 Dale		69.80
	079-363-26	Sewer Fee/ 10961 Date		69.80
	079-371-09	Sewer Fee/ 7455 Katella		69.80
	079-771-36	Sewer Fee/ 10651 Lexington		69.80
	126-391-48	Sewer Fee/ 10350 Fern		69.80
	126-481-07	OCS D Sewer Fee/ 8890 Tina		949.20
	126-481-07	Sewer Fee/ 8890 Tina		223.36
	126-481-11	Sewer Fee/ 8930 Tina		69.80
	126-481-12	Sewer Fee/ 8940 Tina		69.80
	126-481-13	Sewer Fee/ 8950 Tina		69.80
	126-481-14	Sewer Fee/ 8960 Tina		69.80
	126-481-15	Sewer Fee/ 8970 Tina		69.80
	126-481-18	Sewer Fee/ 8951 Pacific		223.36
	126-481-18	OCS D Sewer Fee/ 8951 Pacific		949.20
	126-481-19	OCS D Sewer Fee/ 8941 Pacific		949.20
	126-481-19	Sewer Fee/ 8941 Pacific		223.36
	126-481-20	OCS D Sewer Fee/ 8931 Pacific		949.20
	126-481-20	Sewer Fee/ 8931 Pacific		223.36
	126-481-22	OCS D Sewer Fee/ 8911 Pacific		949.20
	126-481-22	Sewer Fee/ 8911 Pacific		223.36
	126-481-24	OCS D Sewer Fee/ 8891 Pacific		949.20
	126-481-24	Sewer Fee/ 8891 Pacific		223.36
	126-481-25	Sewer Fee/ 8881 Pacific		223.36
	126-481-25	OCS D Sewer Fee/ 8881 Pacific		949.20
	126-481-26	Sewer Fee/ 8871 Pacific		223.36
	126-481-26	OCS D Sewer Fee/ 8871 Pacific		949.20
	126-481-27	OCS D Sewer Fee/ 8861 Pacific		949.20
	126-481-27	Sewer Fee/ 8861 Pacific		223.36
	126-481-28	Sewer Fee/ 8851 Pacific		69.80
	126-481-29	Sewer Fee/ 8841 Pacific		69.80
	126-482-05	Sewer Fee/ 8870 Pacific		69.80
	126-482-06	Sewer Fee/ 8880 Pacific		223.36
	126-482-06	OCS D Sewer Fee/ 8880 Pacific		949.20
	126-482-09	Sewer Fee/ 8910 Pacific		69.80
	126-482-10	Sewer Fee/ 8920 Pacific		69.80
	126-482-11	Sewer Fee/ 8930 Pacific		223.36
	126-482-11	OCS D Sewer Fee/ 8930 Pacific		949.20
	126-482-12	Sewer Fee/ 8940 Pacific		223.36
	126-482-12	OCS D Sewer Fee/ 8940 Pacific		949.20
	126-482-13	Sewer Fee/ 8950 Pacific		223.36
	126-482-13	OCS D Sewer Fee/ 8950 Pacific		949.20
	126-553-22	Sewer Fee/ 8100 Pacific		526.94
	126-553-22	OCS D Sewer Fee/ 8100 Pacific		2,559.08
	126-566-13	Sewer Fee/ Katella & Chestnut		69.80
	126-568-07	Sewer Fee/ Katella & Chestnut		69.80
	131-091-40	OCS D Sewer Fee/ 7800 Katella		8,038.07
	131-091-40	Sewer Fee/ 7800 Katella		1,655.15
	131-263-08	Sewer Fee/ 11822 Santa Paula		359.42
	131-263-08	OCS D Sewer Fee/ 11822 Santa Paula		1,745.66
	131-263-09	Sewer Fee/ 11832 Santa Paula		69.80
	131-282-05	Sewer Fee/ 7972 Orangewood		69.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	131-433-20	Sewer Fee/ 8340 Briarwood		69.80
			Total for Check Number 133056:	36,545.38
133057	ONY15505 Retention Relea	ONYX PAVING COMPANY INC Retention Releases of Cerritos Widening Project	12/03/2020	10,448.17
			Total for Check Number 133057:	10,448.17
133058	PAC12100 8074	PACIFIC ENVIRONMENTAL Asbestos/Lead Survey/Pre-demo 8881 Pacific	12/03/2020	1,750.00
			Total for Check Number 133058:	1,750.00
133059	PET14941 13205966	PETS BEST Pet Insurance November 2020	12/03/2020	124.92
			Total for Check Number 133059:	124.92
133060	PLA14830 001 001	PLACENTIA COMMUNITY FOUNDATI City of Placentia- Focus Area #1-Police Explore City of Placentia- Focus Area #1-Police Explore	12/03/2020	80,000.00 80,000.00
			Total for Check Number 133060:	160,000.00
133061	PSI11874 26022	PSI 1 5-gal container of Taginator and 1 container Ja	12/03/2020	467.60
			Total for Check Number 133061:	467.60
133062	RAD15570 1240	RADAR ENVIRONMENTAL Disposal of HHW at the City Yard	12/03/2020	2,589.90
			Total for Check Number 133062:	2,589.90
133063	SCS13184 211801	S.C. SIGNS & SUPPLIES LLC 15 new street name signs	12/03/2020	1,761.75
			Total for Check Number 133063:	1,761.75
133064	SOC2734 11/19/2020 11/24/20 11/24/20 11/30/2020	SO CAL EDISON Electric Svc/TinaPacific 10/07/20-11/05/20 Stanton District Light Nov Electric Service-Medians Nov Electricity service-Sheriff Station Nov	12/03/2020	829.35 33.84 19.80 1,674.58
			Total for Check Number 133064:	2,557.57
133065	SOC12606 469933	SO CAL INDUSTRIES Fence Rental @ 10562 Bell Street for Dec	12/03/2020	59.11
			Total for Check Number 133065:	59.11
133066	GAS1282 11/30/2020	SOCALGAS Gas service-City Hall Nov	12/03/2020	294.50
			Total for Check Number 133066:	294.50
133067	SOU11880 3736389 3739834	SOUTH COAST A.Q.M.D Rule 461 Liquid Fuel Dispensing System Fees-C Emissions Fees-City Yard FY20-21	12/03/2020	124.46 136.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 133067:	260.86
133068	SPA15432 4096775 110620	SPARKLETTS Nov-20/Breakroom Water Delivery	12/03/2020	146.20
			Total for Check Number 133068:	146.20
133069	SPR12052 TM INV-003409	SPRINGBROOK HOLDING COMPANY I HR and ESS (Standard Professional Service)	12/03/2020	84.50
			Total for Check Number 133069:	84.50
133070	STA2817 1631449833 1631449833 1631449833 1631449833 1631449833 1631449833 1631449833 1631449833 1631449833 1631449833	STAPLES BUSINESS CREDIT Office Supplies/Personnel Supplies/Building Maintenance Office Supplies/P&R Office Supplies/Planning Records Retention Supplies/City Clerk Office Supplies/Building Dept Fleet Maint/Safety Equip Safety Supplies/SCP Office Supplies/City Clerk's Office Office Supplies/City Manager's Office COVID-19/Hand Sanitizer/Disinfectant	12/03/2020	24.55 320.76 342.20 89.79 285.74 81.19 163.02 65.24 66.11 92.11 212.64
			Total for Check Number 133070:	1,743.35
133071	SUN14720 Year 4-July	SYA FOUNDATION Cypress CBO-Focus Area #1: July 20	12/03/2020	11,275.00
			Total for Check Number 133071:	11,275.00
133072	THA13154 2300	THALES CONSULTING INC Annual Street Report, FY20	12/03/2020	1,010.00
			Total for Check Number 133072:	1,010.00
133073	TRU13167 650158705	TRULY NOLEN OF AMERICA INC Monthly pest spraying for Nov	12/03/2020	160.00
			Total for Check Number 133073:	160.00
133074	UNI14524 90101921	UNION PACIFIC RAILROAD COMPANY Plan Review fee for Thunderbird and Western	12/03/2020	151.42
			Total for Check Number 133074:	151.42
133075	UNI11850 12/1/2020	UNITED STATES POSTAL SERVICE Winter/Spring 2021 Stanton Express Mailing Per	12/03/2020	2,930.01
			Total for Check Number 133075:	2,930.01
133076	VEN13764 0154611-IN 0154611-IN 0154611-IN 0154611-IN 0154611-IN 0154611-IN	VENCO WESTERN INC Street landscape maintenance-Nov Median landscape maintenance-Nov Park landscape maintenance-Nov Building landscape maintenance-Nov Stanton Central Park-Nov Norm Ross baseball field-Nov	12/03/2020	1,490.00 7,939.00 4,685.00 1,298.00 4,592.00 900.00
			Total for Check Number 133076:	20,904.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
133077	VIS3077	VISTA PAINT CORP	12/03/2020	
	2020-699905-00	Graffiti Supplies for Oct		14.01
	2020-709494-00	Graffiti Supplies for Nov		491.63
	2020-746264-00	Graffiti Supplies for Nov		23.65
Total for Check Number 133077:				529.29
133078	WAG13143	WAGEWORKS	12/03/2020	
	INV2149058	May 2020 FSA Administration Fee		66.00
	INV2149058	May 2020 Compliance Fee		50.00
	INV2198178	June 2020 Compliance Fee		50.00
	INV2198178	June 2020 FSA Administration Fee		66.00
	INV2252851	July 2020 FSA Administration Fee		66.00
	INV2252851	July 2020 Compliance Fee		50.00
	INV2301288	August 2020 Compliance Fee		50.00
	INV2301288	August 2020 FSA Administration Fee		66.00
	INV2351712	September 2020 Compliance Fee		50.00
	INV2351712	September 2020 FSA Administration Fee		66.00
	INV2407075	October 2020 FSA Administration Fee		66.00
	INV2407075	October 2020 Compliance Fee		50.00
Total for Check Number 133078:				696.00
133079	OCT2192	O C TREASURER-TAX COLLECTOR	12/10/2020	
	126-481-05	Tax/ 8870 Tina		4,895.48
	126-481-05	Sewer Fee/ 8870 Tina		223.36
	126-481-05	OCSD Sewer Fee/ 8870 Tina		949.20
	126-481-08	Tax/ 8900 Tina		2,262.72
	126-481-08	OCSD Sewer Fee/ 8900 Tina		949.20
	126-481-08	Sewer Fee/ 8900 Tina		223.36
	126-481-09	Sewer Fee/ 8910 Tina		223.36
	126-481-09	Tax/ 8910 Tina		3,592.90
	126-481-09	OCSD Sewer Fee/ 8910 Tina		949.20
	126-481-10	OCSD Sewer Fee/ 8920 Tina		949.20
	126-481-10	Sewer Fee/ 8920 Tina		223.36
	126-481-10	Tax/ 8920 Tina		4,000.49
	126-481-10-.010	Tax/ 8920 Tina		935.53
	126-481-10.02	Tax/ 8920 Tina		2,154.91
	126-481-17	OCSD Sewer Fee/ 8961 Pacific		949.20
	126-481-17	Tax/ 8961 Pacific		4,727.38
	126-481-17	Sewer Fee/ 8961 Pacific		223.36
	126-482-08	Sewer Fee/ 8900 Pacific		223.36
	126-482-08	OCSD Sewer Fee/ 8900 Pacific		949.20
	126-482-08	Tax/ 8900 Pacific		3,574.73
	131-241-21	Sewer Fee/ 11870 Beach		69.80
	131-241-21	Tax/ 11870 Beach		3,882.68
	131-241-21	OCSD Sewer Fee/ 11870 Beach		339.00
Total for Check Number 133079:				37,470.98
133096	CEN12163	CENTRO PRINT SOLUTIONS	12/17/2020	
	221996	Misc Office Supplies/W-2 Misc Envelopes/Form		314.26
Total for Check Number 133096:				314.26
133097	CHA15820	MANNAT CHANDER	12/17/2020	
	ST329509	Initial review found: Citation Dismissed		41.00
Total for Check Number 133097:				41.00
133099	CHA735	CHARLES ABBOTT ASSOCIATES, INC	12/17/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	61782	Inspection Services Oct-20/Bldg/Safety		25,485.36
			Total for Check Number 133099:	25,485.36
133100	BRE515 ASIT000938 ASIT000939	CITY OF BREA OCT-20/City Web Hosting Fee OCT-20/Business Alliance Web Hosting Fee	12/17/2020	50.00 50.00
			Total for Check Number 133100:	100.00
133101	CON15852 12/16/2020	CONRAD MALAYA JR CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133101:	6,679.74
133102	CON13243 73902	CONTINENTAL CHEMICAL & SANITAI Janitorial Supplies for City Hall	12/17/2020	666.53
			Total for Check Number 133102:	666.53
133103	FIR1181 82055410	CORELOGIC SOLUTIONS, LLC Nov-20/Geographic Package-Realquest	12/17/2020	315.00
			Total for Check Number 133103:	315.00
133104	COR14961 13331	CORNERSTONE COMMUNICATIONS & Regional CBO-Professional Services-Nov 2020	12/17/2020	4,500.00
			Total for Check Number 133104:	4,500.00
133105	COU15550 PW210059	COUNTY OF ORANGE Concrete Improvement Project	12/17/2020	11,057.99
			Total for Check Number 133105:	11,057.99
133106	CRU12464 2-0343-0229-016 6043233123	AMANDA CRUZ BUS EXP/Supplies for Gingerbread house BUS EXP/Supplies for Gingerbread house	12/17/2020	28.74 25.07
			Total for Check Number 133106:	53.81
133107	CYP925 71679	CYPRESS ENGRAVING Sheriff Name Badges	12/17/2020	88.09
			Total for Check Number 133107:	88.09
133108	DAV15696 8628 8628	DAVIS FARR LLP October Accounting Consultant Services October Accounting Consultant Services	12/17/2020	11,286.00 594.00
			Total for Check Number 133108:	11,880.00
133109	DOA14575 9902	PETER DOAN FY20/21 C&D Deposit Refund for 8676 Lullaby	12/17/2020	600.00
			Total for Check Number 133109:	600.00
133110	DOT15847 12/14/2020	DOT & DOUGH STANTON CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133110:	6,679.74
133111	ECO1064	ECONOMICS, INC.	12/17/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2020.5	Provide solid waste and recycling consulting for		611.99
			Total for Check Number 133111:	611.99
133112	FED1155 7-196-30877 7-196-30877 7-196-30877	FEDEX Overnight to Stewart Title/Stanton Inn (Andrea M Overnight to KB Home Coastal (Steve Ruffner) Overnight to First American Title/Tahiti Motel (F	12/17/2020	26.24 25.72 26.24
			Total for Check Number 133112:	78.20
133113	FRA15837 12/14/2020	FRAME & OPTIC INC CRF funding to reimburse cost of business cause	12/17/2020	2,732.62
			Total for Check Number 133113:	2,732.62
133114	FRI13695 Oct-20	FRIENDLY CENTER, INC Contractual Services (FaCT) Invoice for Friendly	12/17/2020	4,119.77
			Total for Check Number 133114:	4,119.77
133115	GAM15826 9685	EDGAR GAMIZ FY20/21 C&D Deposit Refund for 10500 Magn	12/17/2020	900.00
			Total for Check Number 133115:	900.00
133116	HAR1416 20-0658 20-0669	HARTZOG & CRABILL INC On-Call Traffic Signal Services Ops. for Oct Magnolia Ave OCTA Corridor Project Support O	12/17/2020	1,931.86 705.50
			Total for Check Number 133116:	2,637.36
133117	HDL13965 SIN005216	HDL SOFTWARE, LLC Payment Services October 2020	12/17/2020	119.35
			Total for Check Number 133117:	119.35
133118	ICM1540 PPE 12/5/2020	ICMA RETIREMENT TRUST #302393 PPE 12/5/20-ICMA #302393	12/17/2020	3,285.00
			Total for Check Number 133118:	3,285.00
133119	INT1579 Oct-20	INTERVAL HOUSE (FaCT) Invoice for Interval House	12/17/2020	1,439.00
			Total for Check Number 133119:	1,439.00
133120	INT15739 62700 63846	INTERWEST CONSULTING GROUP, INC Construction management and inspection service Construction management and inspection service	12/17/2020	15,950.00 9,570.00
			Total for Check Number 133120:	25,520.00
133121	HUN12150 STA1FOG12008 STA1FOG12009 STA1MS412007 STA1MS412008 STA1MS412009	JOHN L. HUNTER & ASSOCIATES, INC FOG-Aug 2020 FOG-Sept 2020 NPDES-July 2020 NPDES-Aug 2020 NPDES-Sept 2020	12/17/2020	10,327.50 1,430.00 1,804.00 9,902.50 8,637.50
			Total for Check Number 133121:	32,101.50
133122	JOY15838	JOY X RETAIL LLC	12/17/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	12/14/2020	CRF funding to reimburse cost of business cause		8,197.86
			Total for Check Number 133122:	8,197.86
133123	JOY15841 12/14/2020	JOYSTIX LLC CRF funding to reimburse cost of business cause	12/17/2020	1,750.86
			Total for Check Number 133123:	1,750.86
133124	KOK15832 12/14/2020	KOKO BRADDAHZ LLC CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133124:	6,679.74
133125	LAH14673 NOCPSTF-4/YR4	LA HABRA POLICE EXPLORER POST : La Habra CBO Focus Area #1-Explorers Self-de:	12/17/2020	400.00
			Total for Check Number 133125:	400.00
133126	MA15831 12/14/2020	KIET MA CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133126:	6,679.74
133127	MAR1873 242449 242498 242499	MARK'S OLD TOWNE SERVICE, INC. Patch six holes in left front tire on the tractor Patch front left tire on backhoe Patch 2 rear tires on backhoe	12/17/2020	401.63 153.50 310.00
			Total for Check Number 133127:	865.13
133128	MER12502 607348 607348 607349	MERCHANTS BUILDING MAINTENAN Janitorial Services at City Hall for Dec 2020 Janitorial Services at FRC for Dec 2020 Janitorial Services at Sheriff for Dec 2020	12/17/2020	1,384.55 273.59 833.81
			Total for Check Number 133128:	2,491.95
133129	MYF15845 12/14/2020	MY FIRST KISS STANTON LLC CRF funding to reimburse cost of business cause	12/17/2020	17,002.97
			Total for Check Number 133129:	17,002.97
133130	NAN15843 12/14/2020	NANDOMO LLC CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133130:	6,679.74
133131	NAT2050 31287	NATIONWIDE ENVIRONMENTAL SVC; Sweeper Services for Dec 2020	12/17/2020	11,424.93
			Total for Check Number 133131:	11,424.93
133132	NOB15303 14913	NOBEL SYSTEMS, INC GIS Update to City storm drain facilities	12/17/2020	2,640.00
			Total for Check Number 133132:	2,640.00
133133	OFF13385 I-01821962	OFFICE SOLUTIONS 6 boxes of Trash bags	12/17/2020	277.31
			Total for Check Number 133133:	277.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
133134	OGD13215 373986	WILLIAM OGDEN BUS EXP/Work cloth for PW crew-pants	12/17/2020	30.15
			Total for Check Number 133134:	30.15
133135	OI15839 12/14/2020	OI 2.0 LLC CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133135:	6,679.74
133136	ORN15844 12/14/2020	ORNG CNTY LLC CRF funding to reimburse cost of business cause	12/17/2020	2,732.62
			Total for Check Number 133136:	2,732.62
133137	FUL14661 112020#5	PATHWAYS OF HOPE Regional CBO-Focus Area #3-Nov.2020	12/17/2020	4,637.83
			Total for Check Number 133137:	4,637.83
133138	PEN15848 1968	GUSTAVO PENA BUS EXP/6 tee shirts for work from Express Tec	12/17/2020	114.19
			Total for Check Number 133138:	114.19
133139	PHO15853 12/16/2020	PHOHOLIC INC CRF funding to reimburse cost of business cause	12/17/2020	19,809.47
			Total for Check Number 133139:	19,809.47
133140	PLA15822 9942	PLACE SERVICES INCORPORATED FY20/21 C&D Deposit Refund for 12840 Beach	12/17/2020	1,299.45
			Total for Check Number 133140:	1,299.45
133141	PRI15833 12/14/2020	PRIMAL CUTS STANTON LLC CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133141:	6,679.74
133142	QUA15782 2020-08-PR 2020-09-PR 2020-10-PR 2020-11-PR 2020-12	QUALITY MANAGEMENT GROUP, INC Salaries for Management for Tina Pacific Develc Salaries for Management for Tina Pacific Develc Salaries for Management for Tina Pacific Develc Salaries for Management for Tina Pacific Develc Property Management for Tina Pacific Developn	12/17/2020	5,430.64 8,016.66 8,016.66 8,016.66 6,136.36
			Total for Check Number 133142:	35,616.98
133143	REB15823 2020-629	DAVID REBSCH FY20/21 C&D Deposit Refund for 11501 Santa ]	12/17/2020	270.00
			Total for Check Number 133143:	270.00
133144	RED2467 21396 22591 22602 22606	RED BALL HARDWARE Supplies need for repairs in the city for Nov Supplies need for repairs in the city for Nov Supplies need for repairs in the city for Nov Supplies need for repairs in the city for Nov	12/17/2020	94.42 70.01 73.79 85.84
			Total for Check Number 133144:	324.06
133145	ROD15840	RODEO BAR LLC	12/17/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	12/14/2020	CRF funding to reimburse cost of business cause		6,072.49
			Total for Check Number 133145:	6,072.49
133146	ROY15767 Progress Pay #2 Retention #2	ROY ALLAN SLURRY SEAL, INC FY 2020/21 Citywide Slurry Seal Project 5% Retention	12/17/2020	26,217.00 -1,310.85
			Total for Check Number 133146:	24,906.15
133147	SER15072 R2012704 R2012704	SERVICE FIRST Maintenance on SCP splash pad-Dec Maintenance on Dotson splash pad-Dec	12/17/2020	925.00 925.00
			Total for Check Number 133147:	1,850.00
133148	SKI15850 12/14/2020	SKIN DESIGN TATTOO OC, INC CRF funding to reimburse cost of business cause	12/17/2020	2,732.62
			Total for Check Number 133148:	2,732.62
133149	SOC2734 12/03/20 12/03/20 12/03/20 12/08/20 12/08/20 12/08/20	SO CAL EDISON Electric Service-Medians Nov Electric Service-Parks Nov Electric Service-Signals Nov Stanton District Light Nov Electric Service-Signals Nov Electric Service-SCP Nov	12/17/2020	214.75 553.91 102.62 4,306.21 976.24 1,704.97
			Total for Check Number 133149:	7,858.70
133150	SOC12606 471674 471675	SO CAL INDUSTRIES Fence installation @ 8970 Pacific for a year Fence installation @ 8870 Pacific for a year	12/17/2020	1,489.18 1,343.45
			Total for Check Number 133150:	2,832.63
133151	GAS1282 12/1/2020	SOCALGAS Gas Services Corp Yard Oct	12/17/2020	28.32
			Total for Check Number 133151:	28.32
133152	WAT13601 23039 23042	SOUTHLAND AUTOMOTIVE WORKS Replace tire on PW truck Replace two tires on CE truck	12/17/2020	114.70 465.50
			Total for Check Number 133152:	580.20
133153	SWR2862 WD-0176474	STATE WATER RESOURCES CONTROL Storm Water Monitoring Annual Fee 7/1/20-6/30	12/17/2020	2,848.00
			Total for Check Number 133153:	2,848.00
133154	STE15849 12/14/2020	STEEP LEAF TEA BAR LLC CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133154:	6,679.74
133155	SUN15834 12/14/2020	SUNSET RESTAURANT GROUP LLC CRF funding to reimburse cost of business cause	12/17/2020	13,359.47
			Total for Check Number 133155:	13,359.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
133156	TAI14271 135863	TAIT & ASSOCIATES INC Slurry & Reconstruction project	12/17/2020	1,210.00
Total for Check Number 133156:				1,210.00
133157	THE15854 12/16/2020	THE ITALIAN EATERY OC CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
Total for Check Number 133157:				6,679.74
133158	THO13835 11108915	THOMSON INC Inspection of FRC HVAC	12/17/2020	407.50
Total for Check Number 133158:				407.50
133159	TON15365 9921	DE TON FY20/21 C&D Deposit Refund for 8952 Lola Av	12/17/2020	2,400.00
Total for Check Number 133159:				2,400.00
133160	TRA15821 2020-498	CHINH TRAN FY20/21 C&D Deposit Refund for 7831 Orange	12/17/2020	30.00
Total for Check Number 133160:				30.00
133161	TUR2970 33904 33905	TURBO DATA SYSTEMS INC NOV-20/Parking Citation Processing NOV-20/Admin Citation Processing	12/17/2020	1,059.26 172.26
Total for Check Number 133161:				1,231.52
133162	VAL12874 12/1/2020	DIANNA VALTIERRA Employee Computer Loan-D.Valtierra	12/17/2020	1,000.00
Total for Check Number 133162:				1,000.00
133163	VAN13002 9360	VAN RY MAINTENANCE Floor service Stanton Family Resource Center (F	12/17/2020	125.00
Total for Check Number 133163:				125.00
133164	VEN13764 2502133-IN	VENCO WESTERN INC Repairs to irrigation systems in November	12/17/2020	179.08
Total for Check Number 133164:				179.08
133165	VIL15825 2020-591	EUGENIO ESCAMILLA VILLALOBOS FY20/21 C&D Deposit Refund for 10623 Hamd	12/17/2020	300.00
Total for Check Number 133165:				300.00
133166	WNT15846 12/14/2020	WNTD INC CRF funding to reimburse cost of business cause	12/17/2020	2,732.62
Total for Check Number 133166:				2,732.62
133167	WRI15824 10023	RICK WRIGHT FY20/21 C&D Deposit Refund for 8411 Monroe	12/17/2020	750.00
Total for Check Number 133167:				750.00
133168	AFF14092 2020-609	AFFORDABLE ROOFING SERVICES FY20/21 C&D Deposit Refund for 7421 Palais R	12/17/2020	390.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 133168:	390.00
133169	AME11857 2020-590	AMERICAN RENTALS FY20/21 C&D Deposit Refund for 12392 Beach	12/17/2020	90.00
			Total for Check Number 133169:	90.00
133170	ATT377 12/8/2020 12/8/2020 12/8/2020	AT&T Cerritos/Dale-Nov 714-826-1129 Cerritos/Magnolia-Nov 714-826-1762 Cerritos/Knott-Nov 714-236-0402	12/17/2020	23.97 46.11 23.97
			Total for Check Number 133170:	94.05
133171	AUT12223 2872078142 4072029753 4072030717	AUTOZONE INC. Pressure wash truck battery Parts to repair graffiti truck Dump truck battery	12/17/2020	44.49 26.92 265.15
			Total for Check Number 133171:	336.56
133172	BAN15836 12/14/2020	BANH XEO BOYS LLC CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133172:	6,679.74
133173	BEA15842 12/14/2020	BEARDED TANG BREWERY LLC CRF funding to reimburse cost of business cause	12/17/2020	11,039.78
			Total for Check Number 133173:	11,039.78
133174	BEL15835 12/14/2020	BELEAF BURGERS STANTON LLC CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133174:	6,679.74
133175	BIL15851 12/14/2020	BILAVARN FOODS CORP CRF funding to reimburse cost of business cause	12/17/2020	6,679.74
			Total for Check Number 133175:	6,679.74
133176	BON12819 41612-15941/120	BLX GROUP LLC Arbitrage Rebate Report for 2016 Series A	12/17/2020	1,200.00
			Total for Check Number 133176:	1,200.00
133177	BOB13390 032200012986 032200012987	ZENIA BOBADILLA BUS EXP/Christmas Event-Gingerbread Houses BUS EXP/Christmas Event-Gingerbread Houses	12/17/2020	119.90 239.80
			Total for Check Number 133177:	359.70
133178	BOY13501 Oct-20	BOYS & GIRLS CLUBS OF GARDEN GI Contractual services (FaCT) Invoice for Boys &	12/17/2020	3,926.45
			Total for Check Number 133178:	3,926.45
133179	BOY15369 November-20	BOYS & GIRLS CLUBS OF GREATER A Cypress/Anaheim CBO Focus Area #1-Nov	12/17/2020	10,582.00
			Total for Check Number 133179:	10,582.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
133180	C3O13388 125348	C3 TECHNOLOGY SERVICES IT SVCS/Server Monitoring 12-1-20, 12-31-20	12/17/2020	3,290.00
Total for Check Number 133180:				3,290.00
133181	CAA556 026253	CA AUTO & BRAKE INC Smog check Unit# 9- passed	12/17/2020	51.75
Total for Check Number 133181:				51.75
133182	CAM613 20120213	CA MUNICIPAL STATISTICS Direct and Overlapping Debt Statement 6/30/20	12/17/2020	500.00
Total for Check Number 133182:				500.00
133183	CAO15827 8545	HENRY CAO FY20/21 C&D Deposit Refund for 10411 Ashda	12/17/2020	1,800.00
Total for Check Number 133183:				1,800.00
133184	OCF2164 S0419454 S0419454 S0419454 S0419454 S0419614	OC FIRE AUTHORITY 2nd Quarter Contract 2nd Quarter Facilities Maint. 2nd Quarter Contract 2nd Quarter Vehicle Replacement Stn Annex Prop. Tax Pass Thru FY: 20/21	12/17/2020	914,439.25 746.75 298,972.50 13,106.25 19,599.50
Total for Check Number 133184:				1,246,864.25
133185	CHA15830 12/14/2020	SIMON CHONG Coronavirus Relief Fund/CARES-State Funding	12/17/2020	6,679.74
Total for Check Number 133185:				6,679.74
133186	ABU15876 1004	ABUNDANT INVESTMENTS LLC Refund Cannabis application deposit	12/23/2020	100,000.00
Total for Check Number 133186:				100,000.00
133187	ALL228 68466	ALL CITY MANAGEMENT SVCS, INC. School Crossing Guard Services	12/23/2020	543.12
Total for Check Number 133187:				543.12
133188	AMP12404 Progress Pay#1 Retention#1	AMPCO CONTRACTING INC. Demolish building @ 8931 Pacific Ave. 5% Retention	12/23/2020	43,459.00 -2,172.95
Total for Check Number 133188:				41,286.05
133189	ATT377 12/21/2020	AT&T Corporate Yard - Nov	12/23/2020	460.75
Total for Check Number 133189:				460.75
133190	AUT12223 4072040607	AUTOZONE INC. Parts for vehicle #20	12/23/2020	16.08
Total for Check Number 133190:				16.08
133191	BEA14942 11796 11863	BEAR ELECTRICAL SOLUTIONS, INC Traffic Signal Response-Nov Maintenance Service-Nov	12/23/2020	17,550.00 1,045.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 133191:	18,595.00
133192	BES12575	BEST BEST & KRIEGER LLP	12/23/2020	
	890251	Code Enforcement Fees thru 10-31-2020		5,408.22
	890253	SHA Fees thru 10-31-2020		5,079.00
	890254	DFN 19-0111 Fees thru 10-31-2020 (KB Homes		345.70
	890255	Labor & Unemployment thru 10-31-2020		304.20
	890256	DFN 17-0100 Fees thru 10-31-2020 (Frontier)		48.00
	890257	DFN 19-0114 Fees thru 10-31-2020 (Bonanni-TI		193.80
	890258	General Fees thru 10-31-2020		193.20
	890259	DFN 19-0121 Fees thru 10-31-2020 (Tina / Pacit		6,044.80
	890261	General Fees thru 10-31-2020		13,869.00
			Total for Check Number 133192:	31,485.92
133193	BMI12745	BMI	12/23/2020	
	38820839	City Hall Music License (6/1/2020-5/31/2021)		364.00
			Total for Check Number 133193:	364.00
133194	C3O13388	C3 TECHNOLOGY SERVICES	12/23/2020	
	125750	CH/Sharp Copier/Toner/Maintenance 10/9/2020		389.01
	125966	CH/Sharp Copier/Toner/Maintenance 11/15/2020		247.70
			Total for Check Number 133194:	636.71
133195	CAA556	CA AUTO & BRAKE INC	12/23/2020	
	026286	Repair door handle on Unit #4		256.57
	026300	Engine repairs to Unit 17		966.46
			Total for Check Number 133195:	1,223.03
133196	CAS662	CA ST DEPT OF JUSTICE	12/23/2020	
	483483	NOV2020/Fingerprints		32.00
			Total for Check Number 133196:	32.00
133197	BRE515	CITY OF BREA	12/23/2020	
	ASIT000951	NOV-20/Business Alliance Web Hosting Fee		50.00
	ASIT000952	NOV-20/City Web Hosting Fee		50.00
			Total for Check Number 133197:	100.00
133198	CRR888	CR & R INCORPORATED	12/23/2020	
	0279126	Trash bin rental for demolition @ 11870 Beach		3,288.81
			Total for Check Number 133198:	3,288.81
133199	CSU14679	CSU FULLERTON ASC	12/23/2020	
	AR170731	Regional-Evaluation Services to Support AB 97		6,099.09
			Total for Check Number 133199:	6,099.09
133200	DEL13382	DE LAGE LANDEN FINANCIAL SERVI	12/23/2020	
	70524834	Lease/CH/Sharp copiers 12-01 to 12-31		526.22
			Total for Check Number 133200:	526.22
133201	DOM1014	DOMEN LAWNMOWER	12/23/2020	
	158090	New chain and pole saw chain		279.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 133201:	279.62
133202	DSY14997 11579	DSYL Fall 2020 Stanton Express-Design	12/23/2020	3,125.00
			Total for Check Number 133202:	3,125.00
133203	DTE15868 806974 806975	DTEN INC COVID-19/All-in-One Video Conferencing Syst COVID-19/All-in-One Video Conferencing Syst	12/23/2020	9,111.24 12,637.97
			Total for Check Number 133203:	21,749.21
133204	FED1155 7-209-62577	FEDEX Overnight to First American Title/Tahiti Motel (F	12/23/2020	31.94
			Total for Check Number 133204:	31.94
133205	GOL1321 12/21/2020	GOLDEN STATE WATER COMPANY Water Svc/Tina-Pacific 09/25/20-11/25/20	12/23/2020	4,944.98
			Total for Check Number 133205:	4,944.98
133206	GRE1360 121352 121352	GREAT SCOTT TREE SERVICE, INC Tree trimming FY19/20 (10%)-Nov Tree trimming FY19/20 (90%) -Nov	12/23/2020	984.15 8,857.35
			Total for Check Number 133206:	9,841.50
133207	HAR15872 374084	KEVIN HARO Work cloth for PW crew pants	12/23/2020	323.21
			Total for Check Number 133207:	323.21
133208	HAR1416 20-0542 20-0709 20-0713 20-0725 20-0730	HARTZOG & CRABILL INC Assess Benefits & Constraints Associated w/ reli Assess Benefits & Constraint Associated with rel On-Call Traffic Signal Services Ops. for Nov Magnolia Ave OCTA Corridor Project Support-N Katella Ave OCTA Corridor Project Support-Nov	12/23/2020	4,778.00 377.00 1,512.50 756.00 588.00
			Total for Check Number 133208:	8,011.50
133209	HUN12150 STA1FOG12010 STA1MS412010	JOHN L. HUNTER & ASSOCIATES, INC FOG - Oct 2020 NPDES - Oct 2020	12/23/2020	62.50 7,948.25
			Total for Check Number 133209:	8,010.75
133210	LAH14673 NOCPSTF-5/YR4	LA HABRA POLICE EXPLORER POST ; La Habra CBO Focus Area #1-Explorers Self-de	12/23/2020	400.00
			Total for Check Number 133210:	400.00
133211	MER12502 607687 607688 609077 609078 609090 609091	MERCHANTS BUILDING MAINTENAN Janitorial Svcs. Disinfect Com. Svcs. COVID-19 Janitorial Svcs. Disinfect SCP COVID-19 (Elect COVID-19 mitigation-Disinfect and sanitation o COVID-19 mitigation-Disinfect and sanitation o COVID-19 mitigation-Disinfect and sanitation o COVID-19 mitigation-Disinfect and sanitation o	12/23/2020	130.00 200.00 552.00 552.00 507.00 507.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 133211:	2,448.00
133212	OCS2185 Nov-20	O C SANITATION DISTRICT OC San Dist-November 2020 Connection Fees	12/23/2020	24,135.70
			Total for Check Number 133212:	24,135.70
133213	OGD13215 1999	WILLIAM OGDEN 4 tee shirts for work from Express Tees	12/23/2020	97.88
			Total for Check Number 133213:	97.88
133214	COU11867 PW210333	COUNTY OF ORANGE COUNTY TREA- NPDES for FY2019-20 City's share per agreeme	12/23/2020	43,431.32
			Total for Check Number 133214:	43,431.32
133215	PHA12971 46989	PARS OCT2020/PARS/Administrator Services	12/23/2020	459.47
			Total for Check Number 133215:	459.47
133216	PSI11874 26404	PSI 1 5-gal container of Taginator	12/23/2020	315.36
			Total for Check Number 133216:	315.36
133217	RES2489 3003663	RESOURCE BUILDING MATERIALS Asphalt for pothole repair	12/23/2020	93.31
			Total for Check Number 133217:	93.31
133218	SOC2734 12/14/20 12/14/20 12/14/20 12/16/20 12/17/2020	SO CAL EDISON Electric Service-Building-Nov Electric Service-Parks-Nov Stanton District Light-Nov Electric Service-Building-Nov Electric Svc/TinaPacific 11/05/20-12/08/20	12/23/2020	4,307.69 6.06 452.82 2,157.01 382.34
			Total for Check Number 133218:	7,305.92
133219	BCN14064 132028090	SOLEX - FUSION LAN Lines for City Hall, FRC, Corp Yard, & Ce	12/23/2020	1,421.51
			Total for Check Number 133219:	1,421.51
133220	SPA15432 4096775 120420	SPARKLETTS Dec-20/Breakroom Water Delivery	12/23/2020	152.69
			Total for Check Number 133220:	152.69
133221	SWR2862 SW-0205662	STATE WATER RESOURCES CONTROL Storm Water Monitoring-Annual Fee 10/01/20-0	12/23/2020	14,984.00
			Total for Check Number 133221:	14,984.00
133222	TER2886 402296469 403259473	TERMINIX PROCESSING CENTER NOV-20/Pest Control/Tina-Pacific DEC-20/Pest Control/Tina-Pacific	12/23/2020	321.00 321.00
			Total for Check Number 133222:	642.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
133223	TOW14437 16612	TOWNSEND PUBLIC AFFAIRS, INC DEC-20/Advocacy/Consulting Svcs	12/23/2020	4,000.00
Total for Check Number 133223:				4,000.00
133224	TRU13167 650160252	TRULY NOLEN OF AMERICA INC Monthly pest spraying for Dec	12/23/2020	160.00
Total for Check Number 133224:				160.00
133225	UNI14524 90102883	UNION PACIFIC RAILROAD COMPANY Plan Review fee for Thunderbird and Western	12/23/2020	100.68
Total for Check Number 133225:				100.68
133226	XPR15487 2541	XPRESS URGENT CARE STANTON NOV Pre-employment exams	12/23/2020	25.00
Total for Check Number 133226:				25.00
Report Total (227 checks):				4,547,773.22

## CITY OF STANTON

### REPORT TO THE CITY COUNCIL

**TO:** Honorable Mayor and City Council

**DATE:** January 12, 2021

**SUBJECT: NOVEMBER 2020 INVESTMENT REPORT**

#### REPORT IN BRIEF:

The Investment Report as of November 30, 2020, has been prepared in accordance with the City's Investment Policy and California Government Code Section 53646.

#### RECOMMENDED ACTIONS:

1. City Council find 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. Receive and file the Investment Report for the month of November 2020.

#### BACKGROUND:

Changes in the City's cash and investment balances for the month of November are summarized below:

	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>
Cash and Investment Accounts (Pooled-All Funds)	\$ 54,558,165.47	\$ (2,898,564.68)	\$ 51,659,600.79
Cash (Non-Pooled)	4,005,182.19	284,817.92	4,290,000.11
Total Cash and Investments	<u>\$ 58,563,347.66</u>	<u>\$ (2,613,746.76)</u>	<u>\$ 55,949,600.90</u>

Between October 31, 2020, and November 30, 2020, the City's total cash and investments decreased by \$2.1 million. During the month of November, the City used Housing Authority funds to provide \$2.6 million in funding to Jamboree Housing Corporation in support of the Stanton Inn Housing Project and Tahiti Motel Housing Project.

The attached reports summarize the City investments and deposit balances as of November 2020. The City's cash and investment balances by fund type are presented in Attachment A. A summary of the City's investment portfolio is included as Attachment B. The detail of the City's investments by type are shown in Attachment C.

**ANALYSIS:**

The monthly cash and investment report provides a summary of the cash and investment accounts held by the City as of the end of that month. In order to manage its cash and investments, the City combines cash resources from all funds into a single pool consisting of a variety of accounts and securities. The balance in the pooled cash account includes cash and certain liquid investments that are available to meet the City's current cash needs. Cash in excess of the City's current cash needs is invested in interest-bearing investments with various maturities.

Detailed information regarding the securities contained in the City's investment portfolio is provided in Attachments B and C. As of November 30, 2020, City investments consisted of the following:

	Market Value at November 30, 2020	Average Interest Rate	Percentage of Portfolio Invested by Type	Percentage of Portfolio Permitted by Investment	In Compliance?
Local Agency Investment Fund (LAIF)	\$ 25,772,638.67	0.69%	55.76%	100.00%	Yes
California Asset Management Program (CAMP)	6,247,667.42	0.27%	13.52%	100.00%	Yes
Negotiable Certificates of Deposit	10,033,160.18	2.34%	21.71%	30.00%	Yes
Municipal Bonds	<u>4,171,245.00</u>	2.22%	<u>9.02%</u>	100.00%	Yes
Total Investments	<u>\$ 46,224,711.27</u>		<u>100.00%</u>		

As of November 30, 2020, the average purchase yield to maturity earned on the City's total investment portfolio was 1.043%, which is above the benchmark LAIF return of 0.58%. The weighted average maturity of the City's was approximately 208 days (approximately 7 months) as of November 30, 2020, which is in compliance with the City's investment policy restriction of 3.5 years.

**FISCAL IMPACT:**

All deposits and investments have been made in accordance with the City's Fiscal Year 2020-21 Investment Policy. The portfolio will allow the City to meet its expenditure requirements for the next six months. Staff remains confident that the investment portfolio is currently positioned to remain secure and sufficiently liquid.

The City Treasurer controls a \$46.2 million portfolio, with \$14.2 million in investments held in a safekeeping account with Bank of the West.

**ENVIRONMENTAL IMPACT :**

None.

**LEGAL REVIEW:**

None.

**PUBLIC NOTIFICATION :**

Through the agenda posting process.

**STRATEGIC PLAN OBJECTIVE ADDRESSED**

4. Ensure Fiscal Stability and Efficiency in Governance

Prepared by:

Approved by:

/s/ Michelle Bannigan

/s/ Jarad L. Hildenbrand

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Michelle Bannigan, CPA  
Finance Director

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Jarad L. Hildenbrand  
City Manager

**Attachments:**

- A. Cash and Investment Balances by Fund
- B. Investments Portfolio Summary
- C. Investment Portfolio Detail

**CITY OF STANTON  
CASH AND INVESTMENTS REPORT  
MONTH ENDED NOVEMBER 30, 2020**

Fund/ Account No.	Fund/Account Name	Beginning Balance	Increases	Decreases	Ending Balance
101-various	General Fund	\$ 19,442,315.57	\$ 2,282,117.20	\$ (1,617,949.65)	\$ 20,106,483.12
102-111101	General Fund (Transactions & Use Tax)	3,225,095.34	349,733.08	(515,829.94)	3,058,998.48
210-111101	Certified Access Specialists (CASP) Program	37,093.53	-	-	37,093.53
211-111101	Gas Tax Fund	388,984.46	-	(14,749.81)	374,234.65
215-111101	Road Maintenance and Rehabilitation act (RMRA) Fund	300,822.82	62,540.51	(288,067.94)	75,295.39
220-111101	Measure M Fund	625,314.30	101,428.95	(420,174.39)	306,568.86
222-111101	Community Development Block Grant (CDBG) Fund	230,058.19	-	-	230,058.19
223-111101	Protective Services Fund	32,993.25	63,805.33	(96,798.58)	-
224-111101	Lighting Maintenance 1919 Act Fund	205,345.32	40,142.96	(14,200.98)	231,287.30
225-111101	Lighting/Median Maintenance 1972 Act Fund	915,333.12	32,289.44	(61,089.09)	886,533.47
226-111101	Air Quality Improvement Fund	230,518.48	-	-	230,518.48
240-111101	Supplemental Law Enforcement Grant Fund (Fiscal Year 2016/17)	4,512.65	-	-	4,512.65
242-111101	Supplemental Law Enforcement Grant Fund (current)	452,610.58	18,931.29	(7,799.16)	463,742.71
250-111101	Families and Communities Together (FaCT) Grant Fund	650.60	23,862.72	(55,944.14)	(31,430.82)
251-111101	Senior Transportation Fund	37,585.86	7,128.71	(1,587.61)	43,126.96
255-111101	CalGRIP Grant Fund (Fiscal Year 2014/15)	32,468.06	-	(625.98)	31,842.08
256-111101	CARES Fund	371,626.91	-	(46,952.89)	324,674.02
261-111101	Street Impact Fees Fund	57,143.50	1,990.00	-	59,133.50
262-111101	Traffic Signal Impact Fees Fund	44,213.52	445.00	-	44,658.52
263-111101	Community Center Impact Fees Fund	139,737.57	1,475.00	-	141,212.57
264-111101	Police Services Impact Fees Fund	126,474.35	1,335.00	-	127,809.35
271-111101	Public Safety Task Force Fund	365,649.25	-	(27,382.50)	338,266.75
280-111101	Stanton Central Park Maintenance Fund	(45,576.71)	-	(10,109.00)	(55,685.71)
285-various	Stanton Housing Authority Fund	15,583,209.93	1,334.00	(2,619,600.96)	12,964,942.97
305-111101	Capital Projects Fund	218,564.22	714,079.83	(755,889.83)	176,754.22
310-111101	Park and Recreation Facilities Fund	2,867,473.78	51,397.39	-	2,918,871.17
501-111101	Sewer Maintenance Fund	4,518,917.67	185,039.68	(32,652.47)	4,671,304.88
502-111101	Sewer Capital Improvement Fund	-	15,906.15	-	15,906.15
602-111101	Workers' Compensation Fund	281,267.41	-	-	281,267.41
603-111101	Liability Risk Management Fund	126,662.23	-	-	126,662.23
604-111101	Employee Benefits Fund	291,052.19	99,745.81	(34,802.85)	355,995.15
605-111101	Fleet Maintenance Fund	494,438.14	8,338.72	(9,247.12)	493,529.74
801-111101	City Trust Fund	286,987.74	87,016.57	(12,788.63)	361,215.68
901-111101	North Orange County Public Safety Task Force (NOCPSTF) Trust Fund	2,668,621.64	7,667.91	(412,072.41)	2,264,217.14
<b>Total Pooled Cash and Investments<sup>(1)</sup></b>		<b>\$ 54,558,165.47</b>	<b>\$ 4,157,751.25</b>	<b>\$ (7,056,315.93)</b>	<b>\$ 51,659,600.79</b>
<b>Less: Investments<sup>(1)</sup></b>		<b>\$ (46,753,252.80)</b>	<b>\$ (695.31)</b>	<b>\$ 529,236.84</b>	<b>\$ (46,224,711.27)</b>
<b>Cash - Bank of the West General Checking Account</b>		<b>\$ 7,804,912.67</b>	<b>\$ 4,157,055.94</b>	<b>\$ (6,527,079.09)</b>	<b>\$ 5,434,889.52</b>

**CITY OF STANTON  
CASH AND INVESTMENTS REPORT  
MONTH ENDED NOVEMBER 30, 2020**

Fund/ Account No.	Fund/Account Name	Beginning Balance	Increases	Decreases	Ending Balance
<b><u>CASH-NON-POOLED</u></b>					
101-111103	Payroll Account	\$ -	\$ 217,109.80	\$ (217,109.80)	\$ -
801/101-111107	Website Account	4,380.00	-	-	4,380.00
101-111109	Flexible Spending/AFLAC	6,445.64	-	(747.65)	5,697.99
101-111505	Petty Cash	1,100.00	-	-	1,100.00
604-111404	Cash with Fiscal Agent (PARS) <sup>(2)</sup>	3,993,256.55	285,565.57	-	4,278,822.12
	<b>Total Cash-Non-Pooled</b>	<b>\$ 4,005,182.19</b>	<b>\$ 502,675.37</b>	<b>\$ (217,857.45)</b>	<b>\$ 4,290,000.11</b>
<b><u>INVESTMENTS</u></b>					
	POOLED ALL FUNDS	\$ 46,753,252.80	\$ 695.31	\$ (529,236.84)	\$ 46,224,711.27
	<b>Total Investments</b> <sup>(3)</sup>	<b>\$ 46,753,252.80</b>	<b>\$ 695.31</b>	<b>\$ (529,236.84)</b>	<b>\$ 46,224,711.27</b>
	<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 58,563,347.66</b>	<b>\$ 4,660,426.62</b>	<b>\$ (7,274,173.38)</b>	<b>\$ 55,949,600.90</b>

**Notes:**

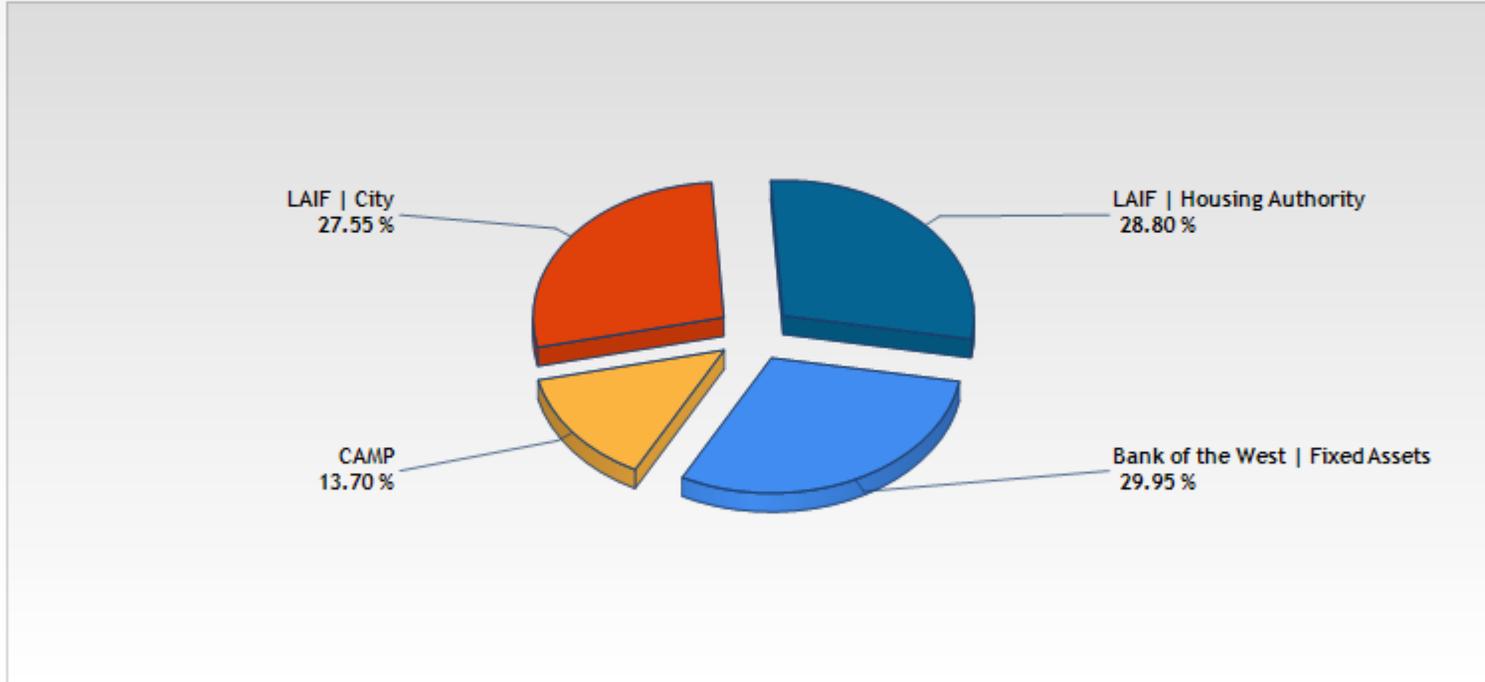
<sup>(1)</sup> - Pooled cash includes: City's Bank of the West general checking and safekeeping accounts, the City's Local Agency Investment Fund (LAIF) account, the Housing Authority's LAIF account, the California Asset Management Program (CAMP) account, and the Public Agency Retirement Services (PARS) account.

<sup>(2)</sup> - The Public Agency Retirement Services (PARS) account is an irrevocable trust that can be used for pension and other post employment benefits only. This fund is excluded from the compliance requirements set forth in the City's investment policy.

<sup>(3)</sup> - The Portfolio Summary Report and Holdings by Security Type are included in Attachments B and C, respectively.

City of Stanton  
 Distribution  
 Group By: Portfolio Name  
 Average By: Face Amount/Shares  
 Portfolio / Report Group: All Portfolios  
 As of: 11/30/2020

Portfolio Holdings Distribution by Portfolio Name



Portfolio Name	Face Amount/Shares	YTM @ Cost	Cost Value	Days To Maturity	% of Portfolio	Market Value	Book Value	Duration To Maturity
Bank of the West   Fixed Assets	13,659,000.00	2.322	13,701,665.15	714	29.95	14,204,405.18	13,672,408.80	1.90
CAMP	6,247,667.42	0.140	6,247,667.42	1	13.70	6,247,667.42	6,247,667.42	0.00
LAIF   City	12,560,932.60	0.576	12,560,932.60	1	27.55	12,599,559.47	12,560,932.60	0.00
LAIF   Housing Authority	13,132,694.08	0.576	13,132,694.08	1	28.80	13,173,079.20	13,132,694.08	0.00
<b>TOTAL / AVERAGE</b>	<b>45,600,294.10</b>	<b>1.039</b>	<b>45,642,959.25</b>	<b>215</b>	<b>100</b>	<b>46,224,711.27</b>	<b>45,613,702.90</b>	<b>0.57</b>

City of Stanton  
Portfolio Holdings  
Investment Portfolio | by Security Sector  
Report Format: By Transaction  
Group By: Security Sector  
Average By: Face Amount / Shares  
Portfolio / Report Group: All Portfolios  
As of 11/30/2020

Description	CUSIP/Ticker	Settlement Date	YTM @ Cost	Face Amount/Shares	Cost Value	Book Value	Market Value	Maturity Date	Days To Maturity	Accrued Interest	% of Portfolio
<b>Certificate Of Deposit</b>											
Abacus Federal Savings NY 1.95 7/21/2021	00257TAY2	7/21/2017	1.950	249,000.00	249,000.00	249,000.00	252,022.86	7/21/2021	233	119.72	0.55
Allegiance Bank TX 2.65 2/14/2023	01748DBB1	4/11/2019	2.650	249,000.00	249,000.00	249,000.00	262,600.38	2/14/2023	806	289.25	0.55
American Eagle Bank IL 2.1 5/23/2022	02554BCN9	6/9/2017	2.100	150,000.00	150,000.00	150,000.00	154,410.00	5/23/2022	539	60.41	0.33
American Express UT 2.35 8/8/2022	02587DV47	8/8/2017	2.350	247,000.00	247,000.00	247,000.00	255,825.31	8/8/2022	616	1,812.91	0.54
American Express UT 2.4 8/29/2022	02587CFU9	8/29/2017	2.400	247,000.00	247,000.00	247,000.00	256,297.08	8/29/2022	637	1,461.70	0.54
Bank Hapoalim NY 2.9 3/25/2024	06251AW48	4/24/2019	2.900	250,000.00	250,000.00	250,000.00	272,162.50	3/25/2024	1,211	1,310.96	0.55
Bank of New England NH 2.65 5/23/2024	06426KBE7	5/23/2019	2.650	249,000.00	249,000.00	249,000.00	269,863.71	5/23/2024	1,270	126.55	0.55
Barclays Bank DE 2 7/12/2021	06740KKC0	7/12/2017	2.000	247,000.00	247,000.00	247,000.00	249,971.41	7/12/2021	224	1,908.33	0.54
BMW Bank UT 1.95 3/10/2021	05580AGQ1	3/10/2017	1.950	248,000.00	248,000.00	248,000.00	249,306.96	3/10/2021	100	1,073.19	0.54
Capital One Bank VA 2.35 3/15/2022	140420Z52	3/15/2017	2.350	248,000.00	248,000.00	248,000.00	255,221.76	3/15/2022	470	1,213.50	0.54
Capital One VA 2.3 7/19/2022	14042RGN5	7/19/2017	2.300	247,000.00	247,000.00	247,000.00	255,783.32	7/19/2022	596	2,085.63	0.54
Comenity Capital Bank UT 2 6/30/2021	20033AUK0	6/30/2017	2.000	249,000.00	249,000.00	249,000.00	251,823.66	6/30/2021	212	0.00	0.55
Cornerstone Community Bank CA 2.6 5/17/2024	219240BY3	5/17/2019	2.600	249,000.00	249,000.00	249,000.00	269,348.28	5/17/2024	1,264	230.58	0.55
EagleBank MD 2.65 4/28/2023	27002YEL6	4/30/2019	2.650	249,000.00	249,000.00	249,000.00	263,850.36	4/28/2023	879	0.00	0.55
EnerBank ut 2.35 7/22/2024-21	29278TKA7	7/22/2019	2.350	247,000.00	247,000.00	247,000.00	247,760.76	7/22/2024	1,330	2,083.26	0.54
Evansville Teachers FCU IN 2.25 7/22/2024	299547AV1	7/22/2019	2.250	249,000.00	249,000.00	249,000.00	267,092.34	7/22/2024	1,330	122.79	0.55
First Technology FCU CA 3.35 9/27/2023	33715LCJ7	9/27/2018	3.350	240,000.00	240,000.00	240,000.00	261,398.40	9/27/2023	1,031	66.08	0.53
First Tier Bank NE 1.95 8/23/2024	33766LAJ7	8/23/2019	1.950	249,000.00	249,000.00	249,000.00	264,669.57	8/23/2024	1,362	93.12	0.55
Goldman Sachs Bank NY 2.35 6/21/2022	38148PKX4	6/21/2017	2.350	247,000.00	247,000.00	247,000.00	255,573.37	6/21/2022	568	2,576.24	0.54
Greenstate FCU IA 1.95 2/28/2023	39573LAF5	8/28/2019	1.950	249,000.00	249,000.00	249,000.00	258,930.12	2/28/2023	820	26.61	0.55
Healthcare Systems FCU VA 2.65 4/25/2024	42228LAD3	4/25/2019	2.650	246,000.00	246,000.00	246,000.00	266,221.20	4/25/2024	1,242	642.97	0.54

Description	CUSIP/Ticker	Settlement Date	YTM @ Cost	Face Amount/Shares	Cost Value	Book Value	Market Value	Maturity Date	Days To Maturity	Accrued Interest	% of Portfolio
Horizon Bank NE 1.7 8/29/2023	44042TBQ6	7/29/2019	2.101	249,000.00	245,090.70	246,374.59	262,717.41	8/29/2023	1,002	11.60	0.55
I&C Bank of China, NY 2.15 4/12/2022	45581EAC5	8/15/2019	2.104	247,000.00	247,296.40	247,152.02	253,911.06	4/12/2022	498	261.89	0.54
Main Street Bank VA 2.6 4/26/2024	56065GAG3	4/26/2019	2.600	249,000.00	249,000.00	249,000.00	269,051.97	4/26/2024	1,243	70.95	0.55
MB Financial Bank IL 1.9 7/21/2021	55266CVW3	7/21/2017	1.900	249,000.00	249,000.00	249,000.00	251,943.18	7/21/2021	233	116.65	0.55
McGregor TX 2.3 6/28/2024	32112UDA6	7/12/2019	2.200	249,000.00	250,170.30	249,843.03	269,664.51	6/28/2024	1,306	31.38	0.55
Medallion Bank UT 2 4/6/2021	58403B6F8	4/6/2017	2.000	249,000.00	249,000.00	249,000.00	250,698.18	4/6/2021	127	327.45	0.55
Merrick Bank UT 2.6 8/23/2023	59013J7P8	4/23/2019	2.600	249,000.00	249,000.00	249,000.00	265,394.16	8/23/2023	996	124.16	0.55
Morgan Stanley NY 3.1 2/7/2024	61760AVJ5	2/7/2019	3.100	246,000.00	246,000.00	246,000.00	268,629.54	2/7/2024	1,164	2,402.71	0.54
Morgan Stanley UT 3.1 2/7/2024	61690UDW7	2/7/2019	3.100	246,000.00	246,000.00	246,000.00	268,629.54	2/7/2024	1,164	2,402.71	0.54
Mountain America CU UT 3 3/27/2023	62384RAF3	4/9/2019	2.840	249,000.00	250,494.00	249,873.91	265,339.38	3/27/2023	847	61.40	0.55
Raymond James Bank FL 2 8/23/2024	75472RAE1	8/23/2019	2.000	247,000.00	247,000.00	247,000.00	263,017.95	8/23/2024	1,362	1,339.89	0.54
Sallie Mae Bank UT 2.3 8/2/2022	795450B61	8/2/2017	2.300	248,000.00	248,000.00	248,000.00	257,012.32	8/2/2022	610	1,875.29	0.54
State Bank India NY 2.35 3/14/2022	8562846V1	3/14/2017	2.350	248,000.00	248,000.00	248,000.00	255,206.88	3/14/2022	469	1,229.47	0.54
Synchrony Bank UT 2.4 5/19/2022	87165EL96	5/19/2017	2.400	247,000.00	247,000.00	247,000.00	255,314.02	5/19/2022	535	178.65	0.54
Third Federal Savings OH 2 7/28/2021	88413QBN7	7/28/2017	2.000	248,000.00	248,000.00	248,000.00	251,194.24	7/28/2021	240	1,698.63	0.54
TIAA FSB FL 2.1 7/29/2022	87270LCM3	7/29/2019	2.100	247,000.00	247,000.00	247,000.00	255,099.13	7/29/2022	606	1,762.16	0.54
University of Iowa CU IA 3.05 5/15/2023	91435LAG2	4/25/2019	2.919	248,000.00	249,240.00	248,750.20	265,486.48	5/15/2023	896	600.98	0.54
Washington Federal Bank WA 1.95 8/28/2024	938828BN9	8/28/2019	1.950	249,000.00	249,000.00	249,000.00	264,716.88	8/28/2024	1,367	26.61	0.55
<b>Sub Total / Average Certificate Of Deposit</b>			<b>2.367</b>	<b>9,569,000.00</b>	<b>9,569,291.40</b>	<b>9,568,993.75</b>	<b>10,033,160.18</b>		<b>808</b>	<b>31,826.38</b>	<b>20.98</b>
<b>Local Government Investment Pool</b>											
CAMP LGIP	CAMP3001	2/29/2020	0.140	6,247,667.42	6,247,667.42	6,247,667.42	6,247,667.42	N/A	1		13.70
LAIF   City LGIP	LAIFCITY0895	2/29/2020	0.576	12,560,932.60	12,560,932.60	12,560,932.60	12,599,559.47	N/A	1		27.55
LAIF   Housing Authority LGIP	LAIFHA0004	2/29/2020	0.576	13,132,694.08	13,132,694.08	13,132,694.08	13,173,079.20	N/A	1		28.80
<b>Sub Total / Average Local Government Investment Pool</b>			<b>0.491</b>	<b>31,941,294.10</b>	<b>31,941,294.10</b>	<b>31,941,294.10</b>	<b>32,020,306.09</b>		<b>1</b>	<b>0.00</b>	<b>70.05</b>
<b>Municipal</b>											
Arvin Community CA 2.5 3/1/2023	043288AK5	8/8/2019	2.350	275,000.00	276,399.75	275,883.32	282,381.00	3/1/2023	821	1,699.65	0.60
California Housing CA 2.512 8/1/2021-21	13034PZH3	7/24/2017	2.315	350,000.00	352,625.00	350,436.01	354,140.50	8/1/2021	244	2,906.24	0.77
California Housing CA 2.512 8/1/2021-21	13034PZH3	8/18/2017	2.222	255,000.00	257,776.95	255,469.24	258,016.65	8/1/2021	244	2,117.41	0.56
Fort Bragg CA 1.871 8/1/2024	347028JZ6	9/18/2019	1.750	205,000.00	206,150.05	205,866.25	212,334.90	8/1/2024	1,340	1,267.86	0.45

Description	CUSIP/Ticker	Settlement Date	YTM @ Cost	Face Amount/Shares	Cost Value	Book Value	Market Value	Maturity Date	Days To Maturity	Accrued Interest	% of Portfolio
Guadalupe Community CA 2.25 8/1/2021-21	400559AD2	1/8/2018	2.545	225,000.00	222,750.00	224,578.02	226,329.75	8/1/2021	244	1,673.44	0.49
Los Angeles County CA 2.5 9/1/2021	54465AHP0	6/26/2017	2.080	400,000.00	406,684.00	401,202.95	405,760.00	9/1/2021	275	2,472.22	0.88
Oceanside Pension CA 3.25 8/15/2021	675371AX6	8/15/2017	2.034	280,000.00	293,013.00	282,297.98	285,507.60	8/15/2021	258	2,654.17	0.61
Pomona CA 2.416 4/1/2021-21	73208MCX4	6/29/2017	2.249	500,000.00	503,000.00	500,266.76	502,200.00	4/1/2021	122	1,979.78	1.10
Riverside Pension CA 2.5 6/1/2022	769036BB9	6/20/2017	2.251	500,000.00	505,800.00	501,758.94	513,010.00	6/1/2022	548	6,215.28	1.10
Riverside Pension CA 2.5 6/1/2022	769036BB9	7/24/2017	2.401	240,000.00	241,080.00	240,333.81	246,244.80	6/1/2022	548	2,983.33	0.53
Riverside Pension CA 2.75 6/1/2024	769036BD5	8/28/2019	2.030	250,000.00	258,120.00	255,972.10	263,460.00	6/1/2024	1,279	3,418.40	0.55
Stockton CA 2.5 9/1/2023	861403AU7	5/1/2019	2.600	250,000.00	248,975.00	249,349.67	258,015.00	9/1/2023	1,005	1,545.14	0.55
Yorba Linda CA 2 9/1/2021	986176AQ8	8/24/2017	2.000	360,000.00	360,000.00	360,000.00	363,844.80	9/1/2021	275	1,780.00	0.79
<b>Sub Total / Average Municipal</b>			<b>2.215</b>	<b>4,090,000.00</b>	<b>4,132,373.75</b>	<b>4,103,415.05</b>	<b>4,171,245.00</b>		<b>494</b>	<b>32,712.92</b>	<b>8.97</b>
<b>Total / Average</b>			<b>1.039</b>	<b>45,600,294.10</b>	<b>45,642,959.25</b>	<b>45,613,702.90</b>	<b>46,224,711.27</b>		<b>215</b>	<b>64,539.30</b>	<b>100</b>

## CITY OF STANTON

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

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

**DATE:** January 12, 2021

**SUBJECT: NOVEMBER 2020 INVESTMENT REPORT (SUCCESSOR AGENCY)**

#### **REPORT IN BRIEF:**

The Investment Report as of November 30, 2020, has been prepared in accordance with the City's Investment Policy and California Government Code Section 53646.

#### **RECOMMENDED ACTIONS:**

1. Successor Agency find 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. Receive and file the Investment Report for the month of November 2020.

#### **BACKGROUND:**

The attached reports summarize the Successor Agency investments and deposit balances as of November 2020. The Agency's cash and investment balances by fund are presented in Attachment A. The Agency's investments and deposits are included as Attachment B.

#### **ANALYSIS:**

The Agency's share of the City's investment in the State Treasurer's Local Agency Investment Fund (LAIF) continues to be available on demand. The effective yield on LAIF for the month of November 2020 was 0.58%.

The Agency's investments are shown on Attachment B and have a weighted investment yield of 0.19%, which is below the benchmark LAIF return of 0.58%, as the portfolio is almost completely liquid and has significant funds held in custodial accounts accruing very little interest.

With a completely liquid portfolio, the weighted average maturity of the Agency's investments at November 30, 2020, is 1 day. LAIF's average maturity at November 30, 2020, is approximately 169 days.

**FISCAL IMPACT:**

All deposits and investments have been made in accordance with the City's Fiscal Year 2020-21 Investment Policy.

The portfolio will allow the Agency to meet its expenditure requirements for the next six months.

**ENVIRONMENTAL IMPACT:**

None

**LEGAL REVIEW:**

None.

**PUBLIC NOTIFICATION:**

Through the agenda posting process.

**STRATEGIC PLAN OBJECTIVE ADDRESSED:**

4. Ensure Fiscal Stability and Efficiency in Governance

Prepared by:

Approved by:

/s/ Michelle Bannigan

/s/ Jarad L. Hildenbrand

\_\_\_\_\_  
Michelle Bannigan, CPA  
Finance Director

\_\_\_\_\_  
Jarad L. Hildenbrand  
City Manager

**Attachments:**

- A. Cash and Investment Balances by Fund
- B. Investments and Deposits

**SUCCESSOR AGENCY TO THE STANTON REDEVELOPMENT AGENCY  
CASH AND INVESTMENTS REPORT  
MONTH ENDED NOVEMBER 30, 2020**

Fund/ Account No.	Fund/Account Name	Beginning Balance	Increases	Decreases	Ending Balance
<b><u>CASH-POOLED</u></b>					
712-111101	Redevelopment Obligation Retirement Fund	\$ 1,445,579.87	\$ -	\$ (2,805.20)	\$ 1,442,774.67
<b>Total Cash-Pooled <sup>(1)</sup></b>		<b>\$ 1,445,579.87</b>	<b>\$ -</b>	<b>\$ (2,805.20)</b>	<b>\$ 1,442,774.67</b>
<b><u>CASH-RESTRICTED (with Fiscal Agent)</u></b>					
712-111412	2010 Tax Allocation Bonds	\$ -	\$ 1,471.90	\$ (1,471.90)	\$ -
712-111423	2016 Tax Allocation Bonds, Series A and B	1,331,533.22	5.64	-	1,331,538.86
712-111425	2016 Tax Allocation Bonds, Series C and D	1,813,902.79	7.68	-	1,813,910.47
712-111426	2020 Tax Allocation Refunding Bonds, Series A	920.03	1,471.91	-	2,391.94
<b>Total Cash-Restricted (with Fiscal Agent)</b>		<b>\$ 3,146,356.04</b>	<b>\$ 2,957.13</b>	<b>\$ (1,471.90)</b>	<b>\$ 3,147,841.27</b>
<b>TOTAL CASH AND INVESTMENTS</b>		<b>\$ 4,591,935.91</b>	<b>\$ 2,957.13</b>	<b>\$ (4,277.10)</b>	<b>\$ 4,590,615.94</b>

Note:

<sup>(1)</sup> - Includes the Successor Agency's share of the City's Bank of the West checking account and Local Agency Investment Fund (LAIF)

**SUCCESSOR AGENCY TO THE STANTON REDEVELOPMENT AGENCY  
INVESTMENTS AND DEPOSITS  
MONTH ENDED NOVEMBER 30, 2020**

Investment Type	Institution	Issuer/ Broker	Date of Maturity	Interest Rate		Cost	Market Value	MV Source
LAIF and BOW General Acct	State of California/ BOW	State of California	On Demand	0.58%	N/A	\$ 1,442,830	\$ 1,442,830	LAIF

**Total Cash Investments and Deposits**

1	0.19%
Weighted Average	Weighted Average
Maturity (days)	Yield

<b>\$ 1,442,830</b>	<b>\$ 1,442,830</b>
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Bond Funds Held by Trustees:

Investment Type	Institution	Issuer/ Broker	CUSIP Number	Date of Maturity	Interest Rate	Par Value	Cost	Market Value	MV Source
<b>2016 Series A and B</b>									
Debt Service:									
Cash Equivalents	US Bank Money Market	US Bank	9AMMF05B2	On Demand	0.02%	\$ 26	\$ 26	\$ 26	US Bank
Principal:									
Cash Equivalent	US Bank Money Market	US Bank	9AMMF05B2	On Demand	0.02%	1,015,000	1,015,000	1,015,000	US Bank
Interest:									
Cash Equivalent	US Bank Money Market	US Bank	9AMMF05B2	On Demand	0.02%	316,513	316,513	316,513	US Bank

Total 2016 Series A and B

\$ 1,331,539 \$ 1,331,539

Investment Type	Institution	Issuer/ Broker	CUSIP Number	Date of Maturity	Interest Rate	Par Value	Cost	Market Value	MV Source
<b>2016 Series C and D</b>									
Debt Service:									
Cash Equivalent	US Bank Money Market	US Bank	9AMMF05B2	On Demand	0.02%	\$ 35	\$ 35	\$ 35	US Bank
Interest:									
Cash Equivalent	US Bank Money Market	US Bank	9AMMF05B2	On Demand	0.02%	658,875	658,875	658,875	US Bank
Principal:									
Cash Equivalent	US Bank Money Market	US Bank	9AMMF05B2	On Demand	0.02%	1,155,000	1,155,000	1,155,000	US Bank

Total 2016 Series C and D

\$ 1,813,910 \$ 1,813,910

Investment Type	Institution	Issuer/ Broker	CUSIP Number	Date of Maturity		Interest Rate	Par Value	Cost	Market Value	MV Source
<b>2020 Tax Allocation Refunding Bonds</b>										
Cost of Issuance:										
Cash Equivalent	US Bank Money Market	US Bank	9AMMF05B2	On Demand		0.02%	\$ 603	\$ 603	\$ 603	US Bank
Interest:										
Cash Equivalent	US Bank Money Market	US Bank	9AMMF05B2	On Demand		0.02%	1,789	1,789	1,789	US Bank

Total 2010 Tax Allocation Bonds (Tax-Exempt)

\$ 2,392 \$ 2,392

**Total Bond Fund Investments and Deposits (3)**

<b>\$ 3,147,841</b>	<b>\$ 3,147,841</b>
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**TOTAL - ALL CASH AND INVESTMENTS**

<b>\$4,590,671</b>	<b>\$4,590,671</b>
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Notes:

- (1) - There have been no exceptions to the Investment Policy.
- (2) - The Successor Agency is able to meet its expenditure requirements for the next six months.
- (3) - Restricted Bond Funds are held by the fiscal agent.

## CITY OF STANTON

### REPORT TO THE CITY COUNCIL

**TO:** Honorable Mayor and City Council

**DATE:** January 12, 2021

**SUBJECT: AMENDMENT NO. 1 FOR INDEPENDENT AUDITING SERVICES  
(CLIFTON LARSON ALLEN LLP)**

#### **REPORT IN BRIEF:**

On April 11, 2017, the City entered into an agreement with White Nelson Diehl Evans LLP (WNDE) to audit the City's financial statements for fiscal years ended June 30, 2017 through June 30, 2019, with the option to audit the City's financial statements for fiscal years ended June 30, 2020 and 2021 (Attachment B). On November 1, 2020, WNDE was acquired by Clifton Larson Allen LLP (CLA), the eight largest public accounting firm in the United States of America. WNDE is currently completing the City's financial statement audit for the fiscal year ended June 30, 2020. Staff recommends City Council approve Amendment No. 1 to the consulting agreement to assign the agreement to CLA and exercise the option year for CLA to complete the financial statement audit for the fiscal year ending June 30, 2021 (Attachment A).

#### **RECOMMENDED ACTIONS:**

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Approve the agreement with Clifton Larson Allen LLP, formerly White Nelson Diehl Evans, LLP; and
3. Authorize the City Manager to execute the agreement with Clifton Larson Allen LLP, formerly White Nelson Diehl Evans, LLP for the preparation of an overhead cost allocation plan and a comprehensive user fee study.

#### **BACKGROUND:**

WNDE has been performing the City's annual financial statement audits since fiscal year ended June 30, 2012. The 2017 agreement was entered into after WNDE was selected as the successful vendor in response to the Finance Department's Request for Proposal (RFP) process. The Government Finance Officers Association (GFOA), an

association that represents public finance officials throughout the United States of America and Canada, offers best practices recommendations in a number of public finance areas. Regarding audit procurement, GFOA's best practices recommend that governmental entities undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract. City staff desires to assign remainder of the existing five-year contract to CLA. Staff plans to undergo an RFP process for a new five-year contract for independent auditing services in Fiscal Year 2021/22.

**FISCAL IMPACT:**

None.

**ENVIRONMENTAL IMPACT:**

None.

**LEGAL REVIEW:**

The City Attorney prepared the attached contract amendment.

**PUBLIC NOTIFICATION:**

None.

**STRATEGIC PLAN OBJECTIVE ADDRESSED**

4. Ensure Fiscal Stability and Efficiency in Governance

Prepared by:

Approved by:

/s/ Michelle Bannigan

/s/ Jarad L. Hildenbrand

\_\_\_\_\_  
Michelle Bannigan, CPA  
Finance Director

\_\_\_\_\_  
Jarad L. Hildenbrand  
City Manager

**Attachments:**

- A. Amendment No. 1 with Clifton Larson Allen LLP
- B. Consulting Agreement with White Nelson Diehl Evans

**CITY OF STANTON**  
**FIRST AMENDMENT TO**  
**AGREEMENT FOR CONSULTANT SERVICES**

**1. PARTIES AND DATE.**

This First Amendment to Agreement for Consultant Services (“First Amendment”), is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Stanton (hereinafter referred to as the “City”) and Clifton Larson Allen, LLP, formerly White Nelson Diehl Evans, LLP (hereinafter referred to as the “Consultant”). City and Consultant are sometimes collectively referred to herein as the “Parties.”

**2. RECITALS.**

2.1 Agreement. The Parties entered into that certain Agreement for Consultant Services with White Nelson Diehl Evans, LLP (“WNDE”) dated April 11, 2017 (“Agreement”)

2.2 Extension. On December 31, 2019, the City administratively exercised its option to extend the Agreement for the first of two available one-year terms, expiring on December 31, 2020.

2.3 Assignment. WNDE has been acquired by the auditing firm of Clifton Larson Allen, LLP, and Consultant requests the City’s consent for Consultant to be assigned the performance, benefits, and obligations of the Agreement pursuant to Section 18 of the Agreement.

2.4 First Amendment. The Parties now desire to amend the Agreement in order to extend the term of the Agreement, increase the total compensation under the Agreement, and assign the Agreement to Consultant.

**3. TERMS.**

3.1 Consent to Assignment. Pursuant to Section 18 of the Agreement, the City hereby consents to the assignment of all responsibilities, benefits, and obligations of the Agreement from WNDE to Consultant.

3.2 Term. Pursuant to Section 1 of the Agreement, the City hereby exercises its final option to extend the Agreement for an additional one-year term from April 11, 2017 to December 31, 2021, unless earlier terminated as provided in the Agreement.

3.3 Payment. Section 5(a) of the Agreement is amended in its entirety to read as follows:

“Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under the Agreement at the rates set forth in the Agreement, attached hereto and incorporated herein by reference. The total compensation for the Services provided under the Agreement shall not exceed One Hundred Seventy Two Thousand, Two Hundred and Eighty Dollars (\$172,280) without written approval of the City Manager.”

3.4 Remaining Provisions of Agreement. Except as otherwise specifically set forth in this First Amendment, the remaining provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment to Agreement for Consultant Services on this \_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF STANTON**

**CLIFTON LARSON ALLEN, LLP**

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

By:  \_\_\_\_\_  
Kassie Radermacher, CPA, CFE  
Principal

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**AGREEMENT FOR CONSULTANT SERVICES**

**THIS AGREEMENT**, is made and effective as of April 11, 2017, between the **City of Stanton**, a California Municipal Corporation ("City") and **White Nelson Diehl Evans, LLP**, ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

**1. TERM**

This Agreement shall commence on **April 11, 2017** and shall remain and continue in effect until tasks described herein are completed, but in no event later than **December 31, 2019**, unless sooner terminated pursuant to the provisions of this Agreement. The City reserves the right to extend the term of this agreement for two (2) additional one-year terms, subject to the annual review and recommendation of the Administrative Services Director, the satisfactory negotiation of terms, and the annual availability of an appropriation.

**2. SERVICES**

Consultant shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. When available, a more detailed work program shall be attached and incorporated into this agreement as a separate exhibit.

**3. PERFORMANCE**

Consultant shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

**4. CITY MANAGEMENT**

City's Director of Administrative Services shall represent City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to Consultant. City's City Manager shall be authorized to act on City's behalf and to execute all necessary documents that enlarge the Tasks to Be Performed or change Consultant's compensation, subject to Section 5 hereof.

5. **PAYMENT**

(a) The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth herein, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed **one hundred one thousand, three hundred fifteen dollars (\$101,315)** for the initial term of the Agreement unless additional payment is approved as provided in this Agreement. If City extends the term of this agreement for two (2) additional one-year terms the compensation amount shall not exceed thirty five thousand one hundred thirty dollars (\$35,130) for the first additional one-year term, and thirty five thousand eight hundred thirty five dollars (\$35,835) for the second additional one-year term.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City's written authorization is given to Consultant for the performance of said services. The City Manager may approve additional work not to exceed ten percent (10%) of the amount of the Agreement, but in no event shall such sum exceed ten thousand dollars (\$10,000.00). Any additional work in excess of this amount shall be approved by the City Council.

(c) Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

6. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the



City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section 3.

7. **DEFAULT OF CONSULTANT**

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the City Manager or his/her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. **OWNERSHIP OF DOCUMENTS**

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts there from as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the

Consultant. However, use of data by City for other than the project that is the subject of this agreement shall be at City's sole risk without legal liability or exposure to Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

9. **INDEMNIFICATION**

(a) Indemnification for Professional Liability. Where the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless City, and any and all of its officials, employees and agents (collectively "Indemnified Parties"), from and against any and all claims, charges, complaints, liabilities, obligations, promises, benefits, agreements, controversies, costs, losses, debts, expenses, damages, actions, causes of action, suits, rights, and demands of any nature whatsoever, including but not limited to the extent same are caused or contributed to in whole or in part which relate to or arise out of any negligent, intentional or willful act, omission, occurrence, condition, event, transaction, or thing which was done, occurred, or omitted to be done (collectively "Claims"), by Consultant, its officers, agents, employees or subcontractors (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement without regard to whether such Claims arise under the federal, state, or local constitutions, statutes, rules or regulations, or the common law. With respect to the design of public improvements, the Consultant shall not be liable for any injuries or property damage resulting from the reuse of the design at a location other than that specified in Exhibit A without the written consent of the Consultant.

(b) Indemnification for Other Than Professional Liability. In addition to indemnification related to the performance of professional services and to the full extent permitted by law, Consultant shall further indemnify, protect, defend and hold harmless the City and Indemnified Parties from and against any liability (including Claims) where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

(c) General Indemnification Provisions. Consultant agrees to obtain executed indemnity agreements which indemnify, protect, defend and hold harmless the City from liability, with provisions identical to those set forth here in this Section 9 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required, this failure shall be a

material breach of this Agreement, and Consultant agrees to be fully responsible according to the terms of this entire Section 9. City has no obligation to ensure compliance with this Section by Consultant and failure to do so will in no way act as a waiver. This obligation to indemnify and defend City is binding on the successors, assigns or heirs of Consultant, and shall survive the termination of this Agreement or this section.

(d) Obligation to Defend. It shall be the sole responsibility and duty of Consultant to fully pay for and indemnify the City for the costs of defense, including but not limited to reasonable attorney's fees and costs, for all Claims against the City and the Indemnified Parties, whether covered or uncovered by Consultant's insurance, against the City and the Indemnified Parties which arise out of any type of omission or error, negligent or wrongful act, of Consultant, its officers, agents, employees, or subcontractors. City shall have the right to select defense counsel.

10. **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.

11. **INSURANCE**

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit B attached to and part of this Agreement.

12. **INDEPENDENT CONSULTANT**

(a) Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or

indemnification to Consultant for injury or sickness arising out of performing services hereunder.

13. **LEGAL RESPONSIBILITIES**

The Consultant shall keep itself informed of State and Federal laws and regulations, which in any manner affect those employed by it or in any way, affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

14. **UNDUE INFLUENCE**

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Stanton in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City of Stanton will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

15. **NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

16. **RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or sub consultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

(b) Consultant shall promptly notify City should Consultant, its officers, employees, agents, or sub consultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

17. **NOTICES**

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City:	City of Stanton 7800 Katella Ave Stanton, California 90680 Attention: City Clerk
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To Consultant:	White Nelson Diehl Evans, LLP 2875 Michelle Drive, Suite 300 Irvine, CA 92606
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18. **ASSIGNMENT**

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Because of the personal nature of the services to be rendered pursuant to this Agreement, only White Nelson Diehl Evans, LLP shall perform the services described in this Agreement.

White Nelson Diehl Evans, LLP may use assistants, under its direct supervision, to perform some of the services under this Agreement. Consultant shall provide City fourteen (14) days' notice prior to the departure of White Nelson Diehl Evans, LLP from Consultant's employ. Should he/she leave Consultant's employ, the City shall have the option to

immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Consultant.

19. **LICENSES**

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

20. **GOVERNING LAW**

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City of Stanton.

21. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding that between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

22. **CONTENTS OF PROPOSAL**

Consultant is bound by the contents of City's Request for Proposal, Exhibit "C" hereto and incorporated herein by this reference, and the contents of the proposal submitted by the Consultant, Exhibit "A" hereto. In the event of conflict, the requirements of City's Request for Proposals and this Agreement shall take precedence over those contained in the Consultant's proposals.

23. **AUTHORITY TO EXECUTE THIS AGREEMENT**

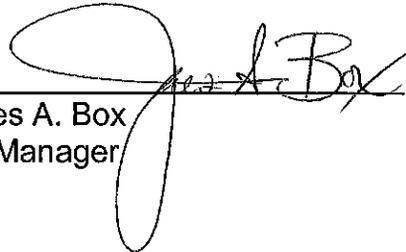
The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.



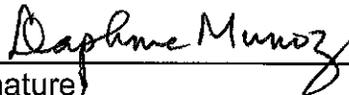
**ORIGINAL**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF STANTON**

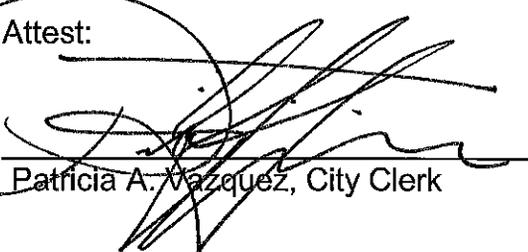
By:   
James A. Box  
City Manager

**CONSULTANT**

By:   
(Signature)

DAPHNIE MUNOZ  
(Typed Name)

Its: PARTNER

Attest:   
Patricia A. Vazquez, City Clerk

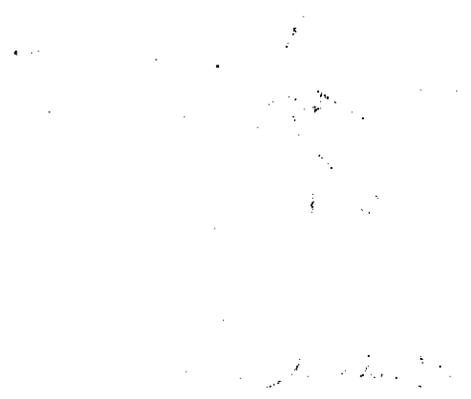
Approved As To Form:  
  
Matthew E. Richardson, City Attorney



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EXHIBIT A

TASKS TO BE PERFORMED



**EXHIBIT B****INSURANCE REQUIREMENTS**

Prior to the beginning of and throughout the duration of the Work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Consultant agrees to amend, supplement or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this Agreement and which is applicable to a given loss, will be available to City.

Consultant shall provide the following types and amounts of insurance:

1. **Commercial General Liability Insurance** using Insurance Services Office "Commercial General Liability" policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$2,000,000 per occurrence.
2. **Business Auto Coverage** on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant's employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person.
3. **Workers Compensation** on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.
4. **Professional Liability or Errors and Omissions** Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend. The policy retroactive date shall be on or before the effective date of this Agreement.



Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California and with an A.M. Bests rating of A or better and a minimum financial size VII.

**General conditions pertaining to provision of insurance coverage by Consultant.** Consultant and City agree to the following with respect to insurance provided by Consultant:

1. Consultant agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds City, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992. Consultant also agrees to require all contractors, and subcontractors to do likewise.
2. No liability insurance coverage provided to comply with this Agreement shall prohibit Consultant, or Consultant's employees, or agents, from waiving the right of subrogation prior to a loss. Consultant agrees to waive subrogation rights against City regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.
3. All insurance coverage and limits provided by Contractor and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operations limits the application of such insurance coverage.
4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.
5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.
6. All coverage types and limits required are subject to approval, modification and additional requirements by the City, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect City's protection without City's prior written consent.
7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Consultant's general liability policy, shall be delivered to City at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, City has the right, but not the duty, to obtain any



insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by City shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at City option.

8. Certificate(s) are to reflect that the insurer will provide 30 days notice to City of any cancellation of coverage. Consultant agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.
9. It is acknowledged by the parties of this Agreement that all insurance coverage required to be provided by Consultant or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self insurance available to City.
10. Consultant agrees to ensure that subcontractors, and any other party involved with the project that is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with subcontractors and others engaged in the project will be submitted to City for review.
11. Consultant agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any contractor, subcontractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this Agreement to self-insure its obligations to City. If Consultant's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the City. At that time the City shall review options with the Consultant, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.
12. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City will negotiate additional compensation proportional to the increased benefit to City.
13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.



14. Consultant acknowledges and agrees that any actual or alleged failure on the part of City to inform Consultant of non-compliance with any insurance requirement in no way imposes any additional obligations on City nor does it waive any rights hereunder in this or any other regard.
15. Consultant will renew the required coverage annually as long as City, or its employees or agents face an exposure from operations of any type pursuant to this Agreement. This obligation applies whether or not the Agreement is canceled or terminated for any reason. Termination of this obligation is not effective until City executes a written statement to that effect.
16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to City within five days of the expiration of the coverages.
17. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this Agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials and agents.
18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.
19. These insurance requirements are intended to be separate and distinct from any other provision in this Agreement and are intended by the parties here to be interpreted as such.
20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.
21. Consultant agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Consultant for the cost of additional insurance coverage required by this Agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.



22. Consultant agrees to provide immediate notice to City of any claim or loss against Consultant arising out of the work performed under this Agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.

**EXHIBIT C**

**CITY'S REQUEST FOR PROPOSAL**

## CITY OF STANTON

### REPORT TO THE CITY COUNCIL

**TO:** Honorable Mayor and City Council

**DATE:** January 12, 2021

**SUBJECT: AGREEMENT FOR CONSULTING SERVICES WITH WILLDAN FINANCIAL SERVICES FOR THE PREPARATION OF AN OVERHEAD COST ALLOCATION PLAN AND COMPREHENSIVE USER FEE STUDY**

#### **REPORT IN BRIEF:**

On October 5, 2020, the Finance Department invited qualified firms to submit proposals to assist the City in preparing an overhead cost allocation plan and to conduct a comprehensive user fee study. Staff requests the City Council authority the City Manager to enter into an agreement for consulting services with Willdan Financial Services ("Willdan") in an amount not to exceed \$34,680 (Attachment A).

#### **RECOMMENDED ACTIONS:**

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Approve the agreement with Willdan Financial Services; and
3. Authorize the City Manager to execute the agreement with Willdan Financial Services for the preparation of an overhead cost allocation plan and a comprehensive user fee study.

#### **BACKGROUND:**

During the preparation of the Fiscal Year 2020/21 budget, staff identified the need to review the City's overhead cost allocation plan and citywide user fee study to update all the City's fees to provide sufficient cost recovery. In previous years, the Finance Department completed these studies during the budget preparation process. However, best practice is that a comprehensive cost allocation plan and citywide user fee study be performed every three to five years by a firm that is fully qualified and experienced in this type of work. This will be the City's first effort in utilizing a third-party vendor. As such, the Fiscal Year 2020/21 budget included funding for this project.

**ANALYSIS:**

In October 2020, staff sent a Request for Proposals (RFP) to twelve vendors and posted the RFP on the City’s website and the California Society of Municipal Finance Officers’ website. The City received six proposals as follows:

<u>Firm Name</u>	<u>Proposed Fee</u>
Revenue Cost Specialists	\$ 29,700
Willdan	\$ 34,680
NBS	\$ 38,965
Harris & Associates	\$ 40,095
Matrix Consulting Group	\$ 43,000
DTA	\$ 44,825

After reviewing the information contained in each proposal, the Evaluation Team (consisting of the City Manager, Public Works Director, and Finance Director) determined the approach, experience, and staff qualifications offered by Willdan best meets the City’s expectations. The group recommends Willdan based on its thorough proposal, which demonstrated its expertise, experience, and knowledge in the field (Attachment B). Reference checks of Willdan’s previous engagements and its staff to be assigned to this project confirmed their knowledge and expertise, as well as their ability to deal with each agency’s unique characteristics and their ability to complete the project timely (within the established deadlines).

Subsequent to the adoption of the Fiscal Year 2020/21 budget, a comment was made during a City Council meeting to review the developer impact fees and consider whether the fees should be updated. The scope of work in the RFP staff distributed included the update of the impact fee study for the following fees: street fee, community center fee, traffic signal fee, and police services fees. The proposed fees for this study were:

<u>Firm Name</u>	<u>Proposed Fee</u>
Revenue Cost Specialists	\$ 22,440
Matrix Consulting Group	\$ 26,000
NBS	\$ 29,720
Willdan	\$ 42,660
DTA	\$ 51,170
Harris & Associates	\$ 51,960

With the City at nearly full build out status, the Public Works Director determined there are not additional projects that can be added to the nexus studies to associate with new development activity in the City. As such, the Evaluation Committee concluded the cost of updating the developer impact nexus fee study outweighs any benefit that could be

achieved in a new study. Staff intends to provide a City Council study session in the upcoming months to review the fees and receive input from the City Council regarding the impact fee program.

**FISCAL IMPACT:**

The proposed contract price of \$34,680 is within the \$40,000 included in the City's Fiscal Year 2020/21 Adopted Budget for this project.

**ENVIRONMENTAL IMPACT:**

None.

**LEGAL REVIEW:**

The City Attorney reviewed the agreement as to form.

**PUBLIC NOTIFICATION:**

None.

**STRATEGIC PLAN OBJECTIVE ADDRESSED**

4. Ensure Fiscal Stability and Efficiency in Governance

Prepared by:

Approved by:

/s/ Michelle Bannigan

/s/ Jarad L. Hildenbrand

\_\_\_\_\_  
Michelle Bannigan, CPA  
Finance Director

\_\_\_\_\_  
Jarad L. Hildenbrand  
City Manager

**Attachments:**

- A. Agreement with Willdan Financial Services
- B. Technical Proposal Submitted by Willdan Financial Services

**CITY OF STANTON  
PROFESSIONAL SERVICES AGREEMENT  
FOR  
OVERHEAD COST ALLOCATION PLAN AND COMPREHENSIVE FEE STUDY**

**1. PARTIES AND DATE.**

This Agreement is made and entered into this \_\_\_\_ day of January, 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 **Willdan Financial Services**], a **California Corporation**, with its principal place of business at **27368 Via Industria, Suite 200, Temecula, California 92590** (“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 the provision of professional consultant services related to the preparation of an overhead cost allocation plan and comprehensive fee study required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing professional consultant services related to the preparation of an overhead cost allocation plan and comprehensive fee study 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 for the **preparation of an overhead cost allocation plan and comprehensive fee study** project (“Project”) as set forth in this Agreement. (Refer to Exhibit A for the scope of work.)

**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 consultant 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 the date of the agreement to **September 30, 2021**, 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 Independent Contractors, 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. Neither City, nor any of its officials, officers, directors, employees or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. 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 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" 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 Schedule, 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 Schedule 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: **Chris Fisher, Tony Thrasher, Carlos Villarreal, Priti Patel, and Robert Quaid.**

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 **Michelle Bannigan, Finance**

**Director**, 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 **Chris Fisher, Vice President**, or his 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 best 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 warrants 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 fully informed of and in compliance with all 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, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees, agents and volunteers free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged 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 and (c) Contractor's Pollution 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 or the coverage reduced 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 or the coverage reduced 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 or the coverage reduced 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. All 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 or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, 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.

3.2.11 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 **THIRTY-FOUR THOUSAND SIX HUNDRED EIGHTY DOLLARS (\$34,680)** ("Total Compensation") without written approval of City's **City 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.

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. It is the intent of the parties to effectuate the requirements of sections 1771, 1774, 1775, 1776, 1777.5, 1813, and 1815 of the Labor Code within this Agreement, and Consultant shall therefore comply with such Labor Code sections to the fullest extent required by law. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees, agents and volunteers free and harmless from any claim or liability arising out of any failure or alleged 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:**

Willdan Financial Services  
27368 Via Industria, Suite 200  
Temecula, CA 92590  
Attn.: Chris Fisher, Vice President

**City:**

City of Stanton  
7800 Katella Avenue  
Stanton, CA 90680  
Attn: Michelle Bannigan, Finance 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.

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 City's choice of legal counsel), 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 of City's choosing), 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 of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged 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 attorney's 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.

**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. 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 warrants 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 warrants 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 warranty, 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 January, 2021.

CITY OF STANTON

WILLDAN FINANCIAL SERVICES

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

By:   
Chris Fisher  
Vice President

**ATTEST:**

By:   
Rebekah Smith  
Assistant Secretary

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

**APPROVED AS TO FORM:**

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

## D. Questions Response to the Scope of Services

### Project Understanding

Willdan Financial Services (“Willdan”) is confident that we can meet the City of Stanton’s request for services for an Overhead Cost Allocation Plan and Comprehensive User Fee Study. ***The overall objective of this project will be to develop an updated schedule of fees for City services, that accounts for the true costs of providing those services.***

The end products will include user-friendly Excel-based models, which City staff will retain, and which can be easily updated to add or remove services and/or costs, update budgets in future years, determine the proper allocation of expenditures, and on-going full cost of services provided by the City. Most importantly, we will ensure that the results and recommendations are clear and understandable, defensible, and easily implementable.

For these studies, we will meet directly with departmental representatives at the City at the beginning of the project, to discuss the approach and process for the studies. Discussions will include ways to combine tasks and efforts among the cost allocation plan and user fee study components to maximize efficiencies and ensure adherence to specified timelines.

A key building block of the calculation of updated fees is the development of defensible indirect overhead rates that reflect the cost of support services provided by the City’s central service departments to the operating groups that provide end-user services to the public and customers of the City.

The completion of a CAP is a key component and first step in the analysis necessary to calculate the cost of providing services. ***A well thought out CAP ensures that indirect costs associated with central overhead services, such as finance or city clerk, are appropriately allocated to operating departments, and ultimately included as a cost component of fees for services.*** We will work collaboratively with City staff to identify the overhead support services that are provided to operating departments in Stanton and develop a fair and defensible means of allocating these costs. Our unique model allows us to provide a CAP that will also be compliant with 2 CFR Part 200 Federal regulations related to cost reimbursement and grant funding, formerly known as OMB A-87 and 2 CFR Part 225 guidelines, which have now been superseded by the Omni Circular. The new circular did not completely overhaul the guidelines, and the intent is still the same, but it did add new limitations to consider and incorporate into a compliant CAP.

**Rather than a costly and inflexible proprietary software, which can require expensive licensing fees, Willdan builds models utilizing Excel, from the ground up, employing the City’s budget as the gauge. This model, which is then the City’s to retain, gives City Staff the control to make on-the-fly adjustments and updates.**

For the Comprehensive Fee Study, we will work directly with personnel at the City who provide services and interact directly with residents and customers, to understand the personnel and procedures involved. By carefully examining these processes, we will be able to identify associated costs such as direct staff costs (salaries and benefits) associated with personnel involved in the activities, and appropriate overhead allocations from both the department and city levels.

For a successful and effective engagement, it is important to have a thorough understanding of specific City policies and objectives, the structure and organization of the City, and the relationships between the central and operating departments. We bring years of successful experience working directly with hundreds of cities throughout California.

Willdan possesses the resources, practical experience, creative thinking, and collaborative consulting skills necessary to complete this important project. Key distinct advantages that Willdan brings to the City include the following:

#### ***On-site Data Gathering***

Our experience has taught us that working together, via face-to-face discussions, is the most efficient and thorough way to ensure that results are accurate, and that studies are completed in a timely manner, which again, is critical in this proposed engagement.

Consequently, through on-site interviews with your staff, Willdan will collect the majority of required data for studies. This method is better than the typical “time and motion surveys” that are provided to agency staff when studies like these are conducted. This process ensures that we gather the data we need in one coordinated step, rather than having to go through repeated follow-up and clarification.

***This approach and the dedication of our staff will help ensure we meet the City’s timeline and objectives and provide important information to City staff and the Council as soon as possible.***

## Public Engagement

Our models and project approach are geared toward delivering our work on schedule and presenting our analysis results at public meetings and Council workshops. While we understand that the City Council and local business community may be generally supportive of increasing fees where necessary, it will be important to present recommendations to them in a way that clearly demonstrates the rationale and supporting analysis.

The Willdan Team is experienced at communicating complex analytical results in a manner that is easy to understand by non-finance-oriented individuals and facilitates discussion. Our proposed principal-in-charge for this engagement has coordinated or participated in numerous public and staff workshops regarding fees and cost of service-based charges. As previously mentioned, our objective is to provide useful, detailed information, and present recommendations to the City Council and public in a way that clearly demonstrates the rationale and supporting analysis. Our experience ensures that we can meet this objective.

## User-friendly Models and Reports

Willdan prides itself on creating user-friendly Excel-based models that the City can retain and **conducting our analysis and developing the models collaboratively with City staff.** With City staff's immediate input and collaboration, Willdan will design extremely flexible, intuitive Excel-based models. In the future, as the City assumes new responsibilities, modifies existing processes, and/or eliminates unnecessary services or programs, the models will be capable of adding or deleting funds, objects, departments, programs, staff positions, and activities. Willdan understands that issues facing the City are unique; consequently, we design our models to match your immediate and desired needs to ensure that end-results exceed staff expectations rather than using an inflexible proprietary software.

**The model will be developed to allow the City to run “what-if” scenarios to address possible changes in staffing levels, working hours, etc.**

**These models are then the City's to retain, after our services are completed, and allows for the creation of revenue projections, highlighting potential new revenues, and levels of subsidy.**

A key element of these studies is presenting results and recommendations in a straightforward manner, that allows Council and staff to confidently make fee setting policy decisions and understand the impacts of those decisions. Rather than using an inflexible proprietary software program, we construct our models from the ground up, as previously discussed, mirroring the City's budget format wherever possible. As a result, the information contained in our models are easy for City staff to interpret, and the familiar software ensures ease of navigation. As the models are being designed and constructed, we will work together with City staff to determine the best and most effective features to include. After the project is completed, we will provide training, so that staff can independently and efficiently evaluate the effects of changes in certain factors. Created directly from the models, our reports clearly and graphically illustrate the full cost recovery level of fee programs and provide projections of revenue from fee programs.

## Project Methodologies

The following describes our proposed approach, and work plan to prepare an Cost Allocation Plan and Comprehensive User Fee Study.

### Cost Allocation Plan Methodology

The purpose of this cost allocation plan engagement is to ensure that the City of Stanton is maximizing the recovery of indirect costs from identified operating departments, as well as enterprise and other chargeable funds and capital projects. Furthermore, a sound cost allocation plan is a foundational element of a user fee study, and the development of internal hourly rates, including CIP billing rates. We will work closely with staff in identifying the proper balance of allocation factors appropriate for the City.

To achieve the maximum cost recovery objective, the City must have a method of identifying and distributing administrative costs that is fair, comprehensive, well documented, and fully defensible. A cost allocation plan coupled with comprehensive overhead rates will enable the City to achieve this goal.

The allocation models utilize an iterative method which is the most accurate allocation methodology. Unlike a direct or “step-down” methodology, an iterative method uses the chosen distribution bases and allocates central service costs iteratively until all allocable costs have been distributed.

Using this method, the model can detail the allocation for each central function individually for complete transparency and accountability, while removing bias that might result from the order in which allocations occur in a step-down approach. A direct methodology is essentially a one-iteration methodology, while a step-down method is typically only two iterations and is less precise and unable to accurately track the allocations from start to finish.

## Approach for Managing the Project

Willdan's "hands-on" supervision of Cost Allocation Plan studies, include the following methods:

- **Effective Project Management** — Principal-in-Charge Chris Fisher will manage the entire project with an eye toward high responsiveness, while ensuring that all stakeholders are "on board" with the direction of the project, as well as with the final results. Mr. Fisher will ensure that regular status updates are provided to City staff, conference calls are scheduled, and that in-person meetings are conducted (as necessary).
- **Adherence to Time Schedule** — Willdan recognizes that the use of "timelines" is highly effective in meeting all required deadlines. To keep the project on schedule, there are several tasks that must be completed in a timely manner. Therefore, we will present a project timeline at the kick-off meeting that should be closely followed.

Although the establishment of an experienced project team and a detailed project timeline work extremely well in general, Willdan understands that outside influences can create uncontrollable situations for everyone involved in the project. In rare circumstances like these, our team quickly adapts to changes, and communicates our recommended schedule adjustments to the City.

## Approach in Communicating with the City

Willdan staff is accustomed to interfacing with local government councils, boards, staff, community organizations, and the public in general in a friendly and helpful manner; we are always mindful that we represent the public agency.

We are sensitive to the need of delivering a quality product, with the highest level of service and professionalism. Therefore, as the work on the project progresses, we understand that it will be necessary for our staff to work closely with you and City personnel. To accomplish this, we employ a variety of tools, including monitoring project status and budget costs; and ensuring effective communication through several options that are based on the City's preferences.

## Experience with Development Service Processes

A unique aspect of our firm is our relationship with our Engineering Division. For many agencies throughout California and other Western states, this division provides contracted services in planning, engineering, and building and safety. When conducting cost recovery studies, we regularly consult with our engineering and land-development staff of experts on development-related issues. By working with our planners, engineers, and building officials, we understand development-related agency service procedures and workflow functions, which often make the entire user fee study process smoother for your staff.

## Comprehensive User Fee Study Methodology

To comprehensively update fees, the City should develop a comprehensive user fee schedule that accurately accounts for the true cost of providing services. Once the study is complete, the fee study model must be flexible so that the City can add, delete, and revise fees in the future. To meet this goal, we will bring our expertise and unique perspectives to your fee study by approaching the project with these three principles:

### 1) Defensibility

Our user fee projects have not been legally challenged since the inception of this practice area in our firm. We have accomplished this by closely working with legal counsel familiar with user fee studies, our engineering division and with agency staff. In this way, we can tailor the correct approach to ensure full cost recovery combined with a sound and reasonable basis for each user fee you implement.

While Proposition 218 does not directly apply to non-property-related fees, we employ principles from this important constitutional article to make certain that your user fee and rate schedule is developed with fairness, equity, and proportionate cost recovery principles in mind. With the addition of Proposition 26, Willdan will review each analyzed user fee for compliance and appropriateness to ensure continued defensibility.

### 2) Project and Staff Time

The City must have a sound and technically defensible fee schedule to ensure costs are appropriately recovered, as applicants approach the City for its services. Our standards and approaches serve to get to the issues of your fee study quickly.

Starting with the project kick-off, we will make certain that your staff understands the purpose and scope of the study and its corresponding on-site departmental interview. As Willdan is able to communicate directly with the service providers, this face-to-face interaction provides valuable time estimates.

### 3) Responsiveness

We take great pride in providing responsive service to our client agencies. Frequent communication is critical to a successful user fee study experience. We will provide a list of data requirements in advance of the project kick-off.

Due to this simple step, the introductory meeting can focus on the survey input process, answering questions, determining policy goals, and defining next steps in the project. We will follow up weekly with you at each step in the fee study process to make sure that staff “buys in” to the fee study approach and results.

**Approach**

Our approach to preparing the user fee study and documentation for Stanton includes:

- Close coordination with your staff to devise a consensus approach. Different programs and/or different service delivery methods will necessitate different approaches. We will discuss specific pros and cons with City staff as we determine which methods work best for each fee category;
- Strict adherence to key legal and policy issues with regard to user fees, including the percent of cost recovery that the City seeks to achieve. A user fee shall not be set higher than the reasonable cost of providing a fee-generating service. Our approach provides you with a fee schedule that achieves maximum legal cost recovery while ensuring that each fee is supported by technically defensible documentation; and
- Technical analysis necessary to ensure State compliance, and to anticipate and resolve potential policy issues using a combination of industry standards as well as City specific methods.

As described below, there are two basic approaches to calculating user fees:

**Approach 1: Case Study Method**

This is also sometimes referred to as a cost build-up approach. Using a time and materials approach, the “Case Study Method” examines the tasks, steps and City staff involved in providing a particular ‘unit’ of service, such as a permit review, and then uses that information to develop estimates of the actual labor and material costs associated with providing a unit of service to a single user. It is often used when a service is provided on a regular basis, and staff and other costs associated with the service can be segregated from available budget data.

A typical case study fee model should comprise the following three general cost layers:

**1) Central Services Overhead:** This category may involve such costs as labor, services, and supplies that benefit more than one department, division, or project. The exact benefits to specific areas are impossible to ascribe to a single activity.

Examples are purchasing, human resources, and liability insurance. As part of the user fee study, these costs are calculated in the overhead cost review.

**2) Department Overhead:** This category may include expenses related to such items as office supplies, outside consultants, and membership dues. It may include management, supervision, and administrative support that are not provided to a direct fee-generating service. Typically, these items are charged, on an item-by-item basis, directly to the department, division, or project.

**3) Personnel Costs:** This category refers to direct salary and benefit costs of staff hours spent on providing a fee-generating service (e.g., on-site building inspector).



**Approach 2: Average Cost Method**

This is also sometimes referred to as a programmatic approach, because it looks at costs at a program level, and then allocates them to participants on an occurrence basis. By taking total service costs across a substantial sample period (a year) and dividing by the total number of service units delivered over that same period, costs per unit of service is estimated.

This approach is useful when services or programs are provided in a more aggregate manner, where it might be difficult to identify a specific sequence of steps associated with one user or participant; or where it is not feasible to cost-effectively segregate costs associated with specific activities.

## Work Plans

Our proposed work plans, described in detail by task, are provided below. We propose to maximize efficiency and cost-effectiveness by combining meetings and data gathering efforts between the cost allocation plan and user fee study wherever possible.

We explain how each task will be accomplished and identify associated meetings and deliverables. We want to ensure our scope provides quality and clarity and is responsive to the City's needs and specific local circumstances. We will work in concert with the City to adjust scopes as needed during the course of the studies.

## Overhead and OMB Compliant Cost Allocation Plan

This proposed scope of services addresses the completion of both the full and OMB compliant versions of the Cost Allocation Plan (CAP). We have noted where activities specific to the OMB compliant plan occur.

### Task 1: Initial Document Request

**Objective:** Initial due diligence.

**Description:** Prior to the kick-off call, relevant documentation will be obtained and reviewed in order to enhance our understanding of the City's current cost allocation plan and internal structure of the agency. A written request for specific data will be sent to the City. The data provided in this task will provide the building blocks for later model development.

Our request may include (but is not limited to):

- Detailed budget and accounting data;
- Prior year's financial data, salary, position and staffing data;
- Organizational structure;
- Prior cost allocation plan and/or user fee documentation and models; and
- Data related to various allocation bases that may be incorporated as part of the methodology, i.e. City Council agenda frequencies by department, AP/AR transactions by department, IT equipment distribution by department, etc.

**Deliverables:** **Willdan:** Submit information request to City.

**City:** Provide requested data to Willdan (prior to Task 2, Kick-off Call/Refine Scope). We will follow up with the City to confirm in writing the data that we have received, or which is still outstanding.

### Task 2: Kick-off Conference Call / Refine Scope

**Objective:** Confirm project goals and objectives. Identify and discuss policy issues related to the study and determine appropriate fee categories.

**Description:** Willdan will identify and discuss policy issues typically raised in conjunction with these studies and address data gaps in order to gain a full understanding of the City's goals for the cost allocation plan. We will establish effective lines of communication and processes for information gathering and review.

We will also discuss costs that may not be allocable for OMB purposes, and the potential impact on the OMB version of the CAP.

During this call, we will ask that the City assign a project manager to serve as its primary contact. The selected City project manager will ensure that available data is provided to Willdan in a timely manner, thereby maintaining adherence to the project's schedule.

We will obtain and review the current cost allocation methodology and discuss with City staff. The objective of this review is to determine specific areas of focus as they relate to the City's objectives, and to discuss and evaluate current and potential allocation factors.

**Meetings:** One (1) project kick-off conference call to initiate the project, discuss data needs and methodologies and to address policy issues. We would propose to conduct the user fee study kick-off during this same call, to maximize efficiency and cost effectiveness of staff and Willdan time.

**Deliverables:** **Willdan:** If needed, a revised project scope and schedule.

**City:** Provide further data requirements and select / introduce City's project manager.

**Task 3: Gather Staffing Information and Develop Cost Allocation Plan Model**

**Description:** This task involves the gathering of specific information, directly from City staff, through interviews and discussion, related to the functions served by indirect staff and the departments served by their activities. This task also focuses on the development of, and/or adjustment of existing, allocation bases, and the development and testing of a model that will ultimately be used to calculate the proper cost allocations derived from data gathered in prior tasks.

The model will be developed to incorporate any recent changes in the provision of City services, and fully allocate central service costs.

The model will also be developed to allocate only those costs eligible under 2 CFR Part 200. This is accomplished by loading relevant data into the model, identifying which costs are not allocable under the OMB guidelines. The OMB Super Circular compliant model is valuable as the City may receive Federal or State grant funding that mandates compliance with Federal OMB regulations.

We will utilize budget and organizational information, and other required information gathered from City staff to complete the work in this task. Specific discussions will be held to discuss bases, how central overhead services are provided to and utilized by other departments, cost categories and allocation criteria, and how these will factor into the overall cost allocation methodology.

The model and methodology will also produce indirect cost rates. These rates will be suitable for a variety of uses, including incorporation into the User Fee Study's personnel rates, billing to CIP projects, and in the OMB Super Circular compliant CAP, to Federal grants.

**Meetings:** Online meetings with staff to understand structure and operations as model and allocation bases are developed. Key staff will be interviewed to best understand central overhead staffing and functions and the departments served.

**Deliverables:** **Willdan:** One (1) user-friendly model in Microsoft Excel format that provides both a full cost allocation plan and an OMB Super Circular compliant cost allocation plan.

**Task 4: Test and Review Cost Allocation Methodology**

**Objective:** Test and review model and results with City.

**Description:** The draft cost allocation plan model will be reviewed with City staff, and adjusted as necessary, to ensure that preliminary allocations provide an accurate depiction of how the central overhead costs should be borne by the operating programs and funds. Over the past several years, we have successfully integrated online meetings by using WebEx™ as an element to our approach. This allows us to remotely guide staff through the model review and allows you the opportunity to interactively change inputs and test approaches.

**Meetings:** One (1) online meeting and demonstration with City Staff to review the model.

**Deliverables:** **Willdan and City:** Draft cost allocation plan model review.

**Task 5: Prepare and Present Draft Report**

**Objective:** Prepare the draft cost allocation report.

**Description:** This task involves the draft report preparation. The cost allocation plan's background, model methodologies, and results will be discussed; calculations and supporting data will be presented textually and in easily understood tables and provided to the City.

**Meetings:** One (1) online meeting to present the draft report to City Staff.

**Deliverables:** **Willdan:** Draft report for City review and input.  
**City:** Review of draft report, with comments, and edits.

**Task 6: Discuss and Revise Report**

**Objective:** Review of draft report, cost distribution methods, and model.

**Description:** An in-depth review of the draft report and model will be conducted to arrive at an optimum allocation method for each expenditure type.

Often, through the course of an engagement, comments usually revolve around issues of understandability; appropriate levels of enterprise funds' cost recovery, etc.; ease of calculation; and overhead costs' distribution methods.

Our reports are structured to include both the full and OMB compliant plan, but in the course of review if a separate report is desired for each or just one of the plans, they will be split.

Following a round of comments from City staff concerning the draft report, the final report will be prepared for presentation to the Council.

**Meetings:** One (1) conference call with City staff to review the report with changes and revisions.

**Deliverables:** Draft report, and revised draft/final report.

**Task 7: Prepare and Present Final Report and Model**

**Objective:** Prepare and present the final report to City Council. Educate City staff on the operation and use of the model for future modifications.

**Description:** This task is the culmination of the cost allocation plan project. Based on staff comments on the draft report, Willdan will prepare the final report for presentation to City Council.

**Meetings:** One (1) meeting with the City Council to present the final plan if necessary. This meeting would be held in conjunction with the presentation of the user rate study results.

We will also provide staff training on the operation and use of the model.

**Deliverables:** **Willdan:** Provide one (1) electronic PDF file copy of the final report and models (full and OMB Super Circular compliant); and five (5) bound copies, and one (1) unbound copy to the City. Using Microsoft Word and Excel, an updateable electronic copy of the study and models, as well as related schedules, will also be provided on CD-ROM.

**Comprehensive User Fee Study**

**Task 1: Initial Document Request**

**Objective:** Initial due diligence; obtain study-related data.

**Description:** Prior to the kick-off meeting, we will obtain and review relevant documentation to further enhance our understanding of the services, fees, and rates to be studied. A written request for data will be sent to the City. Please note that Time Survey data is not part of this request and will be gathered during the on-site interviews described in Task 5.

We will request information and documentation on current fees and fee programs, activity levels, and budget and staffing information (to the extent not already available) related specifically to programs and activities which have associated fees, and for which the City has this level of detail.

**Deliverables:** **Willdan:** Submit information request to City.

**City:** Provide requested data to Willdan (prior to Task 3, Kick-off Meeting/Refine Scope). As with the cost allocation plan, we will follow up with the City to confirm receipt of requested data and information and highlight data elements that are outstanding.

**Task 2: Compile Inventory of Current and Potential Fees**

**Objective:** Willdan will identify a schedule of fees and methodology for calculating the fees.

**Description:** Based on the results of the initial document request and independent research, incorporate into our model the existing fees, provided by the City, to comprise the parameters of the fee study.

**Meetings:** It is possible that a conference call with the City may be necessary to discuss new fees to implement or existing fees that may no longer be required.

**Deliverables:** **Willdan:** One (1) draft list of current fees based on initial data provided (to be discussed and finalized during the kick-off call).

**City:** Review completed fee schedule with comments/revisions to be discussed during the kick-off meeting.

**Task 3: Kick-off Conference Call / Refine Scope**

**Objective:** *Confirm goals and objectives for the User Fee Study.* Identify and resolve policy issues typically raised by a User Fee Study, address gaps in data, and refine appropriate existing or new fee categories (based on Task 2).

**Description:** Verify our understanding of the City's goals, the City's cost-recovery policy for user fees, and to fill any gaps in data/information necessary for the project. It is important for the City and Willdan to identify and address any foreseeable problems and maintain open communication throughout the process.

During this call, we will ask that the City identify a project manager who will serve as the primary contact for the project. The project manager shall have responsibility for ensuring that all available data is provided in a timely manner, thereby maintaining adherence to the project's schedule.

**Meetings:** One (1) project kick-off call to initiate the entire project, discuss data needs, and address policy issues. This will be held in conjunction with the kick-off for the cost allocation plan. As mentioned in the cost allocation plan work plan, we suggest combining the kick-off calls to increase efficiency.

**Deliverables:** **Willdan:** 1) Revised project scope and schedule (if needed); and 2) brief summary of policy decisions (if needed).

**City:** 1) Provide further data needs; and 2) determine/introduce City's project manager.

**Task 4: Develop User Fee Model**

**Objective:** Develop and test model.

**Description:** This task involves the development of the model ultimately used to calculate the departmental fees, based on data and information gathered in previous tasks and in the Time Survey Interviews described in Task 5. To ensure that City policies are met through the imposition of the calculated fees, the model will be formatted to include appropriate costs.

Key model inputs will include staff and allocated overhead costs per position, and relevant budget data on salaries and benefits. Most of this information will be developed during the cost allocation plan phase of this project and will be incorporated directly into the user fee model. We will request clarification and/or additional data if necessary.

The model will build upon the cost allocation plan results, to provide an allocation of administrative and overhead costs to fee related activities and departments providing services to customers, so that fees and billable rate schedules incorporate applicable costs. Furthermore, the fees and rates charged to customers will also reflect the cost of the services being provided, to the extent possible given policy and/or political considerations.

**Deliverables:** **Willdan:** One (1) user-friendly model in Microsoft Excel format, which, when finalized, City staff can use to calculate fee changes annually, or as often as deemed appropriate by the City Council.

**Task 5: Time Survey Interviews and On-site Information Gathering**

**Objective:** Meet with City staff to complete Time Surveys and understand service delivery processes.

**Description:** In order to assist staff with the completion of the survey worksheets, we will schedule one (1) full day of on-site meetings with staff; however, the number of meetings needed may vary depending on the number of staff and departments involved.

The Willdan Team will conduct interviews with supervisors/managers, as well as other staff, as deemed appropriate and/or necessary, from each department involved in the user fee study to determine the average time required by City staff to provide each of the services for which a fee is collected.

The fee model is designed so that full cost recovery fees are calculated immediately upon input of staff time. These full costs are also compared to current cost recovery levels. This will allow Willdan and City staff to conclude with a final meeting to review the draft full cost recovery fees, and adjust any times as necessary, once all information has been compiled and input into the fee model. We will schedule the interviews with staff to minimize any disruption to their normal workflow.

**Meetings:** One (1) full business day of on-site meetings/staff interviews. In light of ongoing public health mandates associated with COVID-19, we will discuss with the City whether these meetings need to be conducted via WebEx or Zoom. We have been using these tools during the course of the shutdowns and they have proven effective and successful.

**Deliverables:** **Willdan and City:** Time surveys and draft full cost recovery fees.

**Task 6: Common Fees Comparison**

**Objective:** Examine selected user fees charged by up to five (5) comparable cities in Orange County, or jurisdictions that are similar to the City of Stanton.

**Description:** We will access and use our knowledge of other jurisdictions to benchmark the City's five (5) most common fees or highest yielding fees with comparable jurisdictions agreed.

Fee schedules are rarely readily or directly comparable from agency to agency due to definitional and operational differences. For example, a grading permit in one jurisdiction may include the plan check service, while the same permit in another jurisdiction may not, resulting in similar sounding services with widely varying costs. For this reason, Willdan takes a selection of the City's most commonly used and/or highest yielding fees.

The survey will contain the following, a comparison of common or similar fees and charges used by the City and other jurisdictions; current and proposed fees and charges unique to the City of Stanton; fees and charges used by other public entities not currently used in the City; and If possible, identify characteristics and processes unique to the City that account for significant variances in fees and charges used by other jurisdictions.

**Deliverables:** **Willdan:** Recommendations provided in Task 8 will incorporate the data gathered during our examination.

**Task 7: Data Analysis and Final User Fee Schedule**

**Objective:** Incorporate information obtained from on-site surveys to fully develop model.

**Description:** We will update the model, based on information received during the on-site surveys, to generate a comprehensive user fee schedule. In addition, it is very common that a supplemental data request may be necessary, based on new fees identified that the City is not currently collecting. Where appropriate, we will suggest and discuss with staff alternate approaches to existing fee programs (i.e. building fees) and suggest potential areas where fees could be collected where they are not currently. We will present the full cost recovery level for fees, both current and projected under the new calculated fees, and revenue projections, given certain assumptions about the levels of subsidy for different fees. Current levels of cost recovery will be compared to actual full costs calculated during the course of this study. Cost will be calculated at reasonable activity levels and include all appropriate direct and indirect costs and overhead. We will review fee programs for compliance with Propositions 218 and 26.

in developing the fee schedule, we will make recommendations for new fees where appropriate, based on our experience with other cities. Some areas for new fees may be due to changes in law (legalized cannabis), or for activities that the City finds itself performing regularly, but for which no fee is collected. Where possible, we will incorporate discussion of the City's economic development policies, and where these may intersect with fee programs, for instance setting fees in a manner that encourages certain activities.

The user fee data analysis and model development may take three (3) to four (4) weeks with frequent correspondence with City staff to discuss current cost recovery amounts, necessary to recover full cost and frequency activity.

**Meetings:** One (1) meeting, as necessary, to gather additional input, complete analysis and finalize fee schedule. Please see the note in Task 5 regarding in-person meetings.

**Deliverables:** Final user fee model for City Council presentation and discussion.

**Task 8: Prepare and Present Draft Report**

**Objective:** Prepare draft report.

**Description:** This task involves the preparation of the draft report that discusses the study's background, the methodologies utilized in the study, and the results and presentation to various stakeholder groups. As noted below, meetings may occur during this or the next task as appropriate. The calculations used to generate the user fee study will be included textually, as well as in easy to understand tables. Individual fee summaries by department and a comprehensive fee schedule will be included. The draft report will include the following:

- Key results and findings;
- Basic descriptions of each service;

- The full cost of each service and current cost recovery levels;
- Costs broken down graphically into indirect and direct components, with a graphic display of the level of cost recovery;
- Fee recommendations with associate levels of cost recovery;
- Projections of potential fee revenue;
- Assessment of reasonableness of each City's costs;
- Review of reasonableness of current consultant cost structure (for Building Division services);
- As appropriate, recommend alternative methodologies for building permit fee calculation; and
- Summary and recommendations.

The objective of the report is to communicate the recommendation of appropriate fees, which include the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic.

**Meetings:** One (1) conference call with City staff, to present draft results address questions and receive feedback.

**Deliverables:** **Willdan:** Draft report for City review and comment.

**City:** Review of draft report, with comments and edits.

**Task 9: Revise Draft Report/Determine Cost Recovery Levels for Recommended Adoption**

**Objective:** Review of draft report and fee model.

**Description:** The goal of this task is to conduct an in-depth review of the draft report and model, incorporate feedback and changes as a result of previous discussions, and arrive at an optimum fee structure. Often through the course of an engagement, City staff will volunteer insightful likes and dislikes regarding the existing fee structure. We listen to this feedback carefully because your staff members know the community best. Comments usually revolve around issues of:

- Understandability;
- Fairness to applicants;
- Ease of calculation;
- Appropriate levels of cost recovery; and
- Full cost recovery hourly rates.

When adjusting fee recovery levels, we believe it is important to address these concerns.

Following one (1) round of comments from City staff on the draft report and feedback from City staff, we will prepare the final report for presentation to the City Council.

**Meetings:** One (1) online demonstration (WebEx) to review the report and model, with any revisions.

**Deliverables:** Draft report, revised draft /final report.

**Task 10: Prepare and Present Final Report/Train Staff on Model**

**Objective:** Prepare and present final report to City Council. Train staff on the operation and use of the model for future modifications.

**Description:** This task is the culmination of the entire project. Based on staff comments received regarding the draft report, we will prepare the final report for presentation.

**Meetings:** One (1) meeting with City Council to present the results and adopt the updated fee schedule. We will also provide staff training on the operation and use of the model on the same day, during regular business hours.

**Deliverables:** Provide one (1) electronic PDF file copy of the final report and models; and, if requested, provide five (5) bound copies, and one (1) unbound copy to the City. Using Microsoft Word and Excel, an updateable electronic copy of the study and models, as well as related schedules, will also be provided on CD/ROM.

## City Staff Support

To complete our tasks, we will need the cooperation of City staff. We suggest that the City of Stanton assign a key individual to represent the City as the project manager who can function as our primary contact. We anticipate that the City's project manager will:

- 1) Coordinate responses to requests for information;
- 2) Coordinate review of work products; and
- 3) Help resolve policy issues.

Willdan will endeavor to minimize the impact on City staff in the completion of this project. We will ask for responses to initial information requests in a timely manner. If there are delays on the part of the City, we will contact the City's project manager to steer the project back on track. We will keep the City's project manager informed of data or feedback we need to keep the project on schedule.

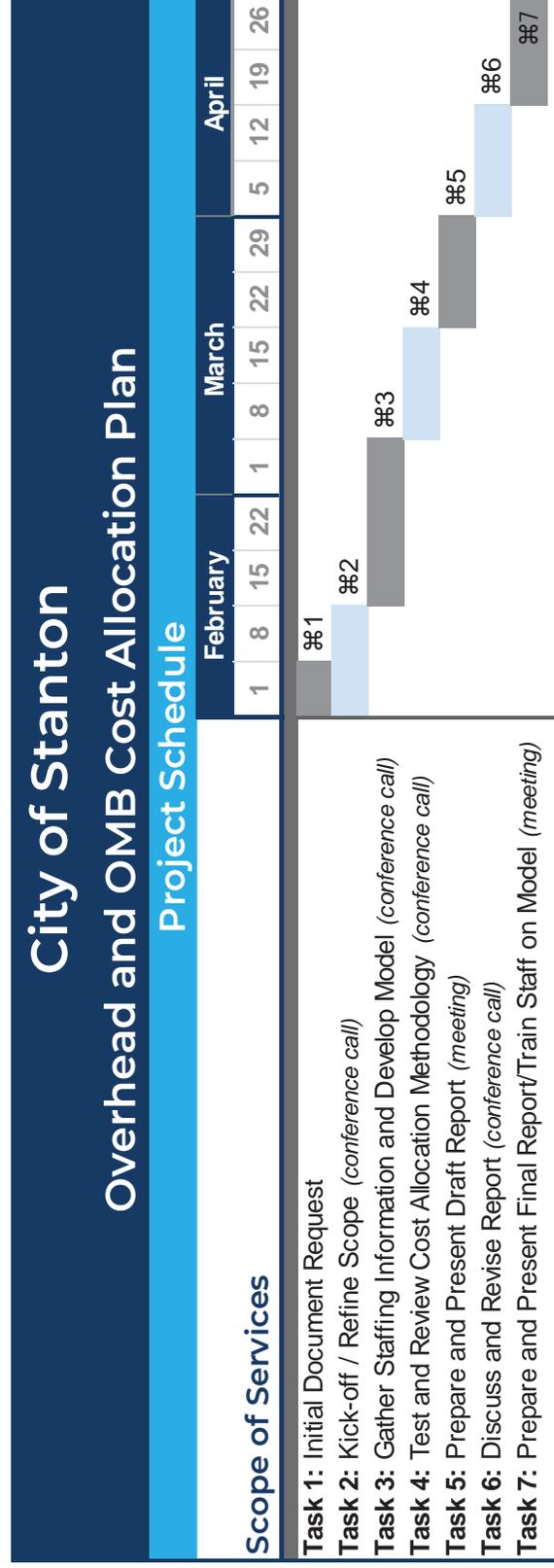
Willdan will rely on the validity and accuracy of the City's data and documentation to complete the analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy and will not be responsible for any errors that result from inaccurate data provided by the client or a third party.

## H. Implementation Schedule

### Project Schedules

Willdan understands time is of the essence for the City of Stanton to begin this engagement. These schedules can only be met with the cooperation of City staff. Delays in responding to our requests for data and review will result in corresponding delays to the project schedule. If that is the case, we will notify the City immediately of the possible impact on the schedule.

### Cost Allocation Plan



#### Deliverables:

- ##1: Information Request
- ##2: Revised Project Scope and Schedule (if needed)
- ##3: User-friendly Model in Microsoft Excel
- ##4: Draft Cost Allocation Plan Model Review
- ##5: Draft Report
- ##6: Revised Draft Report/Final Report
- ##7: Final Report – Hard and Electronic Copies

## E. Schedule of Fees

### Not to Exceed Fee

Willdan Financial Services (“Willdan”) proposes a **not-to-exceed fixed fee of \$34,680** for the Comprehensive Fee Study and Cost Allocation Plan engagement. The tables below provide a breakdown of each fee by task and project team member.

### Cost Allocation Plan

Based on the corresponding work plan identified within the scope of services, we propose a **not-to-exceed fixed fee of \$10,930** to prepare a Full and OMB Compliant Cost Allocation Plan.

City of Stanton						
Overhead and OMB Cost Allocation Plan						
Fee Proposal						
	C. Fisher Principal-in- Charge	T. Thrasher Tech Project Manager	P. Patel Analytical Support	R. Quaid QA/Tech Advisor	<u>Total</u>	
	\$ 250	\$ 185	\$ 125	\$ 210	Hours	Cost
<b>Scope of Services</b>						
<b>Task 1:</b> Initial Document Request	-	1.0	1.0	-	2.0	\$ 310
<b>Task 2:</b> Kick-off /Refine Scope	-	1.0	1.0	-	2.0	310
<b>Task 3:</b> Gather Staffing Information & Develop Cost Allocation Plan Model	2.0	5.0	14.0	-	21.0	3,175
<b>Task 4:</b> Test and Review Cost Allocation Methodology	1.0	4.0	10.0	1.0	16.0	2,450
<b>Task 5:</b> Prepare and Present Draft Report	1.0	4.0	10.0	1.0	16.0	2,450
<b>Task 6:</b> Discuss and Revise Report	1.0	2.0	5.0	-	8.0	1,245
<b>Task 7:</b> Prepare and Present Final Report/Train Staff on Model	-	4.0	2.0	-	6.0	990
<b>Total – Overhead Cost Allocation Plan</b>	<b>5.0</b>	<b>21.0</b>	<b>43.0</b>	<b>2.0</b>	<b>71.0</b>	<b>\$ 10,930</b>

### Comprehensive User Fee Study

Based on the corresponding work plan identified within the scope of services, we propose a **not-to-exceed fixed fee of \$23,750** to prepare a User Fee Study.

City of Stanton						
Comprehensive User Fee Study						
Fee Proposal						
	C. Fisher Principal-in- Charge	T. Thrasher Tech Project Manager	P. Patel Analytical Support	R. Quaid QA/Tech Advisor	<u>Total</u>	
	\$ 250	\$ 185	\$ 125	\$ 210	Hours	Cost
<b>Scope of Services</b>						
<b>Task 1:</b> Initial Document Request	-	1.0	1.0	-	2.0	\$ 310
<b>Task 2:</b> Compile Inventory of Current and Potential Fees	-	1.0	2.0	-	3.0	435
<b>Task 3:</b> Kick-off /Refine Scope	1.0	1.0	2.0	-	4.0	685
<b>Task 4:</b> Develop User Fee Model	-	4.0	12.0	-	16.0	2,240
<b>Task 5:</b> Time Survey Interviews and Information Gathering	3.0	8.0	8.0	-	19.0	3,230
<b>Task 6:</b> Common Fees Comparison	1.0	4.0	12.0	-	17.0	2,490
<b>Task 7:</b> Data Analysis and Final Fee and Rate Schedule	2.0	8.0	36.0	1.0	47.0	6,690
<b>Task 8:</b> Prepare and Present Draft Report	2.0	4.0	12.0	1.0	19.0	2,950
<b>Task 9:</b> Revise Draft/Determine Cost Recovery Levels	1.0	6.0	10.0	-	17.0	2,610
<b>Task 10:</b> Prepare and Present Final Report/Train Staff on Model	2.0	6.0	4.0	-	12.0	2,110
<b>Total – User Fee Study</b>	<b>12.0</b>	<b>43.0</b>	<b>99.0</b>	<b>2.0</b>	<b>156.0</b>	<b>\$ 23,750</b>

## Notes

- Our fee includes all direct expenses associated with the project.
- We will invoice the City monthly based on percentage of project completed.
- Additional services may be authorized by the City and will be billed at our then-current hourly overhead consulting rates.
- City shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to City or relating to the project. Reimbursement shall be at Willdan 's rates in effect at the time of such response.
- The cost of preparing the fee study can be included in the resulting new fee schedule. Therefore, over time, the City can recover the initial outlay of funds that was required to complete the studies.
- Willdan will rely on the validity and accuracy of the City's data and documentation to complete the analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy and will not be responsible for any errors that result from inaccurate data provided by the client or a third party.

## Additional Professional Services

### Hourly Fee Schedule

Our current hourly rates are listed below.

Willdan Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Group Manager	Chris Fisher	\$250
Managing Principal		\$240
Principal Consultant	Bob Quaid	\$210
Senior Project Manager	Tony Thrasher	\$185
Project Manager		\$165
Senior Project Analyst		\$135
Senior Analyst	Priti Patel	\$125
Analyst II		\$110
Analyst I		\$100

# City of Stanton

Proposal for

## Overhead Cost Allocation Plan, Comprehensive Fee Study & Impact Fee Nexus Study



## V. QUESTIONNAIRE

### A. Company and General Information (Items 1 – 3)

November 23, 2020

Ms. Michelle Bannigan  
Finance Director  
City of Stanton  
7800 Katella Avenue  
Stanton, California 90680

**Re: *Technical Proposal to Conduct an Overhead Cost Allocation Plan, Comprehensive Fee Study, and Impact Fee Nexus Study for the City of Stanton***

Dear Ms. Bannigan:

Following the extended shutdown of much of the economy as a result of the COVID outbreak, now more than ever municipalities throughout California are challenged with doing more with less. As cities are faced with limited financial resources to address numerous competing priorities and objectives, they are always striving to maintain high standards of service to their communities. Considering this, it is critical for the City of Stanton (“City”) to ensure that its fees for requested services have been developed and updated to ensure maximum appropriate cost recovery, so that the revenues generated by fees cover the cost of those services to the greatest extent possible. City Staff, and ultimately the City Council, need a clear understanding of standards, service levels and the associated costs.

Recognizing this, the City has responded by soliciting proposals for an Overhead Cost Allocation Plan (CAP), Comprehensive Fee Study (User Fee), and Impact Fee Nexus Study (DIF). The User Fee Study and Cost Allocation Plan will ensure that the City’s fees for requested services have been developed and updated to ensure maximum appropriate cost recovery, so that the revenues generated by fees cover the cost of those services to the greatest extent possible, including the costs of both direct services and indirect overhead support. The Impact Fee Nexus Study will support the implementation of fees charged to developers that ensure they pay their fair share of facilities impacts generated by their projects, and that these fees are defensible and supported with appropriate assumptions and analysis as required by the Mitigation Fee Act. Following are specific advantages that Willdan brings to the City for these studies:

***Extensive Experience with Similar Work for Southern California Area Cities*** — Willdan has worked recently with numerous cities in relative proximity to the City of Stanton on Cost Allocation Plan, User Fee Study and Development Impact Fee projects, with objectives very similar to those for this study. ***This local experience enables us to bring valuable perspective and insight from other local cities’ approaches to fees and their policies on fee setting and subsidies and will also assist us in conducting meaningful and efficient fee comparisons.*** Recent studies include Paramount, Signal Hill, Lynwood, Monterey Park, Cerritos, Irvine, Chino Hills, and Claremont, with ongoing studies in Tustin, Cudahy, Arcadia, West Hollywood, El Monte and Fullerton.

***Unique Combination of Services and Expertise/Public Engagement*** — Willdan Financial Services (“Willdan”) is a team of nearly 80 professionals who provide essential financial consulting services throughout California, and the United States. Willdan has provided the requested services to municipal clients for two decades; and is the only firm providing these types of consulting services that also has a long history of providing contract staff support to public agencies for the delivery of municipal services. This direct experience as “agency staff” provides us with firsthand understanding of City operations and is uniquely useful in determining the full effort associated with service delivery and in developing a fee schedule that is easy to communicate and implement. ***We are also one of the only firms who combine Cost Allocation Plan, User Fee and Development Impact Fee expertise and experience under one roof, without the need to team with other consultants – ensuring a seamless coordinated execution of this important project for the City.***

**Broad Experience with Impact Fee Programs Statewide and Across the Country** — To complement our local experience, Willdan has wide experience with the range of impact fees charged in the region and the state, and the typical pros, cons and challenges of each, both in implementation and management. Willdan will be pleased to bring its expertise and range of perspectives to the City's process of considering financial, practical and policy issues in deciding on its future impact fee program.

**Collaborative Approach and User-friendly Models and Reports** — Willdan prides itself on working closely with City staff to develop an approach that is targeted toward your specific objectives and accounts for your reality, and then working together with you to gather first-hand information regarding the processes and tasks required to provide services to those requesting them.

**This is a distinct advantage we will bring in our approach with the City of Stanton. A collaborative approach ensures we clearly understand your goals and challenges, and just as importantly, you understand the process and the results.** We have included one full day of on-site data gathering and staff interviews to ensure we obtain the information we need efficiently and accurately, with limited need for follow-up.

We create user-friendly Excel-based models that the City can retain and conduct our analysis and develop the model collaboratively with City staff. Rather than using an inflexible proprietary software program, we construct our models from the ground up, mirroring the City's budget format wherever possible. As a result, **the information contained in our models is easy for City staff to interpret, and the familiar software ensures ease of navigation.**

This also allows for easy on-the-fly adjustments and updates, inclusion of updated budgets, or changes in organizational structure. Created directly from the models, our reports clearly and graphically illustrate full and recommended levels of cost recovery and projections of revenue for fee programs, break down the costs into direct and indirect overhead categories, and present the fee methodologies.

Our models and project approach are geared toward delivering work on schedule and presenting results at public meetings and council workshops.

The Willdan Team is experienced at communicating complex analytical results in a manner that is easy to understand by non-finance-oriented individuals and facilitates discussion. We have coordinated or participated in numerous public and staff workshops regarding fees and cost of service-based charges.

We are excited about this opportunity to serve the City of Stanton. To discuss any aspect of our proposal, please contact me; my contact information is provided in the table below.

## Contact Information

### Principal-in-Charge

Chris Fisher

Vice President

27368 Via Industria, Suite 200

Temecula, CA 92590

Tel#: (800) 755-6864 | Email: [CFisher@Willdan.com](mailto:CFisher@Willdan.com)

Willdan acknowledges herein its willingness to maintain all specified fees and services for a period of one hundred (120) days from the closing date November 23, 2020. As a Vice President of Willdan Financial Services, I am authorized to bind the firm to the terms of this proposal, as well as the subsequent agreement.

Sincerely,

**WILLDAN FINANCIAL SERVICES**



Chris Fisher  
Vice President - Group Manager  
Financial Consulting Services



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## B. Company and Experience of the Proposer

### Profile of the Proposing Firm

Established on June 24, 1988, Willdan Financial Services, a California corporation, is a national firm, and is one of the largest public sector financial consulting firms in the United States.

### WFS Office Locations

The following table provides the location of our Division Headquarters, as well as our satellite offices.

Willdan Financial Services		
Office Locations		
Division Headquarters		
27368 Via Industria, Suite 200, Temecula, California 92590   Tel: (800) 755-6864   Fax: (888) 326-6864		
<p><b>Aurora, CO</b> 1555 South Havana Suite. F-305 Aurora, Colorado 80012 (303) 990-4616</p>	<p><b>Orlando, FL</b> 200 South Orange Avenue Suite 1550 Orlando, Florida 32801 (407) 872-2467</p>	<p><b>Plano, TX</b> 5500 Democracy Lane Suite 130 Plano, Texas 75024 (972) 378-6588</p>
<p><b>Oakland, CA</b> 66 Franklin Street Suite 300 Oakland, California 94607 (510) 832-0899</p>	<p><b>Phoenix, AZ</b> 1440 E. Missouri Ave Suite C-170 Phoenix, Arizona 85014 (602) 870-7600</p>	<p><b>Washington, DC</b> 1025 Connecticut Ave. NW Suite 1000 Washington, DC 20036 (202) 510-0511</p>

### Employee Structure

Our staff of over 70 full-time employees supports our clients by conducting year-round workshops and on-site training to assist them in keeping current with the latest developments in our areas of expertise.

Employee Structure	
Title	Count
President & CEO	1
Vice President – Group Manager	3
Vice President	3
Principal Consultant	11
Project Manager	15
Analyst	29
Analyst Assistant	6
Administration	7

### Organizational Chart

The organization chart located below represents Willdan Financial Services’ reporting structure, including the operating groups and the responsible manager.



### Principals of Firm

Provided below are the slate of officers of Willdan Financial Services. WGI corporate headquarters are located at 2401 E. Katella Avenue, Suite 300, Anaheim, CA 92806.

Willdan Financial Services		
Slate of Officers		
Thomas D. Brisbin Chairman of the Board	Mark J. Risco President and CEO	Stacy McLaughlin Chief Financial Officer, Treasurer
Chris Fisher Vice President - Group Manager	Gladys Medina Vice President - Group Manager	Anne Pelej Vice President - Group Manager
Dan Jackson Vice President	Jeff McGarvey Vice President	Scott Dippolito Vice President
Kate Nguyen Secretary	Rebekah Smith Assistant Secretary	Cathy Steele Assistant Secretary

### Primary Business

Willdan assists local public agencies by providing the following services:

Willdan Financial Services	
Services	
<ul style="list-style-type: none"> <li>▪ User fee studies;</li> <li>▪ Cost allocation studies;</li> <li>▪ Utility rate and cost of service studies;</li> <li>▪ Real estate economic analysis;</li> <li>▪ Feasibility studies;</li> <li>▪ Municipal Advisory;</li> <li>▪ Arbitrage and Continuing Disclosure Services;</li> <li>▪ Economic development strategic plans;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Development impact fee establishment and analysis;</li> <li>▪ District Administration Services;</li> <li>▪ Property tax audits;</li> <li>▪ Tax increment finance district formation and amendment;</li> <li>▪ Housing development and implementation strategies;</li> <li>▪ Debt issuance support; and</li> <li>▪ Long-term financial plans and cash flow modeling.</li> </ul>

## Similar Studies

Listed in the table below, is an abbreviated list of the public agencies in which similar services are currently in progress, or have been completed, in the previous five years by the project team included within this submission.

5 Year Cost of Services Study Experience			
Agency	Impact Fee Study	User Fee Study	Cost Allocation Plan
City of Alameda, CA	◆		
City of Arcadia, CA		◆	◆
City of Aurora, CO		◆	◆
City of Banning, CA	◆	◆	◆
City of Bell, CA		◆	◆
City of Bell Gardens, CA			◆
City of Bellflower, CA	◆	◆	◆
City of Belmont, CA		◆	◆
City of Blythe, CA		◆	◆
City of Brea, CA	◆	◆	◆
City of Carpinteria, CA	◆		
City of Cerritos, CA		◆	◆
City of Chino Hills, CA		◆	◆
City of Claremont, CA		◆	◆
City of Coalinga, CA		◆	◆
City of Colton, CA			◆
City of Commerce, CA	◆		
City of Compton, CA	◆	◆	◆
City of Corona, CA	◆		
City of Cudahy, CA	◆	◆	◆
City of DeSoto, TX			◆
City of Dinuba, CA		◆	◆
City of El Centro, CA		◆	
City of El Cerrito, CA		◆	◆
City of El Monte, CA	◆	◆	◆
City of Emeryville, CA	◆		
City of Encinitas, CA		◆	◆
City of Fillmore, CA	◆	◆	◆
City of Fountain Hills, AZ		◆	
City of Fremont, CA	◆		
City of Galt, CA	◆		◆
City of Gardena, CA			◆
City of Garden Grove, CA	◆		
City of Gilroy, CA	◆	◆	◆
City of Glendale, AZ			◆
City of Hawthorne, CA	◆	◆	◆
City of Hayward, CA		◆	◆
City of Hesperia, CA			◆
City of Hollister, CA	◆		◆

5 Year Cost of Services Study Experience			
Agency	Impact Fee Study	User Fee Study	Cost Allocation Plan
City of Indian Wells, CA		◆	
City of Irvine, CA		◆	◆
City of Irwindale, CA	◆	◆	◆
City of La Mesa, CA	◆		
City of La Mirada, CA		◆	◆
City of La Puente, CA		◆	◆
City of Laguna Hills, CA	◆	◆	◆
City of Lake Elsinore, CA	◆	◆	◆
City of Los Angeles, CA		◆	
City of Lomita, CA	◆	◆	◆
City of Lynwood, CA		◆	◆
City of Menifee, CA	◆		
City of Mission Viejo, CA		◆	◆
City of Missouri City, TX		◆	◆
City of Montebello, CA		◆	◆
City of Monterey Park, CA		◆	◆
City of Monterey, CA			◆
City of Morgan Hill, CA	◆		
City of Murrieta, CA	◆	◆	◆
City of Napa, CA		◆	◆
City of National City, CA		◆	◆
City of Oroville, CA	◆		◆
City of Pacifica, CA		◆	
City of Palm Desert, CA		◆	◆
City of Patterson, CA		◆	◆
City of Petaluma, CA	◆	◆	◆
City of Pismo Beach, CA	◆		
City of Pittsburg, CA	◆	◆	◆
City of Rancho Mirage, CA	◆		
City of Rialto, CA	◆		
City of Richmond, CA	◆	◆	◆
City of Rocklin, CA		◆	
City of Rosemead, CA	◆		
City of St. Helena, CA	◆	◆	◆
City of Salinas, CA	◆	◆	◆
City of San Anselmo, CA		◆	◆
City of San Bruno, CA	◆	◆	◆
City of San Fernando, CA	◆	◆	◆
City of San Jacinto, CA	◆	◆	◆
City of Santa Ana, CA		◆	◆
City of Sierra Madre, CA	◆		
City of Signal Hill, CA		◆	◆

5 Year Cost of Services Study Experience			
Agency	Impact Fee Study	User Fee Study	Cost Allocation Plan
City of Soledad, CA		◆	
City of South San Francisco, CA	◆		
City of Sunnyvale, TX			◆
City of Surprise, AZ			◆
City of Tehachapi, CA	◆		
City of Temecula, CA	◆		
City of Tulare, CA		◆	◆
City of Tustin, CA		◆	
City of Twenty-Nine Palms, CA	◆	◆	◆
City of Union City, CA		◆	◆
City of Upland, CA	◆	◆	◆
City of Watsonville, CA		◆	◆
City of West Covina, CA		◆	◆
City of West Hollywood, CA		◆	◆
City of Yucaipa, CA		◆	◆
County of Los Angeles, CA	◆		
County of Riverside, CA	◆		
County of Sacramento, CA	◆		
County of San Benito, CA	◆	◆	
County of San Diego, CA	◆		
County of Stanislaus, CA	◆		
County of Tulare, CA	◆		
Kentuckiana Works, KY			◆
San Geronio Memorial Hospital, CA	◆		
Town of Loomis, CA	◆		
Town of Los Altos Hills, CA	◆	◆	◆
Town of Paradise Valley, AZ		◆	
Truckee Fire Protection District, CA	◆		

### Fee Study Engagement Primary Location

The City of Stanton Fee Study engagement will be managed from our Temecula office.

### Firm Distinctiveness

Willdan is the only firm providing these types of consulting services that also have a long history of providing contract staff support to public agencies for the delivery of municipal services. We are uniquely qualified to conduct the City of Stanton study, as we have outlined below.

### Staff Continuity

Mr. Fisher has been assigned to serve as the City’s representative; he has been selected for this role due to his extensive experience, which includes the preparation and supervision of numerous fee studies, as well as his experience presenting to governing bodies, stakeholders, and industry groups.

**It is important to note that Mr. Fisher has been with Willdan for more than 21 years, ensuring the City of Stanton of continuity and dedication in staffing during the completion of the project.**

## Project Dedication

Willdan’s Financial Consulting Services group is composed of a team of over 20 senior-level professional consultants. While each member of the project team currently has work in progress with other clients, the workload is at a manageable level with sufficient capacity to meet the needs of the City specific to the schedule and budget for this engagement.

## Unique Combination of Services and Expertise/Public Engagement

Willdan has provided User Fee, Cost Allocation Plan and Impact Fee services to municipal clients for over 20 years; and has prepared comprehensive impact fee studies, user fee studies, as well as cost allocation plans, and OMB compliant cost allocation plans for clients throughout California, and the United States. Since 1998, we have developed the expertise to successfully integrate this service into the Financial Consulting Services group’s primary functions.

Willdan’s Financial Consulting Services staff has assisted well over 100 California government agencies with the development and/or update of all fee types. Each project has required defensible documentation and thorough coordination of fee program changes for different agency departments and stakeholders within the business community. In some cases, Willdan has been required to negotiate fees with stakeholders and, on occasion, defend them in meetings and public forums.

We are particularly strong in advising our clients on the advantages and disadvantages of different fee schedule structures (citywide versus multiple-fee districts/zones; more versus fewer land-use categories; etc.) and methods of fee calculation that are based on the City’s and stakeholder priorities and applicable regulations that comply with Proposition 26 and Proposition 218.

Our record of success within the industry provides assurance of the professionalism and capability we will bring to this engagement. A team composed of project managers and analysts develop and/or, update user fee studies, cost allocation plans and development impact fees.

Willdan has extensive experience with the range of fees charged in the region and the state, and the typical pros, cons and challenges of each, both in implementation and management. Willdan will bring its expertise to the City’s process of considering financial, practical and policy issues in deciding on its future fee program.

In the past five years Willdan has conducted over 200 cost of services studies

## Financial Stability

### Financial Stability

- In business for over 55 years
- Market capitalization of \$217M (as of end of 1<sup>st</sup> Quarter, 2020)
- Fiscal 2<sup>nd</sup> Quarter 2020 revenue (6 months) of \$106M
- Fiscal Year 2019 revenue of \$443M
- \$50 million Line of Credit with the ability to increase up to \$60 million (as of end of 1<sup>st</sup> Quarter, 2020)
- \$12.3M in cash and cash equivalents (as of end of 1<sup>st</sup> Quarter, 2020)

To establish our financial stability, we are providing the following information.

Willdan Group, Inc. (WGI) has sustained a healthy financial performance record due to the outstanding performance of our operating divisions and a strong, dependable reputation in municipal consulting. A snapshot of WGI’s financial statistics are provided to the right demonstrating our financial position and stability.

As a publicly traded company (WLDN), must provide public financial information as required by the SEC. **Detailed financial statements and annual reports are included on our webpage** (<http://ir.willdangroup.com/>).

Willdan Financial Services is not currently involved in any condition (e.g., bankruptcy, current or pending litigation, planned office closures, impending merger) that may impede our ability to complete this engagement.

## C. Qualifications and Experience of Proposed Project Team

### Project Manager & Key Staff

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the City, on time and on budget. With that philosophy in mind, we have selected experienced professionals for this engagement. We are confident that our team possesses the depth of experience that will successfully fulfill your desired work performance.

### Project Team

Key Team Member	Project Role	Responsibility to the Stanton Engagement
Chris Fisher	Principal-in-Charge	<ul style="list-style-type: none"> <li>Ensure client satisfaction, flow of communication, and management of the project</li> <li>Technical guidance;</li> <li>Project oversight;</li> <li>Quality assurance &amp; control; and</li> <li>Meeting and presentation attendance.</li> </ul>
James Edison	Impact Fee Nexus Study Project Manager	<ul style="list-style-type: none"> <li>Task Oversight;</li> <li>Model development and review;</li> <li>Produce key elements of the analyses;</li> <li>Responsible for project deliverables;</li> <li>Report evaluation; and</li> <li>Meeting and presentation attendance.</li> </ul>
Tony Thrasher	Cost Allocation & User Fee Study Project Manager	<ul style="list-style-type: none"> <li>Task oversight;</li> <li>Model development;</li> <li>Produce key elements of the analyses;</li> <li>Responsible for project deliverables;</li> <li>Report preparation and evaluation; and</li> <li>Meeting and presentation attendance.</li> </ul>
Carlos Villarreal	Impact Fee Nexus Study Lead Analyst	<ul style="list-style-type: none"> <li>Collect, interpret, and disseminate key data;</li> <li>Model development;</li> <li>Report preparation; and</li> <li>Meeting and presentation attendance</li> </ul>
Priti Patel	Cost Allocation & User Fee Study Financial Analyst	<ul style="list-style-type: none"> <li>Collect, interpret, and disseminate key data;</li> <li>Assistance with model development;</li> <li>Report preparation; and</li> <li>Meeting and presentation attendance.</li> </ul>
Robert Quaid, CPA	Cost Allocation & User Fee Study Quality Assurance/Control	<ul style="list-style-type: none"> <li>Third party reviewer; and</li> <li>Report evaluation.</li> </ul>

### Resumes

Resumes for Willdan’s project team are presented on the following pages.

## Chris Fisher

### Principal-in-Charge

#### Education

San Francisco State University, Bachelor of Science, Finance

#### Areas of Expertise

Cost of Service Analyses

Multi-disciplinary Team Management

Special District Formations

Client Presentations

Proposition 218

#### Affiliations

California Society of Municipal Finance Officers

Municipal Management Association of Northern California

California Municipal Treasurers Association

#### 21 Years' Experience

Mr. Chris Fisher, Vice President and Group Manager of Willdan's Financial Consulting Services group, will serve as Principal-in-Charge for the City of Stanton's project. He will also share his extensive knowledge related to cost-of-service principles with members of the project team.

Mr. Fisher joined Willdan in April of 1999, and during that time has managed an array of financial consulting projects for public agencies in California, Arizona, Colorado, Texas, and Florida, coordinating the activities of resources within Willdan, as well as those from other firms working on these projects. He is one of the firm's leading experts for special district financing related to public infrastructure, maintenance, and services, including public safety.

#### Related Experience

Mr. Fisher was, or is currently serving as, the principal-in-charge for the following select multi-disciplined cost of service fee study (Cost Allocation Plan, User Fee Study, and Development Impact Fee Study) engagements. Due to his extensive experience managing multi-disciplinary teams, his primary responsibilities include planning, overseeing, supporting, and coordinating the project team, and maintaining client contact and satisfaction through all phases of the studies.

- City of Banning, CA
- City of Compton, CA
- City of El Monte, CA
- City of Gilroy, CA
- City of Laguna Hills, CA
- City of Murrieta, CA
- City of Pittsburg, CA
- City of St. Helena, CA
- City of San Bruno, CA
- City of San Jacinto, CA
- County of San Benito, CA
- City of Bellflower, CA
- City of Cudahy, CA
- City of Fillmore, CA
- City of Irwindale, CA
- City of Lake Elsinore, CA
- City of Petaluma, CA
- City of Richmond, CA
- City of Salinas, CA
- City of San Fernando, CA
- City of Twenty-Nine Palms, CA
- Town of Los Altos Hills, CA

**City of Irvine, CA – OMB Cost Allocation Plan and Comprehensive User Fee Study:** Willdan completed a cost allocation plan and user fee study for the City of Irvine. Mr. Fisher managed and provided quality assurance to this project, ensuring the accuracy of the models, as well as the final reports. He also presented the results to the City's Finance Commission and to the City Council.

**City of Signal Hill, CA – Cost Allocation Plan and User Fee Study:** As principal-in-charge, Mr. Fisher oversaw the development and review of a Full and OMB compliant cost allocation study and a comprehensive user fee and rate study for the City's master list of fees.

**City of Murrieta, CA – Cost Allocation & OMB Compliant Plan and Comprehensive User Fee Study:** Mr. Fisher served as the project manager on the City's fee study. The primary objective for the cost allocation study was to ensure that general government costs were fairly and equitably allocated to appropriate programs and funds. ***The City recently re-engaged Willdan to conduct an update to both studies.***

**City of National City, CA – Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee Study, and ISF Allocation Study:** Mr. Fisher served as the principal-in-charge for the City of National City's Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee, and ISF Allocation Study.

**City of Palm Desert, CA – Cost Allocation Plan and Comprehensive User Fee Study:** Mr. Fisher is the principal-in-charge for the ongoing full cost allocation plan and user fee study. Willdan's work includes the gathering of necessary data and information, interviews with City Staff to identify overhead support services and how they are used and interviews to gather information related to fee-based services. We are also developing financial models to calculate overhead allocations and personnel rates and the full cost of services for which fees are charged. We are working with Staff to finalize cost recovery targets, prepare reports and present the results.

**C. Fisher***Resume Continued*

**City of Indian Wells, CA — User Fee Study:** Mr. Fisher was the principal-in-charge for the City's user fee study for the Administrative, Building, Planning and Public Works Departments. Our team gathered and confirmed data, met with City Staff to discuss the City's overhead support structure and how operating activities use and benefit from overhead support services. We conducted interviews to gather information related to fee-based services to be used in calculating the full cost of providing services. We developed financial models to calculate overhead allocations and the full cost of services and worked with Staff to develop fee-setting recommendations. We prepared reports and presented the results and met with the development community to address their questions about the study's methodology and results.

**City of Union City, CA — Comprehensive Fee and Rate Study & Overhead Cost Allocation Plan:** Mr. Fisher served as the principal-in-charge for the City's fee study. He oversaw the development of an overhead cost allocation plan, OMB compliant cost allocation plan, as well as a comprehensive user fee study.

**City of Belmont, CA – Master Fee Study and Cost Allocation Refinement:** Mr. Fisher served as the project manager for Willdan's work with the City of Belmont and the Belmont Fire Protection District's fee study. Willdan completed a Master Fee Study and an analysis and review of the existing Cost Allocation Plan for the City of Belmont, and a Fee and Rate Study for the Belmont Fire Protection District.

**City of Pittsburg, CA —Cost Allocation Plan and User Fee Study:** Mr. Fisher provided policy guidance and quality assurance to the City's update and development of a comprehensive user fee study for the development of a master user fee and rate schedule and a cost allocation plan to recover overhead costs related to central service activities.

**City of Hayward, CA — Cost Allocation Plan and User Fee Study:** Mr. Fisher served as the project manager for the City's full overhead cost allocation plan and OMB A-87 cost allocation plan, along with a comprehensive master user fee study. He worked with the City and Willdan staff to gather the necessary data and is overseeing Willdan's development of the cost allocation model. The City has a complicated and detailed budget and the cost allocation plan that Willdan developed is tailored to their structure and includes provision for several Internal Service Funds.

**City of Salinas, CA — Comprehensive Fee Study and Full Cost Allocation Plan:** Mr. Fisher served as the project manager for the City of Salinas engagement, to prepare an OMB A-87-compliant full cost allocation plan and comprehensive fee study for the development of a master list of fees. Mr. Fisher led an all-departments overview meeting, where the framework and general process was reviewed, and global practical and policy questions were addressed. Immediately following the overview meeting, individual meetings were held with representatives from each department to discuss their specific fee related activities and gather necessary information to update fees.

**City of DeSoto, TX – User Fee Study:** Mr. Fisher served as the principal-in-charge for City's Comprehensive User Fee Study.

## Tony Thrasher

### Project Manager – Cost Allocation Plan and User Fee Study

#### **Education**

*Bachelor of Science in Economics; California State Polytechnic University, Pomona*

#### **Areas of Expertise**

*Cost Allocation Plans*

*Fiscal Analysis for User Fees and Rates*

*District Administration Services*

*Utility Rate Studies*

#### **11 Years' Experience**

Due to his cost allocation and user fee analyses experience, Mr. Tony Thrasher has been selected to serve as Project Manager for the City's User Fee and Cost Allocation Plan portion of the engagement. Currently, Mr. Thrasher is a Senior Project Manager within the Financial Consulting Services group, whereby his responsibilities include managing projects and conducting fiscal analyses for cost allocation plans, user fees, and utility rate studies.

Mr. Thrasher's prior employment was as a financial analyst working in bond, equity, and mortgage-backed security markets for Wells Fargo Bank, Bank of New York Mellon, and Deutsche Bank. His experience includes portfolio accounting, differential analysis, and forecasting.

#### **Related Experience**

##### **City of Chino Hills, CA — Cost Allocation Plan and Comprehensive User Fee Study:**

Mr. Thrasher is serving as the technical project manager for the City's Cost Allocation Plan and Comprehensive User Fee Study. He is working directly with the City contact throughout the engagement.

**City of Mission Viejo, CA — Cost Allocation Plan and User Fee Study:** Mr. Thrasher was assigned to work with the City on this project, providing analytical support, gathering data, working with staff to make refinements, and developing cost allocation and fee models to ensure full-cost recovery for building and safety, planning, community development, and public works departments.

**City of Indian Wells, CA — User Fee Study:** Mr. Thrasher served as the technical project manager for the City's Administrative, Building, Planning and Public Works Departments. The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs cost recovery levels.

**City of Palm Desert, CA — Cost Allocation Plan and Comprehensive User Fee Study:** Mr. Thrasher is currently serving as the technical project manager for the City's full cost allocation plan and user fee study. He is directly responsible for the creation of both models for the study, gathering and verification of the data, managing the analysts working to support him and presenting results to the City.

##### **City of Bellflower, CA — OMB Cost Allocation Plan and Comprehensive User Fee Study**

**Update:** In Willdan's initial engagement with the City, Mr. Thrasher provided analytical support, with his primary duties including finalizing model figures and generating reports. In the subsequent update of both the CAP and the Fee Study, Mr. Thrasher assumed a lead technical role, working directly with the client to develop a new Cost Allocation Model, update the comprehensive fee model, and resolve policy and fee setting issues. He was directly responsible for delivery of reports and presentations to the City.

**City of National City, CA — Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee Study, and ISF Allocation Study:** Mr. Thrasher served as the technical project manager for the City of National City's Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee, and ISF Allocation Study.

**City of Irvine, CA — OMB Cost Allocation Plan and Comprehensive User Fee Study:** Serving as the project's analyst, Mr. Thrasher provided analytical support; and designed micro-level allocation models to ensure full-cost recovery for public safety, public works, community development, community services, and administrative departments.

**City of Cerritos, CA — Development Services User Fee Study:** Mr. Thrasher served as the technical project manager for this engagement, whereby he designed micro-level allocation models to ensure full-cost recovery for building and safety, planning, community development, and public works departments.

**City of Richmond, CA — Cost Allocation Plan & User Fee Study:** Mr. Thrasher is serving as the project manager for the City of Richmond's fee study.

**T. Thrasher**

Resume Continued

**City of Petaluma, CA — Overhead Cost Allocation Plan and OMB Circular Plan, User Fee Study, CIP Rate Analysis, and Hourly Overhead Rate Study:** Mr. Thrasher provided analytical support for this engagement. His primary duties were to work with City staff to gather data, provide assistance to the project manager, and produce reports. ***The City has hired Willdan for multiple updates since we completed the original study.***

**City of Salinas, CA — Full Cost Allocation Plan and Comprehensive Fee Study:** Mr. Thrasher provided analytical support for the City of Salinas OMB A-87-compliant full cost allocation plan and comprehensive fee study engagement. He worked closely with City staff to gather and analyze data to produce reports, participated in multiple meetings, and assisted the City appointed Project Manager in the adoption of the new fees.

**City of Hayward, CA — Cost Allocation Plan and User Fee Study:** For this project, Mr. Thrasher provided analytical support, and was largely responsible for the development of the models. Primary duties include gathering and verifying necessary data, finalizing model figures and generating reports. ***The City hired Willdan to complete the original Cost Allocation Plan and User Fee Study, and has subsequently hired us for updates to both studies.***

**City of Monterey, CA — Cost Allocation Plan:** Mr. Thrasher is serving as the technical project manager for the City of Monterey Cost Allocation Plan engagement and updates. He is assisting in the development of the City's general overhead allocation plan, whereby he applies his expertise on alternative allocation methods. ***The City hired Willdan for the original study, and has since hired us for multiple updates.***

**City of Galt, CA — Cost Allocation Plan:** As the assigned technical lead, Mr. Thrasher worked directly with City Staff to develop the Cost Allocation Model and report and worked with Staff to test and adjust the model and methodology where appropriate before finalizing. Following completion of the initial CAP, he worked with the City to update the model for the subsequent budget update.

**City of DeSoto, TX — User Fee Study:** Mr. Thrasher served as the technical project manager for City's Comprehensive User Fee Study.

**City of Missouri City, TX — Comprehensive User Fee Study and Cost Allocation Plan:** Mr. Thrasher served as the technical project manager for City's Fee Study.

**City of Mesquite, TX — Cost Allocation Plan:** Mr. Thrasher served as the technical project manager for City's Cost Allocation Study.

**City of Surprise, AZ — Cost Allocation Plan:** Mr. Thrasher served as the technical project manager for the 2017 Cost Allocation Plan to identify the City's costs related to rendering internal central support services, and the allocation of those costs to operating departments.

**Kentuckiana Works, KY — Cost Allocation Plan:** Mr. Thrasher was the technical project manager for Kentuckiana Works Cost Allocation Plan.

## Priti Patel

### Project Analyst – Cost Allocation Plan and User Fee Study

**Education** Ms. Priti Patel is a Senior Analyst within the Financial Consulting Services group, whereby she supports project managers in conducting utility rate analyses, fee studies, cost allocation plans, monitoring Proposition 218 compliance, and forming special districts.

*Bachelor of Arts; Business Management, Information Systems and International Business, University of Cincinnati*

Coordinating and conducting activities associated with Cost Allocation Plans and User Fee Studies, including database integration and manipulation, revenue and expenditure analyses, and documentation preparation are just some of Ms. Patel's duties. With these duties, she interacts with clients on a regular basis.

**Areas of Expertise** Ms. Patel joined Willdan as an analyst with the District Administration Group, while with DAS she performed research and analysis needed for local government financial issues related to district administration, including document data entry and updating, database management, research and report preparation. She also provided general information on questions pertaining to Assessment Districts and special taxes (such as Mello-Roos Pools), as well as the status of property delinquencies. Ms. Patel came to Willdan with more than five years' experience as an Analyst.

*Cost Allocation Plans*

*User Fee Studies*

*Proposition 218*

#### 7 Years' Experience

### Related Experience

**City of National City, CA — Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee Study, and ISF Allocation Study:** Ms. Patel is providing analytical support in the preparation of this study, her primary duties include development of the models, finalizing model figures and results, and generating reports.

**City of San Fernando, CA — Cost Allocation Plan and Comprehensive User Fee Study:** Ms. Patel is currently providing support to senior team members in the preparation of a cost allocation plan, OMB compliant plan and comprehensive user fee study.

**City of Chino Hills, CA — Cost Allocation Plan and Comprehensive User Fee Study:** Providing analytical support in the preparation of a cost allocation plan and comprehensive fee study, Ms. Patel worked to identify and take into account direct and indirect costs, along with changes in staffing, structure, and service delivery methods. She is also assisting in the preparation of user-friendly Excel-based models that City staff can easily update in the future to determine the proper allocation of expenditures and ongoing full cost of City-provided services.

**City of Laguna Hills, CA — Cost Allocation Plan and Comprehensive User Fee Study:** Ms. Patel provided analytical support in the preparation of a full cost allocation plan and comprehensive fee study for the development of a master list of fees.

**City of Palm Desert, CA — Cost Allocation Plan and Comprehensive User Fee Study:** Ms. Patel is assigned as the analyst to the City of Palm Desert's full cost allocation plan and user fee study. She supports the project manager by gathering necessary data, preparing the initial draft models and reports, and working directly with City Staff to refine and update results during review iterations.

**City of Indian Wells, CA — User Fee Study:** Ms. Patel served as the analyst for the City's user fee study for the Administrative, Building, Planning and Public Works Departments. She led the analytical efforts by developing the User Fee model and report, and gathering and evaluating the data necessary for the study. She also participated in the on-site interviews with Staff to discuss service delivery processes.

**City of Fillmore, CA — Full Cost Allocation Plan and User Fee Study:** Ms. Patel helped develop a cost allocation plan and model that fully allocated central overhead costs to appropriate operating departments, funds, and/or programs. She assisted in the completion of the model and report and worked directly with senior staff to their feedback and revisions.

**Rainbow Municipal Water District, CA — Cost Allocation Plan and OMB Compliant Plan:** Ms. Patel provided analytical support to ensure that the District's Cost Allocation Plan and OMB compliant cost allocation model and plan fairly allocated general and administrative overhead service costs to appropriate activities and departments.

**City of Lake Elsinore, CA — User Fee Study and Cost Allocation Plan:** Ms. Patel provided analytical support and gathering budget and allocation basis data for this engagement.

**P. Patel***Resume Continued*

**City of Yucaipa, CA — Cost Allocation Plan and Comprehensive User Fee Study:** Provided analytical support in the preparation of a Cost Allocation Plan and OMB compliant cost allocation plan and comprehensive fee study for the development of a master list of fees. Ms. Patel worked to identify and take into account direct and indirect costs, along with changes in staffing, structure, and service delivery methods.

**City of Richmond, CA — Cost Allocation Plan & User Fee Study:** Ms. Patel is the financial analyst on the City of Richmond's ongoing User Fee Study and Cost Allocation Plan. She is assisting the project manager with gathering and validation of data, development of the models and related analysis, staff interviews and preparation of reports and presentations.

**City of Pittsburg, CA — Cost Allocation Plan and User Fee Study:** Ms. Patel was assigned to provide assistance to senior project team members on the City of Pittsburg Cost Allocation Plan and User Fee Study engagement. She will be a technical lead for the gathering of data, creation of the models and preparation of study reports and presentations. ***The City hired Willdan for the original study, and for two subsequent updates.***

**City of Monterey, CA — Cost Allocation Plan:** Ms. Patel is serving as the financial analyst for the City of Monterey Cost Allocation Plan and updates. In this role she is responsible for obtaining updated information and data, reviewing overhead structure and functions and preparing the updated model and report. ***The City originally hired Willdan for the creation of the first Cost Allocation Plan, and has hired us for multiple updates since then.***

**City of DeSoto, TX — User Fee Study:** Ms. Patel served as the financial analyst for City's Comprehensive User Fee Study.

**City of Missouri City, TX — Comprehensive User Fee Study and Cost Allocation Plan:** Ms. Patel provided analytical support in the preparation of a full cost allocation plan and comprehensive fee study.

**Kentuckiana Works, KY — Cost Allocation Plan:** Ms. Patel is the financial analyst assigned to the Kentuckiana Works Cost Allocation Plan engagement.

**City of Dinuba, CA — Cost Allocation Plan Update and Utility Rate Study:** Ms. Patel assisted with a utility rate study and a cost allocation plan update for the City. Duties included reviewing relevant documentation, gathering information related to indirect staffing and functions, assisting in the preparation of a comprehensive draft cost allocation model and plan, and testing and reviewing the model and results with project management staff.

## Robert Quaid, CPA

### QA / Technical Advisor – Cost Allocation Plan and User Fee Study

#### Education

Bachelor of Science,  
University of Southern  
California

#### Areas of Expertise

Fiscal Analysis for User  
Fees and Rates

Cost Allocation Plans

Acquisition Audit  
Services

Statutory Financial  
Reporting

Fund Audits

Quality Review of  
Community Facilities,  
Lighting & Landscaping,  
and Assessment  
Districts

#### Affiliations

California Society of  
Municipal Finance  
Officers

California Society of  
CPAs

#### Certifications/ Licenses

Certified Public  
Accountant

#### 35 Years' Experience

With his 35 years of extensive experience in public financing, Mr. Robert Quaid has been selected to provide quality assurance/quality control in the role of technical advisor. In his position as a Principal Consultant at Willdan, Mr. Quaid provides project management, procedural support, technical support, and quality review for Willdan's District Administration group, as well as the Financial Services Consulting group specific to cost allocation plans, user fee studies, and special financial analysis.

Prior to joining Willdan, Mr. Quaid worked in the private industry of real estate accounting and finance. He began his career with the public accounting firm formerly known as Haskins & Sells (currently known as "Deloitte & Touche"). His experience includes financial statement analyses, asset administration, computer conversion, and reporting to the Securities and Exchange Commission for several public real estate partnerships. In 1979, Mr. Quaid became a licensed California CPA.

#### Related Experience

**City of Thousand Oaks, CA — Cost Allocation Plan:** Mr. Quaid served as project manager for the development of an OMB A-87 compliant cost allocation plan model using fiscal year actual costs as the basis for the allocations. He was responsible for the preparation of the Cost Allocation Plan report and provided cost allocation model training to City staff.

The objective of this project was to determine the appropriate allocation of indirect costs from City General Fund central service departments to the General Fund operating departments/programs and the non-General Fund departments/programs. The plan model included 16 allocation bases allocating costs to over 100 departments and divisions. Both full and OMB A-87 cost allocation models were delivered to the City. Willdan was awarded a four-year contract.

**Cities of Fontana, Gardena and Hawthorne, CA — Cost Allocation Plan Projects:** For each of these cities, Mr. Quaid served in the role of task manager for the development of an OMB A-87 compliant cost allocation plan model using Microsoft Excel. He was responsible for the preparation of the cost allocation plan report and trained City staff on how to use the cost allocation model.

**City of Rialto, CA — Comprehensive User Fee Study:** Project manager for the Comprehensive User Fee Study to develop a user fee model in Microsoft Excel and update fees for Planning, Engineering, Building, Public Works, Recreation, Police, Fire, City Clerk, Treasurer and Finance.

**City of Cathedral City, CA — Comprehensive User Fee Study:** Mr. Quaid served as project manager for a user fee study that required updating fees for Planning, Engineering, Building, Police, Fire, City Clerk, and Finance.

Mr. Quaid has provided Quality Assurance and Quality Control to multiple clients throughout California. Provided below are a few examples of clients in which services have been provided in the previous three years.

- City of Belmont, CA
- City of Cerritos, CA
- City of Claremont, CA
- City of Coalinga, CA
- City of El Cerrito, CA
- City of Fillmore, CA
- City of Galt, CA
- City of Hayward, CA
- City of Indian Wells, CA
- City of Monterey, CA
- City of Petaluma, CA
- City of Rocklin, CA
- City of St. Helena, CA
- County of San Benito, CA
- City of San Bruno, CA
- City of Irvine, CA
- City of Salinas, CA
- City of Union City, CA
- City of Watsonville, CA
- City of Yucaipa, CA

## James Edison, JD, MPP

### Project Manager – Impact Fee Nexus Study

#### Education

*Juris Doctorate,  
Boalt Hall School of  
Law, University of  
California, Berkeley*

*Master of Public  
Policy, Richard and  
Rhoda Goldman  
School of Public  
Policy, University of  
California, Berkeley*

*Bachelor of Arts,  
magna cum laude,  
Harvard University*

#### Professional Registrations

*Member of State Bar,  
California*

*Licensed Real Estate  
Broker, California*

#### Affiliations

*Council of  
Development Finance  
Agencies*

*CFA Society of  
San Francisco*

*Congress for the  
New Urbanism*

*Urban Land Institute*

*Seaside Institute*

*International Economic  
Development Council*

#### 20 Years' Experience

Mr. James Edison specializes in the nexus between public and private, with expertise in public-private partnerships, and the benefits of economic development to municipalities and state, provincial, regional and national governments. He possesses deep expertise in land use economics, with a specialty in finance and implementation, including fiscal impact and the public and private financing of infrastructure and development projects, both in the U.S. and internationally. Mr. Edison's public-sector experience includes local and regional economic impact studies; fiscal impact evaluations; new government formation strategies; and the creation of impact fees, assessments, and special taxes to fund infrastructure and public facilities. He has conducted numerous evaluations of the economic and fiscal impact of specific plans and consulted on a wide variety of land use planning topics related to community revitalization and the economic and fiscal impacts of development.

As a former bond attorney, Mr. Edison understands the legal underpinnings and technical requirements of public financing instruments and has advised both public and private clients on the use of individual instruments, and the interaction between those instruments and the needs of developers and project finance.

#### Related Experience

**City of Morgan Hill, CA – Development Impact Fee Update:** Mr. Edison managed the update of the City's existing nexus study, which included general government, fire, police, parks and recreation, library and storm drain fee categories. The project scope included stakeholder outreach. The City has once again engaged Willdan to update their impact fees.

**City of Santa Clara, CA – Parks Fee Update:** Mr. Edison served as principal-in-charge of the City's park impact fee update. This project included a demographic analysis and estimation of the cost of acquiring and improving public park land.

**City of Alameda, CA – Comprehensive Impact Fee Update:** Mr. Edison led the Willdan team updating the impact fee programs of the City of Alameda and creating a separate impact fee program for Alameda Point, the former Alameda Naval Air Station.

**County of Tulare, CA – Countywide Impact Fees:** Mr. Edison served as project manager for a study that involved the creation of an impact fee program for the County. The study includes a range of facilities including public protection, library and parks, as well as a transportation facilities impact fee, with different fees calculated for two zones in the County.

**City of Fremont, CA – Comprehensive Impact Fee Update:** Mr. Edison led the Willdan team in the successful update of the impact fee programs for the City of Fremont. The effort included an update of the City's transportation impact fee program and capital improvement program.

**County of Riverside, CA – Comprehensive Impact Fee Update:** Mr. Edison led the effort to establish a comprehensive fee program for the County, including facilities fees for fire, police, parks, criminal justice, libraries and traffic. He prepared the technical and analytical documents necessary to calculate the fee and establish the necessary nexus to collect it, as well as presented the fees during public hearings to the County Board of Supervisors.

**City of Manteca, CA – Fire Impact Fee Update:** Mr. Edison served in the capacity of project manager for the update of the City's fire services impact fee program.

**City of Pacifica, CA – Park Fee Update:** Mr. Edison served as the City's project manager to update their park fee to include new costs and to impose fees for home expansion/remodels, in addition to new development.

**Stanislaus County Council of Governments, CA – Regional Transportation Fee Update:** Mr. Edison worked on an update of the County's transportation impact fee program. Key tasks included a revised capital improvement program and fee model, along with a public participation process that ensures buy in from the communities of Stanislaus County and the County government itself.

**J. Edison***Resume Continued*

**County of Imperial, CA – Solar Farm Fiscal and Economic Analysis:** Mr. Edison was engaged by the County of Imperial to evaluate the fiscal and economic impacts of a series of proposed solar-voltaic facilities (or “solar farms”) on land near the Town of Calipatria, which is within the County. For each, Mr. Edison calculated the tax revenues and service expenditures accruing to the County from development of the project. He also estimated the economic impacts of the project using IMPLAN, including the impact of the construction and ongoing operation of the solar farm, along with the negative impact of the removal of the project site from agricultural production.

**City of Foster City, CA – Gilead, Chess Drive, and Mirabella Fiscal Impact Studies:** The City of Foster City hired Mr. Edison to provide an evaluation of the fiscal impact of three specific plans in the City. He evaluated the impact on services of each plan, the anticipated new revenues and expenditures, and the necessity for new public facilities to serve the projects.

**City of Vallejo, CA – Costco Expansion Urban Decay, Economic and Fiscal Impact Analysis:** In response to the City of Vallejo’s request, Mr. Edison examined the economic impact of a proposed expansion of an existing Costco. The analysis included projections of the impact on sales tax, employment, property tax and the net impact to the City’s budget. Based on the analysis, the City Planning Commission approved the Costco expansion.

**City of Vallejo, CA – Service Island Annexation Fiscal Impact Analysis:** The City of Vallejo engaged Mr. Edison to provide an analysis of the fiscal impact of the annexation of three unincorporated areas within the boundaries of the City of Vallejo, areas commonly called “service islands.” Solano County LAFCO requested the City examine the impact of annexation as part of a larger annexation proposal by the City. He provided an examination of the fiscal implications of the annexation of each area, including population, business activity, and the likely revenues and costs associated with adding each area to the City.

**County of Placer, CA – Bohemia Lumber Site, Fiscal Impact and Urban Decay Analysis:** The County of Placer engaged Mr. Edison to examine the fiscal impact and potential urban decay effects from the development of the former Bohemia Lumber site into a retail center. Mr. Edison prepared the analysis and presented the results to the County Board of Supervisors.

**City of Redding, CA – Oasis Towne Centre Financing and Fiscal/Economic Impact Analysis:** Hired by the Levenson Development Company (LDC) to assist with an economic/fiscal impact study and a financing plan for the Oasis Towne Center, a retail development of approximately one million square feet in Redding, California. Mr. Edison advised LDC on how to structure the financing of the development to provide public benefits for the project and minimize the need for public resources. He prepared an economic and fiscal analysis and negotiated a series of service plans and fiscal mitigation measures with the City of Redding. Mr. Edison also prepared a financing plan for infrastructure needed not only for the immediate project but also for development within the entire Oasis Road Specific Plan area.

## Carlos Villarreal, MPP

### Lead Analyst - Impact Fee Nexus Study

#### Education

Master of Public Policy, Richard and Rhoda Goldman School of Public Policy, University of California, Berkeley

Mr. Carlos Villarreal is proposed to serve in the role of lead analyst for the City of Stanton's engagement due to his experience documenting nexus findings for development impact fees, preparing capital improvement plans, facilitating stakeholder involvement, and analyzing the economic impacts of fee programs. He has supported adoption of fee programs funding a variety of facility types, including, but not limited to transportation, parks, library, fire, law enforcement and utilities.

#### Related Experience

Bachelor of Arts, Geography, University of California, Los Angeles; Minor in Public Policy and Urban Planning

**City of Morgan Hill, CA – Development Impact Fee Update:** Mr. Villarreal served as project manager for a study to update the City's existing nexus study, including general government, fire, police, parks and recreation, library and storm drain fee categories. The project scope included stakeholder outreach. The City has once again engaged Willdan and Mr. Villarreal is serving as the project manager on the project.

#### Areas of Expertise

Fiscal Impact Analyses

**City of Santa Clara, CA – Parks Fee Update:** As assistant project manager to Mr. Edison, Mr. Villarreal collected the necessary data to update the City's park impact fee. This project included a demographic analysis and estimation of the cost of acquiring and improving public park land.

Development Impact Fees

**City of Upland, CA – Impact Fee Study Update:** Conducted a study to update the City's impact fee program, including general government, regional transportation, water, sewer, storm drain and park fees. Traffic fees were established within the San Bernardino Associated Governments' (SANBAG) guidelines to provide a local funding source for improvements of regional significance.

Public Facilities Financing Plans

GIS Analysis

#### 15 Years' Experience

**City of Alameda, CA – Development Impact Fee Update:** Mr. Villarreal served as the lead project analyst for this engagement to update the City's impact fee program. He coordinated with the City to gather the pertinent data for the project, and was instrumental in preparing the nexus study, in addition to participating in the presentation to stakeholders and the City Council

**County of Stanislaus, CA – Impact Fee Study Update:** Mr. Villarreal served in the role of project manager for a study updating the County's existing impact fee program. The program includes a range of facilities, like public protection, library, and parks. The study also included a transportation facilities impact fee, with different fees calculated for two zones in the County. Considerable stakeholder outreach was an integral component of this project.

**County of San Benito, CA – Comprehensive Impact Fee Study:** In the role of project manager, Mr. Villarreal assisted the County of San Benito with the preparation of an updated and expanded impact fee program. The fee programs included: 1) Capital Improvements Impact Fee; 2) Road Equipment Impact Fee; 3) Fire Mitigation Impact Fee; and 4) Park and Recreation Impact Fee.

**City of Soledad, CA – Development Impact Fee Study Update:** Mr. Villarreal managed the update of the City's impact fee program, specifically changes in demographics, growth projections, project costs, and facility standards. In particular, the City had to revise its capital facilities needs to accommodate a much lower amount of growth than what was projected before 2007. The resulting fees funded new development's share of planned facilities, while not overburdening development with unnecessary costs.

**County of Los Angeles/City of Santa Clarita, CA – Law Enforcement Facilities Fee Study:** Mr. Villarreal assisted with the development of an impact fee program to fund law enforcement facilities serving the City of Santa Clarita, and other Antelope Valley jurisdictions within the County of Los Angeles. The analysis involved the comparison of law enforcement facilities serving incorporated and unincorporated areas.

**Kern Council of Governments, CA – Regional Alternative Funding Program:** Mr. Villarreal served in the role of project manager for the establishment of this program, which consisted of a deficiency analysis and nexus study to fund transportation projects in Kern County.

**C. Villarreal***Resume Continued*

**City of Long Beach, CA – Park Impact Fee Update:** Willdan assisted with an update to the City's existing park impact fees, with Mr. Villarreal serving in the role of project manager. The project included updating demographic data and facility planning to properly update park facility standards. He used this information to then calculate impact fees for single family and multi-family residential dwelling units and prepare a nexus study documenting the revised fees and the required legal findings under the Mitigation Fee Act.

**Rodeo-Hercules Fire Protection District, CA – Fire Impact Fee Update:** Mr. Villarreal served as project manager for the District's fire impact fees update. The fee will be charged in two jurisdictions, the City of Hercules and the unincorporated community of Rodeo. The fees were adopted by the City Council in September 2009 and were presented to the Board of Supervisors in December 2009. At present, Mr. Villarreal is assisting the District with an update to their fire impact fee.

**City of Sierra Madre, CA – Public Facilities Fee Study:** Willdan was retained to prepare impact fee documentation for the City of Sierra Madre. The impact fee documentation included several fee categories, including a park facilities fee and a Quimby In-Lieu Fee for parkland dedication. The analysis documented two separate park-related fees; one based on the Quimby Act and the other based on the Mitigation Fee Act. The City would collect the fee based on a standard of 3.0 acres per 1,000 residents if the development was subject to the Quimby Act land dedication requirement. For all other development, the City would collect based on the existing standard through the Mitigation Fee Act. The City would only collect one of the two fees depending on which fee was appropriate.

## D. Questions Response to the Scope of Services

### Project Understanding

Willdan Financial Services (“Willdan”) is confident that we can meet the City of Stanton’s request for services for an Overhead Cost Allocation Plan, Comprehensive User Fee Study, and Impact Fee Nexus Study. ***The overall objective of this project will be to develop an updated schedule of fees for City services, that accounts for the true costs of providing those services.***

The end products will include user-friendly Excel-based models, which City staff will retain, and which can be easily updated to add or remove services and/or costs, update budgets in future years, determine the proper allocation of expenditures, and on-going full cost of services provided by the City. Most importantly, we will ensure that the results and recommendations are clear and understandable, defensible, and easily implementable.

For these studies, we will meet directly with departmental representatives at the City at the beginning of the project, to discuss the approach and process for the studies. Discussions will include ways to combine tasks and efforts among the cost allocation plan and user fee study components to maximize efficiencies and ensure adherence to specified timelines.

A key building block of the calculation of updated fees is the development of defensible indirect overhead rates that reflect the cost of support services provided by the City’s central service departments to the operating groups that provide end-user services to the public and customers of the City.

The completion of a CAP is a key component and first step in the analysis necessary to calculate the cost of providing services. ***A well thought out CAP ensures that indirect costs associated with central overhead services, such as finance or city clerk, are appropriately allocated to operating departments, and ultimately included as a cost component of fees for services.*** We will work collaboratively with City staff to identify the overhead support services that are provided to operating departments in Stanton and develop a fair and defensible means of allocating these costs. Our unique model allows us to provide a CAP that will also be compliant with 2 CFR Part 200 Federal regulations related to cost reimbursement and grant funding, formerly known as OMB A-87 and 2 CFR Part 225 guidelines, which have now been superseded by the Omni Circular. The new circular did not completely overhaul the guidelines, and the intent is still the same, but it did add new limitations to consider and incorporate into a compliant CAP.

**Rather than a costly and inflexible proprietary software, which can require expensive licensing fees, Willdan builds models utilizing Excel, from the ground up, employing the City’s budget as the gauge. This model, which is then the City’s to retain, gives City Staff the control to make on-the-fly adjustments and updates.**

For the Comprehensive Fee Study, we will work directly with personnel at the City who provide services and interact directly with residents and customers, to understand the personnel and procedures involved. By carefully examining these processes, we will be able to identify associated costs such as direct staff costs (salaries and benefits) associated with personnel involved in the activities, and appropriate overhead allocations from both the department and city levels.

Prior to the kick-off of the Impact Fee Study, Willdan will review the previous work to determine what has changed in terms of facilities and needs for the fee categories. We will also communicate with the City in advance of the kickoff to determine whether there is any initial policy direction or guidance on new fees. We will update the demographics and present the City with the facilities list and discuss the current status for each fee type. We will work with the City to implement an impact fee program that ensures that new development pays its fair share of infrastructure while being mindful of the overall fee burden on new development.

For a successful and effective engagement, it is important to have a thorough understanding of specific City policies and objectives, the structure and organization of the City, and the relationships between the central and operating departments. We bring years of successful experience working directly with hundreds of cities throughout California.

Willdan possesses the resources, practical experience, creative thinking, and collaborative consulting skills necessary to complete this important project. Key distinct advantages that Willdan brings to the City include the following:

#### **On-site Data Gathering**

Our experience has taught us that working together, via face-to-face discussions, is the most efficient and thorough way to ensure that results are accurate, and that studies are completed in a timely manner, which again, is critical in this proposed engagement.

Consequently, through on-site interviews with your staff, Willdan will collect the majority of required data for studies. This method is better than the typical “time and motion surveys” that are provided to agency staff when studies like these are conducted. This process ensures that we gather the data we need in one coordinated step, rather than having to go through repeated follow-up and clarification.

***This approach and the dedication of our staff will help ensure we meet the City’s timeline and objectives and provide important information to City staff and the Council as soon as possible.***

### **Public Engagement**

Our models and project approach are geared toward delivering our work on schedule and presenting our analysis results at public meetings and Council workshops. While we understand that the City Council and local business community may be generally supportive of increasing fees where necessary, it will be important to present recommendations to them in a way that clearly demonstrates the rationale and supporting analysis.

The Willdan Team is experienced at communicating complex analytical results in a manner that is easy to understand by non-finance-oriented individuals and facilitates discussion. Our proposed principal-in-charge for this engagement has coordinated or participated in numerous public and staff workshops regarding fees and cost of service-based charges. As previously mentioned, our objective is to provide useful, detailed information, and present recommendations to the City Council and public in a way that clearly demonstrates the rationale and supporting analysis. Our experience ensures that we can meet this objective.

### **User-friendly Models and Reports**

Willdan prides itself on creating user-friendly Excel-based models that the City can retain and ***conducting our analysis and developing the models collaboratively with City staff.*** With City staff’s immediate input and collaboration, Willdan will design extremely flexible, intuitive Excel-based models. In the future, as the City assumes new responsibilities, modifies existing processes, and/or eliminates unnecessary services or programs, the models will be capable of adding or deleting funds, objects, departments, programs, staff positions, and activities. Willdan understands that issues facing the City are unique; consequently, we design our models to match your immediate and desired needs to ensure that end-results exceed staff expectations rather than using an inflexible proprietary software.

**The model will be developed to allow the City to run “what-if” scenarios to address possible changes in staffing levels, working hours, etc.**

***These models are then the City’s to retain, after our services are completed, and allows for the creation of revenue projections, highlighting potential new revenues, and levels of subsidy.***

A key element of these studies is presenting results and recommendations in a straightforward manner, that allows Council and staff to confidently make fee setting policy decisions and understand the impacts of those decisions. Rather than using an inflexible proprietary software program, we construct our models from the ground up, as previously discussed, mirroring the City’s budget format wherever possible. As a result, the information contained in our models are easy for City staff to interpret, and the familiar software ensures ease of navigation. As the models are being designed and constructed, we will work together with City staff to determine the best and most effective features to include. After the project is completed, we will provide training, so that staff can independently and efficiently evaluate the effects of changes in certain factors. Created directly from the models, our reports clearly and graphically illustrate the full cost recovery level of fee programs and provide projections of revenue from fee programs.

## **Project Methodologies**

The following describes our proposed approach, and work plan to prepare an Cost Allocation Plan, Comprehensive User Fee Study, and Impact Fee Nexus Study.

### **Cost Allocation Plan Methodology**

The purpose of this cost allocation plan engagement is to ensure that the City of Stanton is maximizing the recovery of indirect costs from identified operating departments, as well as enterprise and other chargeable funds and capital projects. Furthermore, a sound cost allocation plan is a foundational element of a user fee study, and the development of internal hourly rates, including CIP billing rates. We will work closely with staff in identifying the proper balance of allocation factors appropriate for the City.

To achieve the maximum cost recovery objective, the City must have a method of identifying and distributing administrative costs that is fair, comprehensive, well documented, and fully defensible. A cost allocation plan coupled with comprehensive overhead rates will enable the City to achieve this goal.

The allocation models utilize an iterative method which is the most accurate allocation methodology. Unlike a direct or “step-down” methodology, an iterative method uses the chosen distribution bases and allocates central service costs iteratively until all allocable costs have been distributed.

Using this method, the model can detail the allocation for each central function individually for complete transparency and accountability, while removing bias that might result from the order in which allocations occur in a step-down approach. A direct methodology is essentially a one-iteration methodology, while a step-down method is typically only two iterations and is less precise and unable to accurately track the allocations from start to finish.

### Approach for Managing the Project

Willdan’s “hands-on” supervision of Cost Allocation Plan studies, include the following methods:

- **Effective Project Management** — Principal-in-Charge Chris Fisher will manage the entire project with an eye toward high responsiveness, while ensuring that all stakeholders are “on board” with the direction of the project, as well as with the final results. Mr. Fisher will ensure that regular status updates are provided to City staff, conference calls are scheduled, and that in-person meetings are conducted (as necessary).
- **Adherence to Time Schedule** — Willdan recognizes that the use of “timelines” is highly effective in meeting all required deadlines. To keep the project on schedule, there are several tasks that must be completed in a timely manner. Therefore, we will present a project timeline at the kick-off meeting that should be closely followed.

Although the establishment of an experienced project team and a detailed project timeline work extremely well in general, Willdan understands that outside influences can create uncontrollable situations for everyone involved in the project. In rare circumstances like these, our team quickly adapts to changes, and communicates our recommended schedule adjustments to the City.

### Approach in Communicating with the City

Willdan staff is accustomed to interfacing with local government councils, boards, staff, community organizations, and the public in general in a friendly and helpful manner; we are always mindful that we represent the public agency.

We are sensitive to the need of delivering a quality product, with the highest level of service and professionalism. Therefore, as the work on the project progresses, we understand that it will be necessary for our staff to work closely with you and City personnel. To accomplish this, we employ a variety of tools, including monitoring project status and budget costs; and ensuring effective communication through several options that are based on the City’s preferences.

### Experience with Development Service Processes

A unique aspect of our firm is our relationship with our Engineering Division. For many agencies throughout California and other Western states, this division provides contracted services in planning, engineering, and building and safety. When conducting cost recovery studies, we regularly consult with our engineering and land-development staff of experts on development-related issues. By working with our planners, engineers, and building officials, we understand development-related agency service procedures and workflow functions, which often make the entire user fee study process smoother for your staff.

### Comprehensive User Fee Study Methodology

To comprehensively update fees, the City should develop a comprehensive user fee schedule that accurately accounts for the true cost of providing services. Once the study is complete, the fee study model must be flexible so that the City can add, delete, and revise fees in the future. To meet this goal, we will bring our expertise and unique perspectives to your fee study by approaching the project with these three principles:

#### 1) Defensibility

Our user fee projects have not been legally challenged since the inception of this practice area in our firm. We have accomplished this by closely working with legal counsel familiar with user fee studies, our engineering division and with agency staff. In this way, we can tailor the correct approach to ensure full cost recovery combined with a sound and reasonable basis for each user fee you implement.

While Proposition 218 does not directly apply to non-property-related fees, we employ principles from this important constitutional article to make certain that your user fee and rate schedule is developed with fairness, equity, and proportionate cost recovery principles in mind. With the addition of Proposition 26, Willdan will review each analyzed user fee for compliance and appropriateness to ensure continued defensibility.

#### 2) Project and Staff Time

The City must have a sound and technically defensible fee schedule to ensure costs are appropriately recovered, as applicants approach the City for its services. Our standards and approaches serve to get to the issues of your fee study quickly.

Starting with the project kick-off, we will make certain that your staff understands the purpose and scope of the study and its corresponding on-site departmental interview. As Willdan is able to communicate directly with the service providers, this face-to-face interaction provides valuable time estimates.

**3) Responsiveness**

We take great pride in providing responsive service to our client agencies. Frequent communication is critical to a successful user fee study experience. We will provide a list of data requirements in advance of the project kick-off.

Due to this simple step, the introductory meeting can focus on the survey input process, answering questions, determining policy goals, and defining next steps in the project. We will follow up weekly with you at each step in the fee study process to make sure that staff “buys in” to the fee study approach and results.

**Approach**

Our approach to preparing the user fee study and documentation for Stanton includes:

- Close coordination with your staff to devise a consensus approach. Different programs and/or different service delivery methods will necessitate different approaches. We will discuss specific pros and cons with City staff as we determine which methods work best for each fee category;
- Strict adherence to key legal and policy issues with regard to user fees, including the percent of cost recovery that the City seeks to achieve. A user fee shall not be set higher than the reasonable cost of providing a fee-generating service. Our approach provides you with a fee schedule that achieves maximum legal cost recovery while ensuring that each fee is supported by technically defensible documentation; and
- Technical analysis necessary to ensure State compliance, and to anticipate and resolve potential policy issues using a combination of industry standards as well as City specific methods.

As described below, there are two basic approaches to calculating user fees:

**Approach 1: Case Study Method**

This is also sometimes referred to as a cost build-up approach. Using a time and materials approach, the “Case Study Method” examines the tasks, steps and City staff involved in providing a particular ‘unit’ of service, such as a permit review, and then uses that information to develop estimates of the actual labor and material costs associated with providing a unit of service to a single user. It is often used when a service is provided on a regular basis, and staff and other costs associated with the service can be segregated from available budget data.

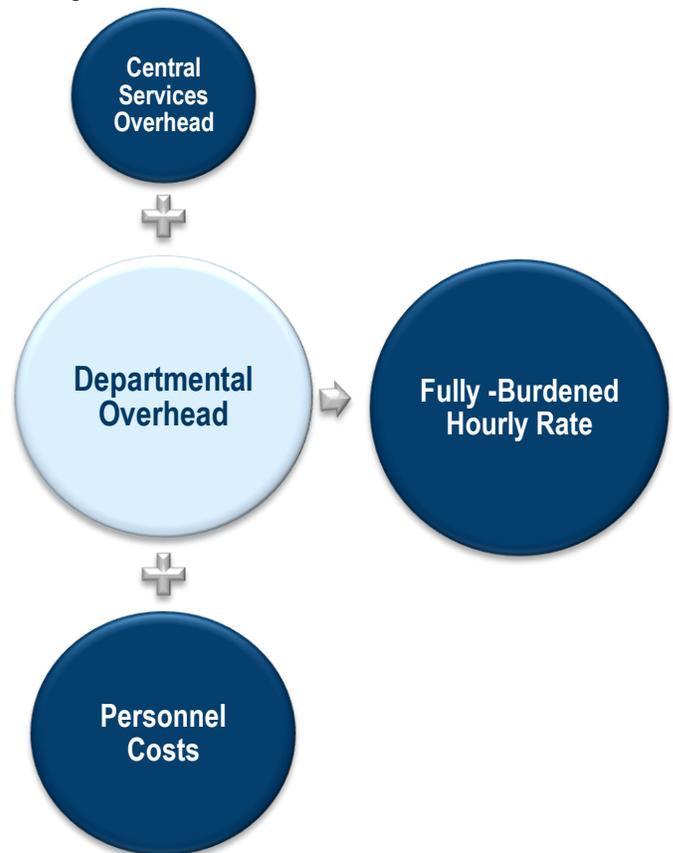
A typical case study fee model should comprise the following three general cost layers:

**1) Central Services Overhead:** This category may involve such costs as labor, services, and supplies that benefit more than one department, division, or project. The exact benefits to specific areas are impossible to ascribe to a single activity.

Examples are purchasing, human resources, and liability insurance. As part of the user fee study, these costs are calculated in the overhead cost review.

**2) Department Overhead:** This category may include expenses related to such items as office supplies, outside consultants, and membership dues. It may include management, supervision, and administrative support that are not provided to a direct fee-generating service. Typically, these items are charged, on an item-by-item basis, directly to the department, division, or project.

**3) Personnel Costs:** This category refers to direct salary and benefit costs of staff hours spent on providing a fee-generating service (e.g., on-site building inspector).



### **Approach 2: Average Cost Method**

This is also sometimes referred to as a programmatic approach, because it looks at costs at a program level, and then allocates them to participants on an occurrence basis. By taking total service costs across a substantial sample period (a year) and dividing by the total number of service units delivered over that same period, costs per unit of service is estimated.

This approach is useful when services or programs are provided in a more aggregate manner, where it might be difficult to identify a specific sequence of steps associated with one user or participant; or where it is not feasible to cost-effectively segregate costs associated with specific activities.

## **Impact Fee Nexus Study Methodology**

### **Study Objectives**

The objective of this project is to update/establish the City's development impact fees pursuant to State law, which requires an update every five years. The existing fee categories to be updated are as follows:

- Street
- Traffic Signals
- Community Centers
- Police Facilities

On consultation with the City, Willdan the City may want to consolidate some categories for ease of administration and efficiency in facility financing, but ultimately the structure of the impact fee program will be the City's decision.

To accomplish this objective, this study will:

- Develop technically defensible fee justifications, based on the reasonable relationship and deferential review standards;
- Review and update facility standards, capital facilities plans and costs and development and growth assumptions;
- Provide a schedule of maximum-justified fees by land use category; and
- Provide comprehensive documentation of assumptions, methodologies, and results, including findings required by the Mitigation Fee Act.

### **Public Facilities Financing in California**

The changing fiscal landscape in California during the past 40 years has steadily undercut the financial capacity of local governments to fund infrastructure. Four dominant trends stand out:

1. The passage of a string of tax limitation measures starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
2. Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses;
3. Steep reductions in Federal and State assistance; and
4. Permanent shifting by the State of local tax resources to the State General Fund to offset deficit spending brought on by recessions.

Faced with these trends, many cities and counties have had to adopt a policy of "growth pays its own way." This policy shifts the burden of funding infrastructure expansion from existing rate and taxpayers onto new development. This funding shift has been accomplished primarily through the imposition of assessments, special taxes, and development impact fees, also known as public facilities fees. Assessments and special taxes require approval of property owners or registered voters and are appropriate when the funded facilities are directly related to the developing property. Development fees, on the other hand, are an appropriate funding source for facilities that benefit development jurisdiction-wide. Development fees need only a majority vote of the legislative body for adoption.

### **Summary of Approach**

Willdan's methodology for calculating public facilities fees is both simple and flexible. Simplicity is important so that the development community and the public can easily understand the justification for the fee program. At the same time, we use our expertise to reasonably ensure that the program is technically defensible.

Flexibility is important so we can tailor our approach to the available data, and the agency's policy objectives. Our understanding of the technical standards established by statutes and case law suggests that a range of approaches are technically defensible. Consequently, we can address policy objectives related to the fee program, such as economic development and affordable housing.

Flexibility also enables us to avoid excessive engineering costs associated with detailed facility planning. We calculate the maximum justifiable impact fee and provide flexibility for the agency to adopt fees up to that amount.

Development impact fees are calculated to fund the cost of facilities required to accommodate growth. The four steps followed in an impact fee study include:

- **Estimate existing development and future growth:** Identify a base year for existing development and a growth forecast that reflects increased demand for public facilities;
- **Identify facility standards:** Determine the facility standards used to plan for new and expanded facilities;
- **Determine facilities required to serve new development and their costs:** Estimate the total amount and cost of planned facilities, and identify the share required to accommodate new development; and
- **Calculate fee schedule:** Allocate facilities costs per unit of new development to calculate the public facilities fee schedule.

We discuss key aspects of our approach to each of these steps in the subsections that follow.

### **Growth Projections**

In most cases, we recommend use of long-range market-based projections of new development. By “long-range” we suggest 20 to 30 years to: (1) capture the total demand often associated with major public facility investments; and (2) support analysis of debt financing, if needed. In contrast to build out projections, market-based projections provide a more realistic estimate of development across all land uses. Build out projections typically overestimate commercial and industrial development because of the oversupply of these land uses relative to residential development.

### **Facility Standards**

The key public policy issue in development impact fee studies is the identification of facility standards (step #2, above). Facility standards document a reasonable relationship between new development and the need for new facilities. Standards ensure that new development does not fund deficiencies associated with existing development.

Our approach recognizes three separate components of facility standards:

- 1) **Demand standards** determine the amount of facilities required to accommodate growth. Examples include park acres per thousand residents, square feet of library space per capita, or gallons of water per day. Demand standards may also reflect a level of service such as the vehicles-to-capacity (V/C) ratio used in traffic planning;
- 2) **Design standards** determine how a facility should be designed to meet expected demand, for example park improvement requirements and technology infrastructure for office space. Design standards are typically not explicitly evaluated as part of an impact fee analysis but can have a significant impact on the cost of facilities. Our approach incorporates current facility design standards into the fee program to reflect the increasing construction cost of public facilities; and
- 3) **Cost standards** are an alternate method for determining the amount of facilities required to accommodate growth based on facility costs per unit of demand. Cost standards are useful when demand standards were not explicitly developed for the facility planning process. Cost standards also enable different types of facilities to be analyzed based on a single measure (cost or value), useful when disparate facilities are funded by a single fee program. Examples include facility costs per capita, per vehicle trip, or cost per gallon of water per day.

### **Identifying New Development Facility Needs and Costs**

We have a number of approaches that can be used to identify facility needs and costs to serve new development. Often this is a two-step process: (1) identify total facility needs; and (2) allocate to new development its fair share of those needs. Total facility needs are often identified through a master facility planning process that typically takes place concurrent with or prior to conducting the fee study. Engineered facility plans are particularly important in the areas of traffic, water, sewer, and storm drain because of the specialized technical analysis required to identify facility needs.

There are three common methods for determining new development’s fair share of planned facilities costs: (1) the existing inventory method; (2) the planned facilities method; and (3) the system plan method. Often the method selected depends on the degree to which the community has engaged in comprehensive facility master planning to identify facility needs.

The formula used by each approach and the advantages and disadvantages of each method is summarized on the page that follows:

### Existing Inventory Method

The existing inventory method allocates costs based on the ratio of existing facilities to demand from existing development as follows:

$$\frac{\text{Current Value of Existing Facilities}}{\text{Existing Development Demand}} = \$/\text{unit of demand}$$

Under this method new development funds the expansion of facilities at the same standard currently serving existing development. By definition, the existing inventory method results in no facility deficiencies attributable to existing development. This method is often used when a long-range plan for new facilities is not available.

Only the initial facilities to be funded with fees are identified in the fee study. Future facilities to serve growth are identified through an annual Capital Improvement Plan (“CIP”) and budget process, possibly after completion of a new facility master plan.

### Planned Facilities Method

The planned facilities method allocates costs based on the ratio of planned facility costs to demand from new development as follows:

$$\frac{\text{Cost of Planned Facilities}}{\text{New Development Demand}} = \$/\text{unit of demand}$$

This method is appropriate when specific planned facilities can be identified that only benefit new development. Examples include street improvements to avoid deficient levels of service or a sewer trunk line extension to a previously undeveloped area. This method is appropriate when planned facilities would not serve existing development. Under this method new development funds the expansion of facilities at the standards used for the master facility plan.

### System Plan Method

This method calculates the fee based on the ratio of the value of existing facilities plus the cost of planned facilities divided by demand from existing plus new development:

$$\frac{\text{Value of Existing Facilities} + \text{Cost of Planned Facilities}}{\text{Existing} + \text{New Development Demand}} = \$/\text{unit of demand}$$

This method is useful when planned facilities need to be analyzed as part of a system that benefits both existing and new development. It is difficult, for example, to allocate a new fire station solely to new development when that station will operate as part of an integrated system of fire stations that together to achieve the desired level of service. Police substations, civic centers, and regional parks are examples of similar facilities.

The system plan method ensures that new development does not pay for existing deficiencies. Often, facility standards based on policies such as those found in General Plans are higher than existing facility standards. This method enables the calculation of the existing deficiency required to bring existing development up to the policy-based standard. The local agency must secure non-fee funding for that portion of planned facilities, required to correct the deficiency, to ensure that new development receives the level of service funded by the impact fee.

### Calculating the Fee Schedule

The fee schedule uses the cost per unit of demand discussed in the last subsection to generate the fee schedule. This unit cost is multiplied by the demand associated with a new development project to calculate the fee for that project. The fee schedule uses different demand measures by land use category to provide a reasonable relationship between the type of development and the amount of the fee. We are familiar with a wide range of methods for identifying appropriate land use categories and demand measures depending on the particular study.

### Related Approach Issues

#### Funding and Financing Strategies

In our experience, one of the most common problems with impact fee programs and with many CIPs is that the program or plan is not financially constrained to anticipated revenues. The result is a “wish list” of projects that generate community expectations that often cannot be fulfilled. Our approach is to integrate the impact fee program into the local agency’s existing CIPs while encouraging those plans to be financially constrained to available resources. We clearly state the cost of correcting existing deficiencies, if any, to document the relationship between the fee program and the need for additional non-fee funding.

We can also address one of the most significant drawbacks of an impact fee program – the inability to support conventional public debt financing, so projects can be built before all fee revenues have been received. In collaboration with financial advisors and underwriters, we have developed specific underwriting criteria so that fees can be used to pay back borrowing as long as another source of credit exists. Typically, this approach involves the use of Certificates of Participation or revenue bonds that are calibrated so that they can be fully repaid using impact fee revenues.

### Economic Development Concerns

The development community often is concerned that fees and other exactions will become too high for development to be financially feasible under current market conditions. Local agencies have a number of strategies to address this concern, including:

- Conducting an analysis of the total development exaction burden to see if feasibility may be compromised by the proposed fees;
- Gathering similar data on the total fee burden imposed by neighboring or competing jurisdictions;
- Developing a plan for phasing in the fees over several years to enable the real estate market to adjust;
- Providing options for developers to finance impact fees through assessment and other types of financing districts; and
- Imposing less than the maximum justified fee.

If less than the maximum justified fee is imposed, we will work with staff to identify alternative revenues sources for the CIP. The CIP should remain financially feasible to maintain realistic expectations among developers, policy-makers, and the public.

Our proposed scope will include an analysis of neighboring and comparable jurisdictions.

### Stakeholder Participation

Stakeholder participation throughout the study supports a successful adoption process. Our approach is to create consensus first around the need for facilities based on agreed upon facility standards. Second, we seek consensus around a feasible funding strategy for these needs, leading to an appropriate role for impact fees.

Gaining consensus among various groups requires a balanced discussion of both economic development and community service objectives. Often, our approach includes formation of an advisory committee to promote outreach to and input from the development community and other stakeholders. We have extensive experience facilitating meetings to explain the program and gain input.

### Program Implementation

Fee programs require a certain level of administrative support for successful implementation. Our final report will include recommendations for appropriate procedures, such as:

- Regularly updating development forecasts;
- Regularly updating fees for capital project cost inflation;
- Regularly updating capital facility needs based on changing demands;
- Developing procedures for developer credits and reimbursements; and
- Including an administrative charge in the fee program.

### Required City Data

We will work with the City to identify data regarding existing land uses, development projections and other demographic assumptions needed for the study. We anticipate that much of this information will come from the City's General Plan, but we will also identify other sources that can be used in the analysis. We will require the City to provide us with a facility inventory of owned City facilities, by anticipated fee category, and planned capital facilities, by fee category for any facility category that the City wishes to investigate.

## Work Plans

Our proposed work plans, described in detail by task, are provided below. We propose to maximize efficiency and cost-effectiveness by combining meetings and data gathering efforts between the cost allocation plan and user fee study wherever possible.

We explain how each task will be accomplished and identify associated meetings and deliverables. We want to ensure our scope provides quality and clarity and is responsive to the City’s needs and specific local circumstances. We will work in concert with the City to adjust scopes as needed during the course of the studies.

## Overhead and OMB Compliant Cost Allocation Plan

This proposed scope of services addresses the completion of both the full and OMB compliant versions of the Cost Allocation Plan (CAP). We have noted where activities specific to the OMB compliant plan occur.

### Task 1: Initial Document Request

- Objective:** Initial due diligence.
- Description:** Prior to the kick-off call, relevant documentation will be obtained and reviewed in order to enhance our understanding of the City’s current cost allocation plan and internal structure of the agency. A written request for specific data will be sent to the City. The data provided in this task will provide the building blocks for later model development.
- Our request may include (but is not limited to):
- Detailed budget and accounting data;
  - Prior year’s financial data, salary, position and staffing data;
  - Organizational structure;
  - Prior cost allocation plan and/or user fee documentation and models; and
  - Data related to various allocation bases that may be incorporated as part of the methodology, i.e. City Council agenda frequencies by department, AP/AR transactions by department, IT equipment distribution by department, etc.
- Deliverables:** **Willdan:** Submit information request to City.  
**City:** Provide requested data to Willdan (prior to Task 2, Kick-off Call/Refine Scope). We will follow up with the City to confirm in writing the data that we have received, or which is still outstanding.

### Task 2: Kick-off Conference Call / Refine Scope

- Objective:** Confirm project goals and objectives. Identify and discuss policy issues related to the study and determine appropriate fee categories.
- Description:** Willdan will identify and discuss policy issues typically raised in conjunction with these studies and address data gaps in order to gain a full understanding of the City’s goals for the cost allocation plan. We will establish effective lines of communication and processes for information gathering and review. We will also discuss costs that may not be allocable for OMB purposes, and the potential impact on the OMB version of the CAP.
- During this call, we will ask that the City assign a project manager to serve as its primary contact. The selected City project manager will ensure that available data is provided to Willdan in a timely manner, thereby maintaining adherence to the project’s schedule.
- We will obtain and review the current cost allocation methodology and discuss with City staff. The objective of this review is to determine specific areas of focus as they relate to the City’s objectives, and to discuss and evaluate current and potential allocation factors.
- Meetings:** One (1) project kick-off conference call to initiate the project, discuss data needs and methodologies and to address policy issues. We would propose to conduct the user fee study kick-off during this same call, to maximize efficiency and cost effectiveness of staff and Willdan time.
- Deliverables:** **Willdan:** If needed, a revised project scope and schedule.  
**City:** Provide further data requirements and select / introduce City’s project manager.

**Task 3: Gather Staffing Information and Develop Cost Allocation Plan Model**

**Description:** This task involves the gathering of specific information, directly from City staff, through interviews and discussion, related to the functions served by indirect staff and the departments served by their activities. This task also focuses on the development of, and/or adjustment of existing, allocation bases, and the development and testing of a model that will ultimately be used to calculate the proper cost allocations derived from data gathered in prior tasks.

The model will be developed to incorporate any recent changes in the provision of City services, and fully allocate central service costs.

The model will also be developed to allocate only those costs eligible under 2 CFR Part 200. This is accomplished by loading relevant data into the model, identifying which costs are not allocable under the OMB guidelines. The OMB Super Circular compliant model is valuable as the City may receive Federal or State grant funding that mandates compliance with Federal OMB regulations.

We will utilize budget and organizational information, and other required information gathered from City staff to complete the work in this task. Specific discussions will be held to discuss bases, how central overhead services are provided to and utilized by other departments, cost categories and allocation criteria, and how these will factor into the overall cost allocation methodology.

The model and methodology will also produce indirect cost rates. These rates will be suitable for a variety of uses, including incorporation into the User Fee Study’s personnel rates, billing to CIP projects, and in the OMB Super Circular compliant CAP, to Federal grants.

**Meetings:** Online meetings with staff to understand structure and operations as model and allocation bases are developed. Key staff will be interviewed to best understand central overhead staffing and functions and the departments served.

**Deliverables:** **Willdan:** One (1) user-friendly model in Microsoft Excel format that provides both a full cost allocation plan and an OMB Super Circular compliant cost allocation plan.

**Task 4: Test and Review Cost Allocation Methodology**

**Objective:** Test and review model and results with City.

**Description:** The draft cost allocation plan model will be reviewed with City staff, and adjusted as necessary, to ensure that preliminary allocations provide an accurate depiction of how the central overhead costs should be borne by the operating programs and funds. Over the past several years, we have successfully integrated online meetings by using WebEx™ as an element to our approach. This allows us to remotely guide staff through the model review and allows you the opportunity to interactively change inputs and test approaches.

**Meetings:** One (1) online meeting and demonstration with City Staff to review the model.

**Deliverables:** **Willdan and City:** Draft cost allocation plan model review.

**Task 5: Prepare and Present Draft Report**

**Objective:** Prepare the draft cost allocation report.

**Description:** This task involves the draft report preparation. The cost allocation plan’s background, model methodologies, and results will be discussed; calculations and supporting data will be presented textually and in easily understood tables and provided to the City.

**Meetings:** One (1) online meeting to present the draft report to City Staff.

**Deliverables:** **Willdan:** Draft report for City review and input.  
**City:** Review of draft report, with comments, and edits.

**Task 6: Discuss and Revise Report**

**Objective:** Review of draft report, cost distribution methods, and model.

**Description:** An in-depth review of the draft report and model will be conducted to arrive at an optimum allocation method for each expenditure type.

Often, through the course of an engagement, comments usually revolve around issues of understandability; appropriate levels of enterprise funds' cost recovery, etc.; ease of calculation; and overhead costs' distribution methods.

Our reports are structured to include both the full and OMB compliant plan, but in the course of review if a separate report is desired for each or just one of the plans, they will be split.

Following a round of comments from City staff concerning the draft report, the final report will be prepared for presentation to the Council.

**Meetings:** One (1) conference call with City staff to review the report with changes and revisions.

**Deliverables:** Draft report, and revised draft/final report.

**Task 7: Prepare and Present Final Report and Model**

**Objective:** Prepare and present the final report to City Council. Educate City staff on the operation and use of the model for future modifications.

**Description:** This task is the culmination of the cost allocation plan project. Based on staff comments on the draft report, Willdan will prepare the final report for presentation to City Council.

**Meetings:** One (1) meeting with the City Council to present the final plan if necessary. This meeting would be held in conjunction with the presentation of the user rate study results.

We will also provide staff training on the operation and use of the model.

**Deliverables:** **Willdan:** Provide one (1) electronic PDF file copy of the final report and models (full and OMB Super Circular compliant); and five (5) bound copies, and one (1) unbound copy to the City. Using Microsoft Word and Excel, an updateable electronic copy of the study and models, as well as related schedules, will also be provided on CD/ROM.

**Comprehensive User Fee Study**

**Task 1: Initial Document Request**

**Objective:** Initial due diligence; obtain study-related data.

**Description:** Prior to the kick-off meeting, we will obtain and review relevant documentation to further enhance our understanding of the services, fees, and rates to be studied. A written request for data will be sent to the City. Please note that Time Survey data is not part of this request and will be gathered during the on-site interviews described in Task 5.

We will request information and documentation on current fees and fee programs, activity levels, and budget and staffing information (to the extent not already available) related specifically to programs and activities which have associated fees, and for which the City has this level of detail.

**Deliverables:** **Willdan:** Submit information request to City.

**City:** Provide requested data to Willdan (prior to Task 3, Kick-off Meeting/Refine Scope). As with the cost allocation plan, we will follow up with the City to confirm receipt of requested data and information and highlight data elements that are outstanding.

**Task 2: Compile Inventory of Current and Potential Fees**

**Objective:** Willdan will identify a schedule of fees and methodology for calculating the fees.

**Description:** Based on the results of the initial document request and independent research, incorporate into our model the existing fees, provided by the City, to comprise the parameters of the fee study.

**Meetings:** It is possible that a conference call with the City may be necessary to discuss new fees to implement or existing fees that may no longer be required.

**Deliverables:** **Willdan:** One (1) draft list of current fees based on initial data provided (to be discussed and finalized during the kick-off call).

**City:** Review completed fee schedule with comments/revisions to be discussed during the kick-off meeting.

**Task 3: Kick-off Conference Call / Refine Scope**

**Objective:** Confirm goals and objectives for the User Fee Study. Identify and resolve policy issues typically raised by a User Fee Study, address gaps in data, and refine appropriate existing or new fee categories (based on Task 2).

**Description:** Verify our understanding of the City's goals, the City's cost-recovery policy for user fees, and to fill any gaps in data/information necessary for the project. It is important for the City and Willdan to identify and address any foreseeable problems and maintain open communication throughout the process. During this call, we will ask that the City identify a project manager who will serve as the primary contact for the project. The project manager shall have responsibility for ensuring that all available data is provided in a timely manner, thereby maintaining adherence to the project's schedule.

**Meetings:** One (1) project kick-off call to initiate the entire project, discuss data needs, and address policy issues. This will be held in conjunction with the kick-off for the cost allocation plan. As mentioned in the cost allocation plan work plan, we suggest combining the kick-off calls to increase efficiency.

**Deliverables:** **Willdan:** 1) Revised project scope and schedule (if needed); and 2) brief summary of policy decisions (if needed).  
**City:** 1) Provide further data needs; and 2) determine/introduce City's project manager.

**Task 4: Develop User Fee Model**

**Objective:** Develop and test model.

**Description:** This task involves the development of the model ultimately used to calculate the departmental fees, based on data and information gathered in previous tasks and in the Time Survey Interviews described in Task 5. To ensure that City policies are met through the imposition of the calculated fees, the model will be formatted to include appropriate costs. Key model inputs will include staff and allocated overhead costs per position, and relevant budget data on salaries and benefits. Most of this information will be developed during the cost allocation plan phase of this project and will be incorporated directly into the user fee model. We will request clarification and/or additional data if necessary. The model will build upon the cost allocation plan results, to provide an allocation of administrative and overhead costs to fee related activities and departments providing services to customers, so that fees and billable rate schedules incorporate applicable costs. Furthermore, the fees and rates charged to customers will also reflect the cost of the services being provided, to the extent possible given policy and/or political considerations.

**Deliverables:** **Willdan:** One (1) user-friendly model in Microsoft Excel format, which, when finalized, City staff can use to calculate fee changes annually, or as often as deemed appropriate by the City Council.

**Task 5: Time Survey Interviews and On-site Information Gathering**

**Objective:** Meet with City staff to complete Time Surveys and understand service delivery processes.

**Description:** In order to assist staff with the completion of the survey worksheets, we will schedule one (1) full day of on-site meetings with staff; however, the number of meetings needed may vary depending on the number of staff and departments involved. The Willdan Team will conduct interviews with supervisors/managers, as well as other staff, as deemed appropriate and/or necessary, from each department involved in the user fee study to determine the average time required by City staff to provide each of the services for which a fee is collected. The fee model is designed so that full cost recovery fees are calculated immediately upon input of staff time. These full costs are also compared to current cost recovery levels. This will allow Willdan and City staff to conclude with a final meeting to review the draft full cost recovery fees, and adjust any times as necessary, once all information has been compiled and input into the fee model. We will schedule the interviews with staff to minimize any disruption to their normal workflow.

**Meetings:** One (1) full business day of on-site meetings/staff interviews. In light of ongoing public health mandates associated with COVID-19, we will discuss with the City whether these meetings need to be conducted via WebEx or Zoom. We have been using these tools during the course of the shutdowns and they have proven effective and successful.

**Deliverables:** **Willdan and City:** Time surveys and draft full cost recovery fees.

**Task 6: Common Fees Comparison**

**Objective:** Examine selected user fees charged by up to five (5) comparable cities in Orange County, or jurisdictions that are similar to the City of Stanton.

**Description:** We will access and use our knowledge of other jurisdictions to benchmark the City's five (5) most common fees or highest yielding fees with comparable jurisdictions agreed.

Fee schedules are rarely readily or directly comparable from agency to agency due to definitional and operational differences. For example, a grading permit in one jurisdiction may include the plan check service, while the same permit in another jurisdiction may not, resulting in similar sounding services with widely varying costs. For this reason, Willdan takes a selection of the City's most commonly used and/or highest yielding fees.

The survey will contain the following, a comparison of common or similar fees and charges used by the City and other jurisdictions; current and proposed fees and charges unique to the City of Stanton; fees and charges used by other public entities not currently used in the City; and If possible, identify characteristics and processes unique to the City that account for significant variances in fees and charges used by other jurisdictions.

**Deliverables:** **Willdan:** Recommendations provided in Task 8 will incorporate the data gathered during our examination.

**Task 7: Data Analysis and Final User Fee Schedule**

**Objective:** Incorporate information obtained from on-site surveys to fully develop model.

**Description:** We will update the model, based on information received during the on-site surveys, to generate a comprehensive user fee schedule. In addition, it is very common that a supplemental data request may be necessary, based on new fees identified that the City is not currently collecting. Where appropriate, we will suggest and discuss with staff alternate approaches to existing fee programs (i.e. building fees) and suggest potential areas where fees could be collected where they are not currently. We will present the full cost recovery level for fees, both current and projected under the new calculated fees, and revenue projections, given certain assumptions about the levels of subsidy for different fees. Current levels of cost recovery will be compared to actual full costs calculated during the course of this study. Cost will be calculated at reasonable activity levels and include all appropriate direct and indirect costs and overhead. We will review fee programs for compliance with Propositions 218 and 26.

in developing the fee schedule, we will make recommendations for new fees where appropriate, based on our experience with other cities. Some areas for new fees may be due to changes in law (legalized cannabis), or for activities that the City finds itself performing regularly, but for which no fee is collected. Where possible, we will incorporate discussion of the City's economic development policies, and where these may intersect with fee programs, for instance setting fees in a manner that encourages certain activities.

The user fee data analysis and model development may take three (3) to four (4) weeks with frequent correspondence with City staff to discuss current cost recovery amounts, necessary to recover full cost and frequency activity.

**Meetings:** One (1) meeting, as necessary, to gather additional input, complete analysis and finalize fee schedule. Please see the note in Task 5 regarding in-person meetings.

**Deliverables:** Final user fee model for City Council presentation and discussion.

**Task 8: Prepare and Present Draft Report**

**Objective:** Prepare draft report.

**Description:** This task involves the preparation of the draft report that discusses the study's background, the methodologies utilized in the study, and the results and presentation to various stakeholder groups. As noted below, meetings may occur during this or the next task as appropriate. The calculations used to generate the user fee study will be included textually, as well as in easy to understand tables. Individual fee summaries by department and a comprehensive fee schedule will be included. The draft report will include the following:

- Key results and findings;
- Basic descriptions of each service;
- The full cost of each service and current cost recovery levels;

- Costs broken down graphically into indirect and direct components, with a graphic display of the level of cost recovery;
- Fee recommendations with associate levels of cost recovery;
- Projections of potential fee revenue;
- Assessment of reasonableness of each City’s costs;
- Review of reasonableness of current consultant cost structure (for Building Division services);
- As appropriate, recommend alternative methodologies for building permit fee calculation; and
- Summary and recommendations.

The objective of the report is to communicate the recommendation of appropriate fees, which include the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic.

**Meetings:** One (1) conference call with City staff, to present draft results address questions and receive feedback.

**Deliverables:** **Willdan:** Draft report for City review and comment.

**City:** Review of draft report, with comments and edits.

**Task 9: Revise Draft Report/Determine Cost Recovery Levels for Recommended Adoption**

**Objective:** Review of draft report and fee model.

**Description:** The goal of this task is to conduct an in-depth review of the draft report and model, incorporate feedback and changes as a result of previous discussions, and arrive at an optimum fee structure. Often through the course of an engagement, City staff will volunteer insightful likes and dislikes regarding the existing fee structure. We listen to this feedback carefully because your staff members know the community best. Comments usually revolve around issues of:

- Understandability;
- Fairness to applicants;
- Ease of calculation;
- Appropriate levels of cost recovery; and
- Full cost recovery hourly rates.

When adjusting fee recovery levels, we believe it is important to address these concerns.

Following one (1) round of comments from City staff on the draft report and feedback from City staff, we will prepare the final report for presentation to the City Council.

**Meetings:** One (1) online demonstration (WebEx) to review the report and model, with any revisions.

**Deliverables:** Draft report, revised draft /final report.

**Task 10: Prepare and Present Final Report/Train Staff on Model**

**Objective:** Prepare and present final report to City Council. Train staff on the operation and use of the model for future modifications.

**Description:** This task is the culmination of the entire project. Based on staff comments received regarding the draft report, we will prepare the final report for presentation.

**Meetings:** One (1) meeting with City Council to present the results and adopt the updated fee schedule. We will also provide staff training on the operation and use of the model on the same day, during regular business hours.

**Deliverables:** Provide one (1) electronic PDF file copy of the final report and models; and, if requested, provide five (5) bound copies, and one (1) unbound copy to the City. Using Microsoft Word and Excel, an updateable electronic copy of the study and models, as well as related schedules, will also be provided on CD/ROM.

## Impact Fee Nexus Study

Willdan will consider and recommend modifications to the existing program structure, cost components, and fee amounts. In addition to the services for which the City presently charges fees, the study shall identify and recommend other potential impact fees consistent with the City’s goals and objectives.

### Task 1: Identify and Resolve Policy Issues

**Objective:** Identify and resolve policy issues raised by the study.

**Description:** Review agency documents related to existing capital planning policies and funding programs including existing impact fees. Bring policy issues to City staff’s attention, as appropriate, during the project and seek guidance prior to proceeding. Potential policy issues include:

- Potential new impact fees for consideration
- Adequacy of General Plan and other public facility planning policies (e.g. level of service standards); impact fee ordinances and resolutions, and prior nexus studies;
- Availability of existing public facility master plans and CIPs to identify needed facilities;
- Types of facilities to be funded by each fee;
- Land use categories for imposition of fees;
- Nexus approach to determining facility standards;
- Nexus approach to allocating cost burden among land uses, including need for separate fee zones;
- Potential alternative funding sources, if needed;
- Funding existing deficiencies, if identified; and
- Implementation concerns and strategies.

**Deliverables:** (1) Information requests; (2) revised project scope and schedule (if needed); and (3) brief summary of policy decisions (if needed).

### Task 2: Identify Existing Development and Future Growth

**Objective:** (1) Identify estimates of existing levels of development; and (2) identify a projection of future growth consistent with current planning policy.

**Description:** Identify base year for estimating existing levels of development and for calculating facility standards based on existing facility inventories (see Task 3). Include entitled development that would be exempt from fee program.

Consult with City staff to identify growth projections to a defined long-range planning horizon (10 to 30 years). Projections provide a basis for determining the facilities needed to accommodate growth (see Task 4). Consider projections from regional metropolitan planning agencies and other available sources - City staff to provide estimates and projections by zone if needed.

Develop approach for converting land use data to measure of facility demand. For example, identify population and employment density factors to convert population and employment estimates to dwelling units and building square footage. Select appropriate approach for each impact fee based on:

- Available local data on facility demand by land use category;
- Approaches used by other agencies; and
- Support for other agency policy objectives.

Changes to estimates and projections during subsequent tasks could cause unanticipated effort and require an amendment to the scope of services and budget. Obtain approval of estimates and projections from City staff prior to proceeding.

### Task 3: Determine Facility Standards

**Note:** Conduct Tasks 3, 4, and 5 separately for each intended facility and fee type. Conduct tasks concurrently because of the effect of facility standards (Task 3), facility needs (Task 4), and alternative funding (Task 5) on the fee calculation.

**Objective:** Determine standards to identify facilities required to accommodate growth.

**Description:** Identify and evaluate possible facility standards depending upon the facility type, current facility inventory data, and available facility planning documents. Consider use of: (1) adopted policy standards (e.g. General Plan, master facility plans); (2) standards derived from existing facility inventories; or (3) standards derived from a list of planned facility projects. City staff to provide policies, inventories, and project lists.

**Task 4: Determine Facilities Needs and Costs**

**Objective:** Identify the type, amount and cost of facilities required to accommodate growth and correct deficiencies, if any.

**Description:** Quantify total planned facilities based on growth projection from Task 2 and facility standards from Task 3. Express planned facilities in general quantities such as acres of parkland, or as a specific list of capital projects from a master facility plan.

Location of planned facilities may or may not be specified. If only a general description of planned facilities is available through the planning horizon, City staff to provide a list of specific capital projects for use of fee revenues during the short term (e.g. five years).

Distinguish between: (1) facilities needed to serve growth (that can be funded by impact fees); and (2) facilities needed to correct existing deficiencies (that cannot be funded by impact fees). Use one of three cost allocation methods (existing inventory, system plan, or planned facilities).

Gather planning-level data on new facilities costs based on lump sum project cost estimates, or unit costs and project quantities (acres, building square feet, lane miles, etc.). Consider recent City experience, local market data such as land transactions, and consultant team experience from prior projects. Inflate older cost estimates to base year using appropriate cost indices.

***This scope of work does not include additional engineering analysis to identify total facility needs, existing deficiencies, or cost estimates.***

**Task 5: Identify Funding and Financing Alternatives**

**Objective:** Determine the extent of alternative (non-fee) funding available for new facilities.

**Description:** If impact fees are going to only partially fund a capital project, the *Mitigation Fee Act* requires the agency report on the anticipated source and timing of the additional funding every five years. There are two types of alternative funding sources that we will identify:

1. Funding from non-impact fee sources to correct existing deficiencies; and
2. Funding from new development other than impact fees that must be credited against new development's impact fee contributions, possibly including taxes paid to finance facilities.

Identify anticipated alternative funding based on information from City staff, or note that funds are still to be identified based on a list of probable funding alternatives. If fees will fund debt service include financing costs in the total cost of facilities.

Assume facilities to be funded predominantly on a pay-as-you-go basis. Scope does not include a cash flow analysis to analyze effect of timing of fee revenues on financing costs.

**Task 6: Comparison**

**Objective:** Provide a comparison of the current and proposed impact fees to those of comparable/surrounding jurisdictions.

**Description:** Typically, this would be neighboring jurisdictions, and a few that are nearby and comparable to the City. Willdan will compare a total of five jurisdictions to be selected by the City. Typically, Willdan prepares an analysis of fees charged to a series of prototype developments (such as residential, retail, etc.) in order to provide an "apples to apples" comparison, but the exact methodology will be set in consultation with the City. This comparison will be limited to five other jurisdictions.

**Task 7: Calculate Fees and Prepare Report**

**Objective:** Provide technically defensible fee report that comprehensively documents project assumptions, methodologies, and results.

**Description:** Generate fee schedule to apportion facility costs to individual development projects. Use facility costs per unit of demand multiplied by demand by land use category based on data developed in prior tasks. Prepare draft report tables for City staff to review that document each step of the analysis, including schedule of maximum justified fees by facility type land use category.

Following one (1) round of comments from City staff on the quantitative analysis and fee schedules, prepare administrative draft report. Following one (1) round of comments on administrative draft, prepare public draft for presentation to interested parties, the public and elected officials. Prepare final report, if necessary, based on one (1) round of comments received on the public draft report. If requested, post report on our website for public access.

Provide legal counsel with copies of fee resolutions and ordinances used by other jurisdictions.

**Deliverables:** We will provide up to five (5) bound copies of the draft report, one (1) unbound copy, one Microsoft Word copy; and up to five (5) bound copies of the final report, one (1) unbound copy, and one Microsoft Word copy.

**Task 8: Meetings**

**Objective:** The project manager or other necessary Willdan staff will attend project meetings. A member of the Impact project team will attend up to four meetings throughout the Impact Fee Study portion of the City’s engagement. Phone conferences are not considered meetings for the purposes of this scope. Additional meetings may be requested for an additional fee based on our hourly billing rates.

**City Staff Support**

To complete our tasks, we will need the cooperation of City staff. We suggest that the City of Stanton assign a key individual to represent the City as the project manager who can function as our primary contact. We anticipate that the City’s project manager will:

- 1) Coordinate responses to requests for information;
- 2) Coordinate review of work products; and
- 3) Help resolve policy issues.

Willdan will endeavor to minimize the impact on City staff in the completion of this project. We will ask for responses to initial information requests in a timely manner. If there are delays on the part of the City, we will contact the City’s project manager to steer the project back on track. We will keep the City’s project manager informed of data or feedback we need to keep the project on schedule.

Willdan will rely on the validity and accuracy of the City’s data and documentation to complete the analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy and will not be responsible for any errors that result from inaccurate data provided by the client or a third party.

**Statement of Differentiated Services**

Willdan has conducted studies for public agencies throughout California. Our employees know and understand the problems facing local government under the current economic climate, and we have oriented our practice to support an agency’s modified budget policies and public service priorities. ***In fact, Willdan is one of the few firms providing all three services in-house, and as one body of work. The team presented within this proposal has worked collectively on numerous projects, such as the one requested by the City of Stanton; an established work practice between the team members has been forged, this proven long-standing system has benefited our clients.***

## F. Form of Contract

Willdan's legal department has reviewed the sample agreement, and the terms and conditions, and requests no changes to the document, Willdan will execute the agreement as presented within the City's RFP.

## G. References

Below are recent project descriptions, including client contact information, that are similar in nature to those requested by the City of Stanton engagement. We are proud of our reputation for customer service and encourage you to contact these clients regarding our commitment to completing the projects within budget and agreed upon timelines.

### Cost Allocation Plan and User Fee Study

#### City of Chino Hills, CA

##### Full Cost Allocation Plan and Comprehensive User Fee Study

The City of Chino Hills engaged Willdan to complete a comprehensive Cost Allocation Plan and Comprehensive User Fee Study. Willdan staff met with City staff to verify the City's objectives for the study, independently gathered most of the necessary data for the development of the CAP model and methodology and worked directly with City staff to gather additional detail or clarify information where necessary. We worked City staff to understand the various functions served by indirect staff in various City departments, and which operating departments or funds they served. We worked directly with City staff to develop and verify allocation bases and make adjustments through several iterations of the CAP model as necessary.

We developed a cost of service analysis and model that updated existing fees and incorporated new fees and used it to create an updated comprehensive fee schedule.

***Willdan is currently providing updates to the study.***

**Client Contact:** Ms. Christa Buhagiar, Finance Director  
14000 City Center Drive, Chino Hills, CA 91709  
Tel #: (909) 364-2642 | Email: [cbuhagiar@chinohills.org](mailto:cbuhagiar@chinohills.org)

**Project Dates:** May 2018 – Ongoing

#### City of Irvine, CA

##### Comprehensive User Fee Study, Cost Allocation Plan & OMB Cost Allocation Plan

Willdan completed a comprehensive user fee study and full cost allocation plan for the City of Irvine. The cost allocation plan was also OMB compliant, whereas the user fee study focused on the community development/planning, city clerk, public safety, and public works departments.

In addition to identifying the true costs of City-provided services, Willdan staff worked with each department to identify opportunities in recovering costs of services for which no fee had previously been collected.

***Willdan also conducted the City's previous study, as well as updates to the studies.***

**Client Contact:** Ms. Amy Roblyer, Senior Management Analyst – Fiscal Services  
One Civic Center Plaza, Irvine, CA 92606  
Tel #: (949) 724-6255 | Email: [aroblyer@cityofirvine.org](mailto:aroblyer@cityofirvine.org)

**Project Dates:** May 2017 – June 2018

#### City of Mission Viejo, CA

##### Cost Allocation Plan and Comprehensive User Fee Study

Willdan completed a comprehensive user fee study and full cost allocation plan for the City of Mission Viejo, which also included an evaluation of citywide user fees and comparison of fees with similar agencies.

Willdan collected and validated data and information necessary to develop models for both the Cost Allocation Plan and User Fee Study. We reviewed and analyzed existing user fee programs, and based upon conversations with staff, made suggestions, as necessary, for fees that may need to be added to the City's fee schedule for which fees were not currently being charged, or changes in structure for certain fees. We developed a cost of service analysis and model that updated the cost of providing services associated with existing fees and incorporated new fees and used it to create an updated comprehensive fee schedule. We presented the results of both studies to City Staff, and to the City Council. Updated fees were adopted with few questions and requested changes from the Council.

***We were hired again to prepare an update to the Cost Allocation Plan and User Fee study.***

**Client Contact:** Ms. Cheryl Dyas, CPA, Director of Administrative Services/City Treasurer  
200 Civic Center, Mission Viejo, CA 92691  
Tel #: (949) 724-6255 | Email: [cdyas@cityofmissionviejo.org](mailto:cdyas@cityofmissionviejo.org)

**Project Dates:** October 2016 – June 2019

## Development Impact Fee

### City of Garden Grove, CA

#### Development Impact Fee Study

Willdan completed the City of Garden Grove's development impact fee study, which involved an update to the existing transportation and park and recreation facilities, and the creation of a storm drain fee. The park and recreation facilities fee included a Quimby Fee Act component charged to development occurring within subdivisions.

The analysis accounted for a moderate amount of growth within the City through the study's 2030 planning horizon, with much of the projected growth occurring as infill development. The project also included responses to concerns raised by the development community.

**Client Contact:** Ms. Ana Vegara-Neal, Senior Administrative Analyst  
11222 Acacia Parkway, Garden Grove, CA 92842  
Tel #: (714) 741-5176 | Email: [anar@ci.garden-grove.ca.us](mailto:anar@ci.garden-grove.ca.us)

**Project Dates:** October 2015 – July 2016

### County of Riverside, CA

#### Comprehensive Impact Fee Study

Willdan assisted the County of Riverside with an update of its comprehensive impact fee program. The fee categories were broad and diverse including countywide facilities such as jail detention facilities and county parks and trails; unincorporated only facilities such as fire stations and libraries; and County planning area specific facilities including storm drain and traffic improvements. Other facilities needed to be differentiated between the Eastern and Western portions of the County due to separation by distance, as well as varying level of facilities by region. The process was lengthy, involving significant efforts to inform staff of methodological differences between the Willdan methodology and the methodology of the previous consultant.

***Willdan has recently, through competitive bid, been selected to update the Development Impact Fees.***

**Client Contact:** Ms. Serena Chow, Administrative Services Manager  
3403 10th Street, Suite 400, Riverside, CA 92501  
Tel #: (951) 955-6619 | Email: [schow@rivcoeda.org](mailto:schow@rivcoeda.org)

**Project Dates:** January 2013 – Ongoing

### City of Pismo Beach, CA

#### Development Impact Fee Study

Willdan assisted the City of Pismo Beach with an update to their impact fee program. The program included the following facilities: police, fire protection, park and recreation improvements, water system improvements, wastewater, traffic and general government/administrative facilities. This project was warranted due to the amount of time that had elapsed since the prior update, coupled with the adoption of new and revised public facility master plans that complemented the updated impact fees.

Prior to fee program adoption, Willdan held a stakeholder meeting to inform the public about the project, and to solicit feedback from the development community.

**Client Contact:** Ms. Nadia Feeser, Administrative Services Director  
760 Mattie Road, Pismo Beach, CA 93449  
Tel #: (805) 773-7010 | Email: [nfeeser@pismo beach.org](mailto:nfeeser@pismo beach.org)

**Project Dates:** April 2018 – March 2019

## Combined Studies

### County of San Benito, CA

#### Comprehensive Impact Fee Study & User Fee Study

Willdan prepared a Comprehensive User Fee Study for the County of San Benito. The team reviewed existing user fee programs, and based upon conversations with staff, made suggestions, as necessary, for fees that may need to be added to the County's fee schedule for which fees were not currently being charged. We developed a cost of service analysis and model that updated existing fees and incorporated new fees and that were used to create an updated comprehensive fee schedule.

Willdan has assisted the County of San Benito with their development impact fees since 2007. Most recently, we updated and expanded the impact fees charged by the County on new development. Willdan prepared the study and presented the results at a stakeholder meeting and before the County Board of Supervisors. The fee categories included: 1) Capital Improvements Impact Fee, including the Law Enforcement Fee and the Jail and Juvenile Hall Fee; 2) Road Equipment Impact Fee; 3) Fire Mitigation Impact Fee; and 4) Park and Recreation Impact Fee.

**Client Contact:** Ms. Dulce Alonso, Management Analyst  
481 4th Street, 1st Floor, Hollister, CA 95023  
Tel #: (831) 636-4000 | Email: [dalonso@cosb.us](mailto:dalonso@cosb.us)

**Project Dates:** May 2015 – October 2017

### City of Laguna Hills, CA

#### Cost Allocation Plan Update, Comprehensive User Fee Study & Park Impact Fee Study

The City of Laguna Hills was seeking an outside consultant to complete a review and update of their current cost allocation plan and the preparation of a comprehensive user fee study for the development of its master list of fees. Our primary objective for the cost allocation study was to ensure that general government costs were fairly and equitably allocated to appropriate programs and funds, which are based on tailored and well thought out allocation factors. For the Fee Study, the primary objective was to ensure that fees for requested services were calculated to account for the full cost of providing the services, and set appropriately, given City policy and financial objectives. Upon completion of the update to the cost allocation plan, Willdan utilized the final report to complete the comprehensive user fee study.

Willdan also assisted the City of Laguna Hills with the revision and updating of its park impact fee in 2015. The City had two primary goals specific to this engagement. First, the overall program had to be updated to reflect current demographics and park facility costs. Second, the City up to that point had relied exclusively on fees under the Quimby Act, which did not apply to projects subject to the Subdivision Map Act. The City had received proposals for several large apartment complexes that would be exempt from Quimby, and therefore asked Willdan to provide a fee program based on the *Mitigation Fee Act*.

Willdan updated the City's demographic data and facility planning in order to properly update the Quimby Fee and implement an MFA impact fee. The project team then calculated the applicable impact fees for single family and multi-family dwelling units and prepared a nexus study that documented the fees and the necessary legal findings under both applicable Acts.

**User Fee & CAP Client Contact:** Ms. Janice Mateo-Reyes, Finance Manager  
24035 El Toro Road, Laguna Hills, CA 92653  
Tel #: (949) 707-2623 | Email: [JReyes@ci.laguna-hills.ca.us](mailto:JReyes@ci.laguna-hills.ca.us)

**Impact Fee Study Client Contact:** Mr. David Chantarangsu, AICP, Community Development Director  
24035 El Toro Road, Laguna Hills, CA 92653  
Tel #: (949) 707-2670 | Email: [dchantarangsu@lagunahillsca.gov](mailto:dchantarangsu@lagunahillsca.gov)

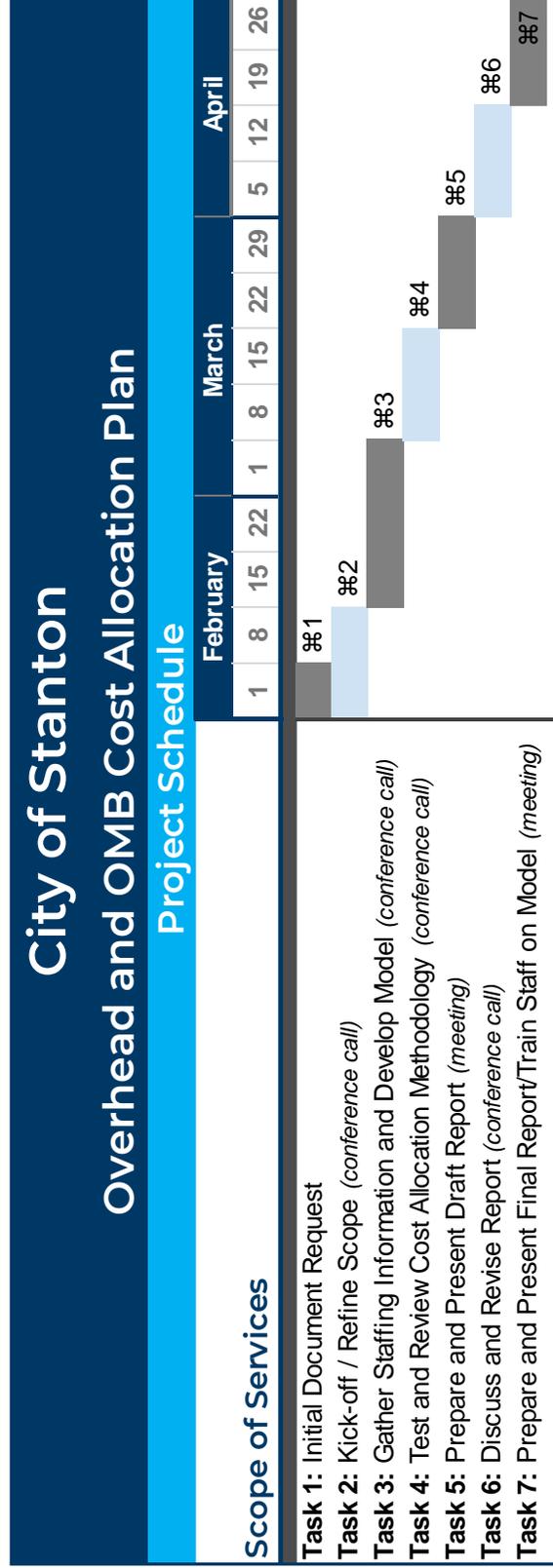
**Project Dates:** May 2015 – July 2016

## H. Implementation Schedule

### Project Schedules

Willdan understands time is of the essence for the City of Stanton to begin this engagement. These schedules can only be met with the cooperation of City staff. Delays in responding to our requests for data and review will result in corresponding delays to the project schedule. If that is the case, we will notify the City immediately of the possible impact on the schedule.

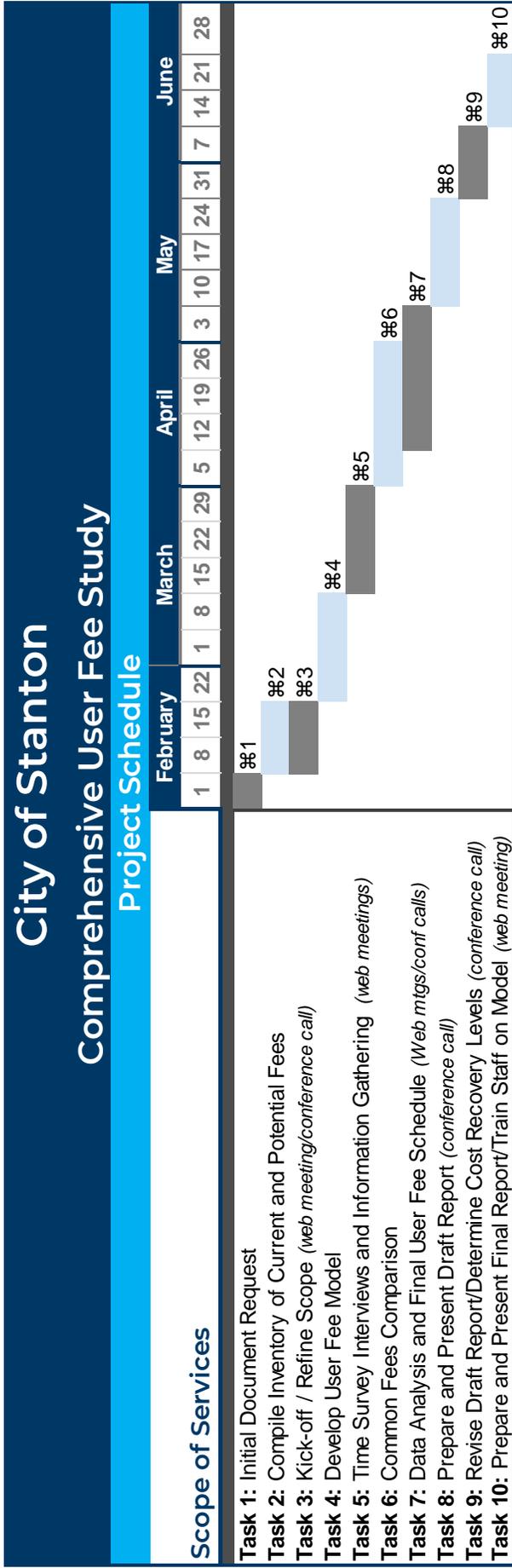
### Cost Allocation Plan



#### Deliverables:

- ##1: Information Request
- ##2: Revised Project Scope and Schedule (if needed)
- ##3: User-friendly Model in Microsoft Excel
- ##4: Draft Cost Allocation Plan Model Review
- ##5: Draft Report
- ##6: Revised Draft Report/Final Report
- ##7: Final Report – Hard and Electronic Copies

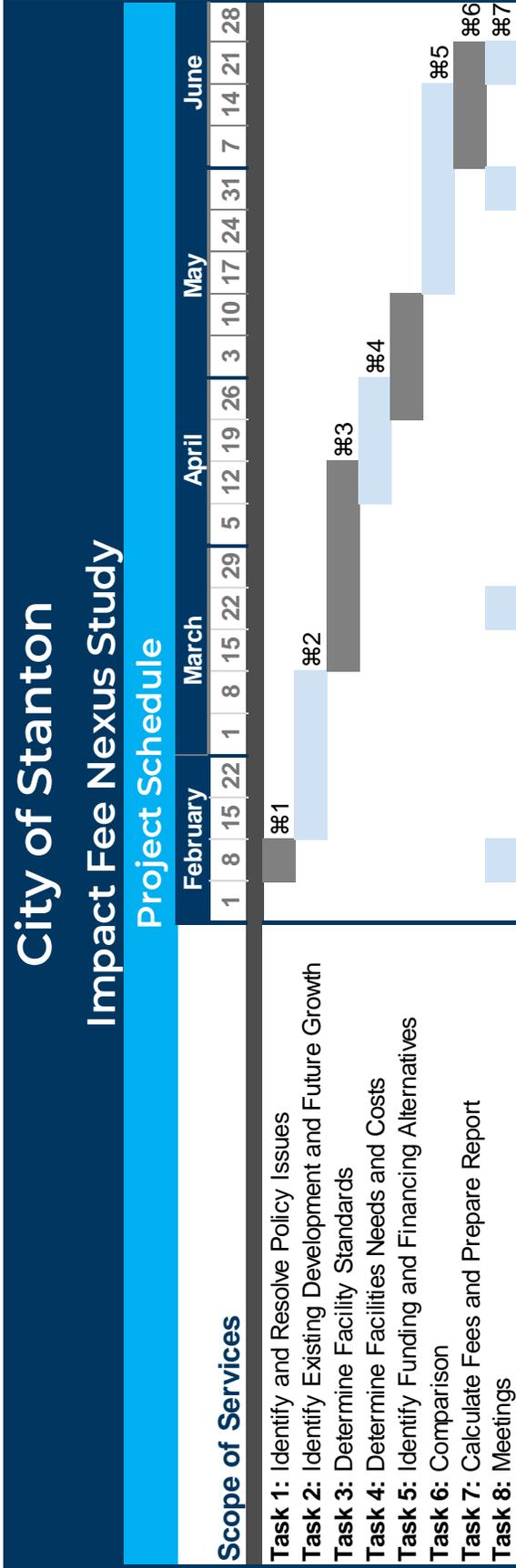
Comprehensive User Fee Study



**Deliverables:**

- ¶1: Information Request
- ¶2: Draft List of Current Fees
- ¶3: Revised Project Scope and Schedule (if needed)
- ¶4: User-friendly Model in Microsoft Excel
- ¶5: Time Surveys and Draft Full Cost Recovery Fees
- ¶6: Common Fee Comparison
- ¶7: Draft Fee and Rate Model Review
- ¶8: Draft Report
- ¶9: Revised Draft Report/Final Report
- ¶10: Final Report – Hard and Electronic Copies

Development Impact Fee Study



**Deliverables:**

- ☹️1: Information Request, Meeting Agenda, Revised Schedule, Summary of Policy Decisions
- ☹️2: Development Growth Projections (table format)
- ☹️3: Project List
- ☹️4: Cost Estimates for Identified Facilities
- ☹️5: Fee Comparison
- ☹️6: Draft Fee Tables & Text
- ☹️7: Administrative/Public Draft Report(s), Final Nexus Report, Slide Presentation

# I. Insurability



## CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
11/02/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA		<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105 E-MAIL ADDRESS:															
<b>INSURED</b> Willdan Group, Inc. 2401 East Katella Avenue, Suite 300 Anaheim CA 92806 USA		<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Travelers Property Cas Co of America</td> <td>25674</td> </tr> <tr> <td>INSURER B: Lexington Insurance Company</td> <td>19437</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Travelers Property Cas Co of America	25674	INSURER B: Lexington Insurance Company	19437	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER: 570084809235**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liability <input checked="" type="checkbox"/> Contractual Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6307J366586TIL20	11/09/2020	11/09/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			810-7N676545-20-43-G	11/09/2020	11/09/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			CUP9056x9762043	11/09/2020	11/09/2021	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	UB0L6636782043G	11/09/2020	11/09/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
B	Archit&Eng Prof			028174912 SIR applies per policy terms & conditions	11/09/2020	11/09/2021	Aggregate \$2,000,000 Per Claim \$1,000,000

Certificate No : 570084809235

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: For preposal only. Additional insured and waiver of subrogation can be provided upon receipt of written contract.

<b>CERTIFICATE HOLDER</b>  Willdan Financial Services 27368 Via Industria, Suite 200 Temecula CA 92590 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Aon Risk Insurance Services West, Inc.</i>
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27368 Via Industria, Suite 200  
Temecula, CA 92590-4856  
951.587.3500 | 800.755.6864 | Fax: 951.587.3510

[www.willdan.com](http://www.willdan.com)

## CITY OF STANTON

### REPORT TO THE CITY COUNCIL

**TO:** Honorable Mayor and City Council

**DATE:** January 12, 2021

**SUBJECT: NOVEMBER 2020 GENERAL FUND REVENUE AND EXPENDITURE REPORT AND STATUS OF CAPITAL IMPROVEMENT PROGRAM**

#### **REPORT IN BRIEF:**

The monthly General Fund Revenue and Expenditure Report for the month ended November 30, 2020, 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. In addition, staff has provided a status of the City's Capital Improvement Projects (CIP) as of November 30, 2020.

#### **RECOMMENDED ACTION:**

1. City Council find 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. Receive and file the General Fund Revenue and Expenditure Report and Status of Capital Improvement Projects for the month ended November 30, 2020.

#### **ANALYSIS:**

##### General Fund Revenue and Expenditure Reports

The attached reports summarize the City revenue and expenditure balances for the General Fund as of November 30, 2020. The reports include information for the month of June, on a year-to-date basis, the current fiscal year's budgeted balance and the year-to-date as a percentage of the budget. In addition, for comparison purposes, the year-to-date amount, final amount and a percentage of final for the previous fiscal year is included as well.

As of November 30, total General Fund revenues received to date was \$6.2 million, which represents 27% of the Fiscal Year 2020/21 budgeted amount and is 8% higher than the revenues collected for the same period last year. The primary reason for the increase is due to public benefit fee revenue of \$314,237 that was collected through

November, compared to none collected through November 2019. Total General Fund expenditures were \$9.0 million through November 30, which represents 37% of the 2020/21 projected expenditures and is 8% higher than the expenditures incurred for the same period last year. The increase in expenditures from the previous year is primarily due to increased contracted building inspection costs due to increased development activity for the same period last year and information technology costs.

*Status of Capital Improvement Projects (CIP)*

The amended CIP budget includes \$4.2 million of new funding in the adopted budget and \$121,950 in carryover funding from uncompleted projects in Fiscal Year 2019/20, for a total Fiscal Year 2020/21 Amended Budget of \$4.3 million. As of November 30, 2020, capital project expenditures totaled \$1.1 million (26% of the amended budget) and an additional \$537,981 (13% of the amended budget) is under contract (encumbered) for work currently underway, for a total amount spent or encumbered to date of \$1.7 million (39% of the amended budget) as of November 30, 2020. (Refer to Attachment D for a summary by project.)

**FISCAL IMPACT:**

Per Attachment C, the City's General Fund reserves is expected to be \$19.4 million by June 30, 2021.

**ENVIRONMENTAL IMPACT:**

None.

**LEGAL REVIEW:**

None.

**PUBLIC NOTIFICATION:**

Through the normal agenda posting process.

**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

**Attachments:**

- A. November 2020 General Fund Revenues
- B. November 2020 General Fund Expenditures
- C. General Fund Reserves Projected as of June 30, 2021
- D. Status of Capital Improvement Projects as of November 30, 2020

**CITY OF STANTON**  
**November 2020 General Fund Revenues (42% of year)**

	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual *	% Change From Prior Year
			Activity During November	Year To Date Actual *	Percent of Budget		
<b>TAXES</b>							
Property Tax	\$ 6,540,995	\$ 6,540,995	\$ 218,947	\$ 254,905	3.90%	\$ 250,663	1.69%
Sales and Use Tax	4,122,000	4,122,000	449,283	1,243,992	30.18%	1,096,870	13.41%
Transactions and Use Tax	4,092,000	4,092,000	349,550	1,258,026	30.74%	1,185,374	6.13%
Transient Occupancy Tax	432,000	432,000	105,766	217,089	50.25%	127,110	70.79%
Franchise Fees	1,080,935	1,080,935	139,208	264,608	24.48%	226,994	16.57%
Business Licenses	181,000	181,000	22,216	29,274	16.17%	40,374	-27.49%
Utility Users Tax	1,939,325	1,939,325	179,948	723,782	37.32%	639,762	13.13%
Tax Increment Pass-thru Payment	300,410	300,410	-	-	0.00%	-	**
<b>TAXES-TOTAL</b>	<b>18,688,665</b>	<b>18,688,665</b>	<b>1,464,918</b>	<b>3,991,676</b>	<b>21.36%</b>	<b>3,567,147</b>	<b>11.90%</b>
<b>INTERGOVERNMENTAL</b>							
County WDA Shared Revenue	156,630	156,630	-	-	0.00%	-	**
Mandated Cost Reimbursement	32,115	32,115	-	-	0.00%	53,598	-100.00%
Motor Vehicle In Lieu	20,000	20,000	-	-	0.00%	-	**
Public Safety Augmentation Tax	140,600	140,600	12,555	38,515	27.39%	38,929	-1.06%
Planning Grants	-	100,000	-	-	0.00%	-	**
Other Grants	4,200	4,200	751	3,004	71.52%	-	100.00%
<b>INTERGOVERNMENTAL-TOTAL</b>	<b>353,545</b>	<b>453,545</b>	<b>13,306</b>	<b>41,519</b>	<b>9.15%</b>	<b>92,527</b>	<b>-55.13%</b>
<b>CHARGES FOR SERVICES</b>							
Charges for Services	255,045	255,045	8,188	36,490	14.31%	140,000	-73.94%
Information Technology Charges	24,675	24,675	2,024	10,119	41.01%	-	100.00%
Indirect Cost Reimbursement	-	-	-	-	**	134,605	-100.00%
<b>CHARGES FOR SERVICES-TOTAL</b>	<b>279,720</b>	<b>279,720</b>	<b>10,212</b>	<b>46,609</b>	<b>16.66%</b>	<b>274,605</b>	<b>-83.03%</b>
<b>FEES AND PERMITS</b>							
Solid Waste Impact Fees	1,150,000	1,150,000	173,965	337,202	29.32%	396,324	-14.92%
Building Permits and Fees	832,350	832,350	95,272	783,452	94.13%	568,918	37.71%
Planning Permits and Fees	173,500	173,500	5,651	37,699	21.73%	145,822	-74.15%
Engineering Permits and Fees	54,235	54,235	2,480	33,526	61.82%	29,324	14.33%
Public Benefit Fee	-	-	-	314,237	**	-	0.00%
Recycling Fees	96,975	96,975	20,320	20,320	20.95%	21,965	0.00%
Other Permits and Fees	315,875	315,875	30,286	242,381	76.73%	91,896	163.76%
Community Services Fees	49,000	49,000	3,845	6,865	14.01%	19,881	-65.47%
<b>FEES AND PERMITS -TOTAL</b>	<b>2,671,935</b>	<b>2,671,935</b>	<b>331,819</b>	<b>1,775,682</b>	<b>66.46%</b>	<b>1,274,130</b>	<b>39.36%</b>
<b>FINES AND FORFEITURES</b>							
General Fines	500	500	-	54	10.80%	149	-63.76%
Motor Vehicle Fines	111,765	111,765	-	24,503	21.92%	46,195	-46.96%
Parking Citations	200,000	200,000	25,820	105,112	52.56%	97,609	7.69%
DMV Parking Collections	60,000	60,000	3,480	17,811	29.69%	34,648	-48.59%
Administrative Citation	5,000	5,000	-	1,900	38.00%	5,490	-65.39%
<b>FINES AND FORFEITURES-TOTAL</b>	<b>377,265</b>	<b>377,265</b>	<b>29,300</b>	<b>149,380</b>	<b>39.60%</b>	<b>184,091</b>	<b>-18.86%</b>
<b>USE OF MONEY AND PROPERTY</b>							
Investment Earnings	161,000	161,000	-	58,231	36.17%	1,626	100.00%
Unrealized Gains (Losses)	-	-	(27,155)	(29,033)	**	-	100.00%
Rental Income	80,530	80,530	21	6,360	7.90%	47,887	-86.72%
<b>USE OF MONEY AND PROPERTY-TOTAL</b>	<b>241,530</b>	<b>241,530</b>	<b>(27,134)</b>	<b>35,558</b>	<b>14.72%</b>	<b>49,513</b>	<b>-28.18%</b>
<b>MISCELLANEOUS REVENUE</b>							
Miscellaneous Revenue	10,500	10,500	27	10,946	104.25%	157,721	-93.06%
<b>MISCELLANEOUS REVENUE-TOTAL</b>	<b>10,500</b>	<b>10,500</b>	<b>27</b>	<b>10,946</b>	<b>104.25%</b>	<b>157,721</b>	<b>-93.06%</b>
<b>TRANSFERS IN</b>							
From Gas Tax Fund	120,500	120,500	10,042	50,208	41.67%	-	100.00%
From Protective Services Fund	413,590	413,590	96,799	103,541	25.03%	190,000	-45.50%
From Supplemental Law Enforcement Grants	93,590	93,590	7,799	38,996	41.67%	-	100.00%
<b>TRANSFERS IN-TOTAL</b>	<b>627,680</b>	<b>627,680</b>	<b>114,640</b>	<b>192,745</b>	<b>30.71%</b>	<b>190,000</b>	<b>1.44%</b>
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<b>\$ 23,250,840</b>	<b>\$ 23,350,840</b>	<b>\$ 1,937,088</b>	<b>\$ 6,244,115</b>	<b>26.74%</b>	<b>\$ 5,789,734</b>	<b>7.85%</b>

\* = Actual data is reported through November.

**TAXES**  
**November 2020 General Fund Revenues (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual *	% Change From Prior Year
				Activity During November	Year To Date Actual *	% of Budget		
<b>101</b>	<b>General Fund</b>							
430100	Current Year-Secured	\$ 1,096,000	\$ 1,096,000	\$ 193,927	\$ 193,927	17.69%	\$ 201,422	-3.72%
430105	Current Year-Unsecured	35,000	35,000	-	15,549	44.43%	-	100.00%
430110	Property Tax-Prior Year	1,000	1,000	-	-	0.00%	-	0.00%
430115	Property Tax-Supplemental	31,890	31,890	1,683	3,321	10.41%	3,748	-11.39%
430120	Residual Redevelopment Property Tax	950,790	950,790	-	-	0.00%	-	0.00%
430121	In-Lieu Vehicle License Fee	4,315,000	4,315,000	-	-	0.00%	-	0.00%
430125	Property Tax-Public Utility	41,275	41,275	-	-	0.00%	-	0.00%
430130	Tax Administration Fees	(5,000)	(5,000)	-	-	0.00%	-	0.00%
430135	Homeowners Tax Relief	4,990	4,990	-	-	0.00%	-	0.00%
430140	Property Transfer Tax	70,050	70,050	23,337	42,108	60.11%	45,493	-7.44%
430200	Sales And Use Tax	4,122,000	4,122,000	449,283	1,243,992	30.18%	1,096,870	13.41%
430300	Transient Occupancy Tax	432,000	432,000	105,766	217,089	50.25%	127,110	70.79%
430405	Franchise Tax/Cable TV	226,200	226,200	51,338	85,382	37.75%	40,064	113.11%
430410	Franchise Tax/Electric	197,200	197,200	-	-	0.00%	-	0.00%
430415	Franchise Tax/Gas	57,685	57,685	-	-	0.00%	-	0.00%
430420	Franchise Tax/Refuse	521,850	521,850	87,870	179,226	34.34%	186,930	-4.12%
430425	Franchise Tax/Water	78,000	78,000	-	-	0.00%	-	0.00%
430500	Business License Tax	181,000	181,000	22,216	29,274	16.17%	40,374	-27.49%
430600	Util User Tax/Electricity	934,720	934,720	138,634	445,174	47.63%	371,393	19.87%
430605	Util User Tax/Telephone	383,210	383,210	17,836	75,731	19.76%	83,711	-9.53%
430610	Util User Tax/Gas	206,925	206,925	348	41,598	20.10%	46,379	-10.31%
430615	Util User Tax/Water	414,470	414,470	23,130	161,279	38.91%	138,279	16.63%
430700	Cannabis Tax	-	-	-	-	0.00%	-	0.00%
440100	AB 1389 Pass Through from RDA	300,410	300,410	-	-	0.00%	-	0.00%
<b>101</b>	<b>General Fund</b>	<b>14,596,665</b>	<b>14,596,665</b>	<b>1,115,368</b>	<b>2,733,650</b>	<b>18.73%</b>	<b>2,381,773</b>	<b>14.77%</b>
<b>102</b>	<b>General Fund (Transactions &amp; Use Tax)</b>							
430250	Transactions & Use Tax	4,092,000	4,092,000	349,550	1,258,026	30.74%	1,185,374	6.13%
<b>102</b>	<b>General Fund (Transactions &amp; Use Tax)</b>	<b>4,092,000</b>	<b>4,092,000</b>	<b>349,550</b>	<b>1,258,026</b>	<b>30.74%</b>	<b>1,185,374</b>	<b>6.13%</b>
<b>TAXES - TOTAL</b>		<b>\$ 18,688,665</b>	<b>\$ 18,688,665</b>	<b>\$ 1,464,918</b>	<b>\$ 3,991,676</b>	<b>21.36%</b>	<b>\$ 3,567,147</b>	<b>11.90%</b>

\* = Actual data is reported through November.

**INTERGOVERNMENTAL**  
**November 2020 General Fund Revenues (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21		% of Budget	FY 2019/20 Actual *	% Change From Prior Year
				Activity During November	Year To Date Actual *			
<b>101</b>	<b>General Fund</b>							
432121	County WDA Shared Revenue	\$ 156,630	\$ 156,630	\$ -	\$ -	0.00%	\$ -	0.00%
432135	Mandated Cost Reimbursement	32,115	32,115	-	-	0.00%	53,598	-100.00%
432150	Motor Vehicle In Lieu	20,000	20,000	-	-	0.00%	-	0.00%
432180	Public Safety Augmentation Tax	140,600	140,600	12,555	38,515	27.39%	38,929	-1.06%
432245	Planning Grants	-	100,000	-	-	0.00%	-	0.00%
432256	Other Grants	4,200	4,200	751	3,004	71.52%	-	100.00%
<b>INTERGOVERNMENTAL - TOTAL</b>		<b>\$ 353,545</b>	<b>\$ 453,545</b>	<b>\$ 13,306</b>	<b>\$ 41,519</b>	<b>9.15%</b>	<b>\$ 92,527</b>	<b>-55.13%</b>

\* = Actual data is reported through November.

**CHARGES FOR SERVICES**  
**November 2020 General Fund Revenues (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21		% of Budget	FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year To Date Actual *			
<b>101</b>	<b>General Fund</b>							
433100	Charges For Services	\$ 255,045	\$ 255,045	\$ 8,188	\$ 36,490	14.31%	\$ 140,000	-73.94%
433136	Information Technology Charges	24,675	24,675	2,024	10,119	41.01%	-	100.00%
437136	Indirect Cost Reimbursement	-	-	-	-	0.00%	134,605	-100.00%
<b>CHARGES FOR SERVICES - TOTAL</b>		<b>\$ 279,720</b>	<b>\$ 279,720</b>	<b>\$ 10,212</b>	<b>\$ 46,609</b>	<b>16.66%</b>	<b>\$ 274,605</b>	<b>-83.03%</b>

\* = Actual data is reported through November.

**FEES AND PERMITS**  
**November 2020 General Fund Revenues (42% of year)**

Acct. No.	Description	FY 2020/21	FY 2020/21	FY 2020/21			FY 2019/20	% Change
		Adopted Budget	Amended Budget	Activity During November	Year To Date Actual *	% of Budget	Actual *	From Prior Year
<b>101</b>	<b>General Fund</b>							
431100	Building Plan Check Fees	\$ 139,500	\$ 139,500	\$ (1,154)	\$ 31,693	22.72%	\$ 43,478	-27.11%
431105	Mechanical Permits	111,600	111,600	12,070	107,130	95.99%	85,690	25.02%
431110	Building Permits	465,000	465,000	72,799	513,463	110.42%	346,592	48.15%
431115	Plumbing Permits	46,500	46,500	4,640	42,805	92.05%	33,525	27.68%
431120	Electrical Permits	69,750	69,750	6,917	88,361	126.68%	59,633	48.17%
431130	Engineering Plan Check Fees	14,235	14,235	-	14,745	103.58%	6,910	113.39%
431135	Public Works Permits	40,000	40,000	2,480	18,781	46.95%	22,414	-16.21%
431140	S M I P - Commercial Fees	200	200	-	-	0.00%	153	-100.00%
431145	S M I P-Residential Permits	3,000	3,000	-	-	0.00%	2,432	-100.00%
431146	SB 1473 Fee	1,500	1,500	353	1,277	85.13%	947	34.85%
431150	Grading Plan Review	-	-	-	8,670	**	-	100.00%
431155	Grading Permits	-	-	735	2,940	**	-	100.00%
431160	Solid Waste Impact Fees	1,150,000	1,150,000	173,965	337,202	29.32%	396,324	-14.92%
431185	Parking Permits	50,000	50,000	825	6,843	13.69%	7,320	-6.52%
431190	Towing Franchise Fee	20,000	20,000	1,530	25,920	129.60%	8,190	100.00%
431195	Other Fees & Permits	30,000	30,000	1,610	15,535	51.78%	19,698	-21.13%
431200	Cannabis Bus Initial Permit	-	-	-	140,400	**	-	100.00%
433200	Conditional Use Permit	8,000	8,000	-	-	0.00%	8,535	-100.00%
433205	Precise Plan Of Design	15,000	15,000	-	6,160	41.07%	15,370	-59.92%
433210	Variance	3,000	3,000	-	-	0.00%	-	0.00%
433220	Preliminary Plan Review	8,000	8,000	1,875	1,875	23.44%	7,500	-75.00%
433225	Environmental Services	500	500	840	2,315	463.00%	600	285.83%
433227	Foreclosure Registration	10,000	10,000	1,126	4,375	43.75%	5,067	-13.66%
433230	Zoning Entitlements	-	-	-	-	**	4,365	-100.00%
433235	Land Divisions	5,000	5,000	-	3,730	74.60%	4,035	-7.56%
433240	Special Event Permits	700	700	180	180	25.71%	540	-66.67%
433245	Sign/Ban'R/Gar Sa/Temp Use Per	5,000	5,000	100	1,315	26.30%	3,245	-59.48%
433250	Ministerial Services	8,000	8,000	870	6,220	77.75%	7,215	-13.79%
433260	Landscape Plan Check	1,000	1,000	-	-	0.00%	975	-100.00%
433266	Massage Establishment License	2,000	2,000	-	-	0.00%	-	**
433270	General Plan Maint Surcharge	10,000	10,000	840	10,500	105.00%	7,520	39.63%
433285	Other Developmental Fees	100,000	100,000	-	1,209	1.21%	77,030	-98.43%
433305	General Recreation Programs	30,000	30,000	-	-	0.00%	12,562	-100.00%
433315	Sports Fields	19,000	19,000	3,845	6,865	36.13%	7,219	-4.90%
433320	Special Event Participant Fee	-	-	-	-	0.00%	100	0.00%
437115	Recycling Fees	96,975	96,975	20,320	20,320	20.95%	21,965	-7.49%
430505	New/Moved Bus Lic Appl Rev	63,500	63,500	1,950	14,260	22.46%	22,116	-35.52%
430510	Business Tax Renewal Process	144,500	144,500	21,334	24,336	16.84%	31,714	-23.26%
430515	SB 1186	475	475	1,769	2,020	425.26%	3,151	-35.89%
<b>FEES AND PERMITS - TOTAL</b>		<b>\$ 2,671,935</b>	<b>\$ 2,671,935</b>	<b>\$ 331,819</b>	<b>\$ 1,775,682</b>	<b>66.46%</b>	<b>\$ 1,274,130</b>	<b>39.36%</b>

\* - Actual data is reported through November

**FINES AND FORFEITURES**  
**November 2020 General Fund Revenues (42% of year)**

Acct. No.	Description	FY 2020/21	FY 2020/21	FY 2020/21		% of Budget	FY 2019/20	% Change
		Adopted Budget	Amended Budget	Activity During November	Year To Date Actual *		Actual *	From Prior Year
<b>101</b>	<b>General Fund</b>							
434100	General Fines	\$ 500	\$ 500	\$ -	\$ 54	10.80%	\$ 149	-63.76%
434105	Motor Vehicle Fines	111,765	111,765	-	24,503	21.92%	46,195	-46.96%
434110	Parking Citations	200,000	200,000	25,820	105,112	52.56%	97,609	7.69%
434115	DMV Parking Collections	60,000	60,000	3,480	17,811	29.69%	34,648	-48.59%
434120	Administrative Citations	5,000	5,000	-	1,900	38.00%	5,490	-65.39%
<b>FINES AND FORFEITURES - TOTAL</b>		<b>\$ 377,265</b>	<b>\$ 377,265</b>	<b>\$ 29,300</b>	<b>\$ 149,380</b>	<b>39.60%</b>	<b>\$ 184,091</b>	<b>-18.86%</b>

\* = Actual data is reported through November.

**USE OF MONEY AND PROPERTY**  
**November 2020 General Fund Revenues (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21		% of Budget	FY 2019/20 Actual *	% Change From Prior Year
				Activity During November	Year To Date Actual *			
<b>101</b>	<b>General Fund</b>							
435100	Interest Earned	\$ 160,000	\$ 160,000	\$ -	\$ 58,231	36.39%	\$ 1,626	100.00%
435105	Interest On Tax Monies	1,000	1,000	-	-	0.00%	-	0.00%
435110	Unrealized Gains (Losses)	-	-	(27,155)	(29,033)	**	-	0.00%
436125	Indoor Facility Rental	48,000	48,000	(1,694)	(2,144)	-4.47%	32,083	-106.68%
436127	Outdoor Picnic Shelters	10,700	10,700	-	-	0.00%	7,510	-100.00%
436135	Pac Bell Mobile Svcs-Rent	21,830	21,830	1,715	8,504	38.96%	8,294	2.53%
<b>USE OF MONEY AND PROPERTY - TOTAL</b>		<b>\$ 241,530</b>	<b>\$ 241,530</b>	<b>\$ (27,134)</b>	<b>\$ 35,558</b>	<b>14.72%</b>	<b>\$ 49,513</b>	<b>-28.18%</b>

\* = Actual data is reported through November.

MISCELLANEOUS REVENUE  
 November 2020 General Fund Revenues (42% of year)

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21		% of Budget	FY 2019/20 Actual *	% Change From Prior Year
				Activity During November	Year To Date Actual *			
<b>101</b>	<b>General Fund</b>							
437100	Sale Of Publications	\$ 500	\$ 500	\$ 2,000	\$ 3	0.60%	\$ 29	-89.66%
437135	Expense Reimbursement	-	-	-	7,500	**	-	100.00%
437195	Other Revenue	10,000	10,000	25	3,443	34.43%	157,692	-97.82%
<b>MISCELLANEOUS REVENUE - TOTAL</b>		<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>\$ 27</b>	<b>\$ 10,946</b>	<b>104.25%</b>	<b>\$ 157,721</b>	<b>-93.06%</b>

\* = Actual data is reported through November.

**TRANSFERS IN**  
**November 2020 General Fund Revenues (42% of year)**

Acct. No.	Description	FY 2020/21		FY 2020/21		% of Budget	FY 2019/20	% Change
		Adopted Budget	Amended Budget	Activity During November	Year To Date Actual *			
<b>101</b>	<b>General Fund</b>							
439211	Transfer From Gas Tax Fund	\$ 120,500	\$ 120,500	\$ 10,042	\$ 50,208	41.67%	\$ -	100.00%
439223	Transfer From Protective Services Fund	413,590	413,590	96,799	103,541	25.03%	190,000	-45.50%
439242	Transfer Fr Supp Law Enf Grant	93,590	93,590	7,799	38,996	41.67%	-	100.00%
<b>TRANSFERS IN - TOTAL</b>		<b>\$ 627,680</b>	<b>\$ 627,680</b>	<b>\$ 114,640</b>	<b>\$ 192,745</b>	<b>30.71%</b>	<b>\$ 190,000</b>	<b>1.44%</b>

\* = Actual data is reported through November.

**City of Stanton**  
**November 2020 General Fund Expenditures (42% of year)**

Division No.	Description	FY 2020/21						FY 2019/20 Actual*	% Change from Prior Year
		FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	Activity		Percent of	FY 2020/21		
				During November	Year to Date Actual *	Budget			
1100	City Council	\$ 118,895	\$ 118,895	\$ 8,644	\$ 41,024	34.50%	\$ 41,330	-0.74%	
1200	City Attorney	260,000	260,000	-	33,721	12.97%	65,931	-48.85%	
1300	City Manager	491,375	491,375	28,612	177,262	36.07%	120,089	47.61%	
1400	City Clerk	210,725	210,725	11,882	67,339	31.96%	62,363	7.98%	
1410	Personnel/Risk Management	125,855	125,855	12,446	53,012	42.12%	59,559	-10.99%	
1430	Liability/Risk Management <sup>(1)</sup>	-	-	-	-	**	83,124	-100.00%	
1510	Information Technology	436,245	511,995	56,987	298,214	58.25%	61,907	381.71%	
	<b>Administration</b>	<b>1,643,095</b>	<b>1,718,845</b>	<b>118,571</b>	<b>670,572</b>	<b>39.01%</b>	<b>494,303</b>	<b>35.66%</b>	
1500	Finance	860,930	845,825	70,433	332,095	39.26%	301,731	10.06%	
1600	Non-Dept (excludes Transfers)	145,000	45,000	466,000	1,154,000	2.56%	39,720	-97.09%	
	<b>Finance</b>	<b>1,005,930</b>	<b>890,825</b>	<b>70,899</b>	<b>333,249</b>	<b>37.41%</b>	<b>341,451</b>	<b>-2.40%</b>	
2100	Law Enforcement	11,360,340	11,360,340	945,313	4,721,226	41.56%	4,706,835	0.31%	
2200	Fire Protection	4,928,270	4,928,270	-	1,227,266	24.90%	1,202,059	2.10%	
2230	Contractual Ambulance Svcs <sup>(2)</sup>	5,000	5,000	500	1,286	25.72%	(29)	-4534.48%	
2300	Homeless Prevention	-	100,000	-	-	0.00%	-	**	
2400	Animal Control Services <sup>(2)</sup>	182,280	182,280	-	90,405	49.60%	86,822	4.13%	
2500	Public Safety-Other <sup>(2)</sup>	132,485	132,485	5,071	58,650	44.27%	-	100.00%	
4300	Parking Control	226,075	226,075	19,463	89,365	39.53%	120,625	-25.92%	
6200	Code Enforcement	524,705	524,705	37,328	181,589	34.61%	209,768	-13.43%	
	<b>Public Safety</b>	<b>17,359,155</b>	<b>17,459,155</b>	<b>1,007,675</b>	<b>6,369,787</b>	<b>36.48%</b>	<b>6,326,080</b>	<b>0.69%</b>	
3000	Public Works Administration <sup>(2)</sup>	382,015	397,120	33,019	201,981	50.86%	-	100.00%	
3100	Engineering	114,955	114,955	7,966	62,847	54.67%	55,295	13.66%	
3200	Public Facilities	404,640	404,640	41,077	120,130	29.69%	160,424	-25.12%	
3300	Crossing Guard <sup>(2)</sup>	43,000	43,000	-	-	0.00%	12,687	-100.00%	
3400	Parks Maintenance	351,400	353,767	26,404	137,973	39.00%	156,067	-11.59%	
3500	Street Maintenance	409,470	409,470	39,822	165,401	40.39%	125,487	31.81%	
3600	Storm Drains	125,000	125,000	-	460	0.37%	15,240	-96.98%	
6300	Graffiti Abatement	99,735	99,735	6,666	29,985	30.06%	-	100.00%	
	<b>Public Works</b>	<b>1,930,215</b>	<b>1,947,687</b>	<b>154,954</b>	<b>718,777</b>	<b>36.90%</b>	<b>525,200</b>	<b>36.86%</b>	
4000	Community Development Administration <sup>(2)</sup>	149,860	150,100	9,068	79,411	52.91%	-	100.00%	
4100	Planning	420,610	720,370	33,457	140,183	19.46%	119,246	17.56%	
4200	Building Regulation	563,050	563,050	7,256	307,927	54.69%	153,308	100.86%	
4400	Business Relations	21,100	21,100	100,000	150,000	0.71%	8,152	-98.16%	
	<b>Community Development</b>	<b>1,154,620</b>	<b>1,454,620</b>	<b>49,881</b>	<b>527,671</b>	<b>36.28%</b>	<b>280,706</b>	<b>87.98%</b>	
5100	Parks and Recreation	695,780	695,780	44,536	271,850	39.07%	251,592	8.05%	
5200	Community Center	22,455	22,455	606	1,785	7.95%	11,289	-84.19%	
5300	Stanton Central Park	169,915	169,915	12,611	59,917	35.26%	80,784	-25.83%	
5400	Senior Nutrition Program <sup>(2)</sup>	32,770	32,770	3,474	17,717	54.06%	-	100.00%	
	<b>Community Services</b>	<b>920,920</b>	<b>920,920</b>	<b>61,227</b>	<b>351,269</b>	<b>38.14%</b>	<b>343,665</b>	<b>2.21%</b>	
	Transfer to Fact Grant	24,750	24,750	2,063	10,313	41.67%	38,000	-72.86%	
	Transfer to Senior Transportation Fund	9,430	9,430	387	1,600	16.97%	-	100.00%	
	<b>Transfers to Other Funds</b>	<b>34,180</b>	<b>34,180</b>	<b>2,450</b>	<b>11,913</b>	<b>34.85%</b>	<b>38,000</b>	<b>-68.65%</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 24,048,115</b>	<b>\$ 24,426,232</b>	<b>\$ 1,465,657</b>	<b>\$ 8,983,238</b>	<b>36.78%</b>	<b>\$ 8,349,405</b>	<b>7.59%</b>	

(1) - Liability insurance premiums are budgeted in the City's Liability Risk Management Internal Service Fund (#603) in Fiscal Year 2020/21.

(2) - New division in the Fiscal Year 2020/21 Adopted Budget.

\* = Actual data is reported through November.

**Administration - Vasquez**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21						FY 2019/20 Actual*	% Change From Prior Year
		FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	Activity During November	Year to Date Actual *	% of Budget			
<b>101</b>	<b>General Fund</b>								
<b>1100</b>	<b>City Council</b>								
501105	Salaries-Elected	\$ 52,200	\$ 52,200	\$ 4,023	\$ 20,568	39.40%	\$ 21,071	-2.39%	
502120	Medicare/Fica	755	755	58	298	39.47%	305	-2.30%	
502130	Other Benefit Charges	900	900	58	296	32.89%	-	100.00%	
602100	Special Dept Expense	9,000	9,000	34	2,508	27.87%	3,464	-27.60%	
602110	Office Expense	1,950	1,950	-	234	12.00%	45	420.00%	
602115	Postage	50	50	-	5	10.00%	-	100.00%	
607100	Membership/Dues	40,000	40,000	4,346	13,455	33.64%	13,369	0.64%	
607110	Travel/Conference/Meetings	10,500	10,500	125	125	1.19%	1,760	-92.90%	
612115	Liability Insurance Charge	3,540	3,540	-	3,535	99.86%	1,316	168.62%	
<b>1100</b>	<b>City Council Total</b>	<b>118,895</b>	<b>118,895</b>	<b>8,644</b>	<b>41,024</b>	<b>34.50%</b>	<b>41,330</b>	<b>-0.74%</b>	
<b>1200</b>	<b>City Attorney</b>								
608105	Professional Services	260,000	260,000	-	33,721	12.97%	65,931	-48.85%	
<b>1200</b>	<b>City Attorney Total</b>	<b>260,000</b>	<b>260,000</b>	<b>-</b>	<b>33,721</b>	<b>12.97%</b>	<b>65,931</b>	<b>-48.85%</b>	
<b>1300</b>	<b>City Manager</b>								
501110	Salaries-Regular	310,320	310,320	18,125	91,872	29.61%	74,740	22.92%	
502100	Retirement	70,610	70,610	4,451	22,623	32.04%	6,804	232.50%	
502105	Workers Comp Insurance	-	-	-	-	**	1,428	-100.00%	
502110	Health/Life Insurance	17,630	17,630	1,524	8,435	47.84%	8,240	2.37%	
502115	Unemployment Insurance	675	675	-	2	0.30%	72	-97.22%	
502120	Medicare/Fica	4,500	4,500	263	1,332	29.60%	1,081	23.22%	
502130	Other Benefit Charges	90	90	9	46	51.11%	-	100.00%	
602110	Office Expense	4,950	4,950	155	2,111	42.65%	833	153.42%	
602115	Postage	250	250	-	12	4.80%	-	100.00%	
607100	Membership/Dues	1,000	1,000	-	400	40.00%	400	0.00%	
607110	Travel/Conference/Meetings	3,000	3,000	26	266	8.87%	2,353	-88.70%	
608105	Professional Services	48,000	48,000	4,000	20,265	42.22%	-	100.00%	
612105	Vehicle Replacement Charge	710	710	59	296	41.69%	374	-20.86%	
612115	Liability Insurance Charge	29,640	29,640	-	29,602	99.87%	5,811	409.41%	
612125	Employee Benefits	-	-	-	-	**	17,953	-100.00%	
<b>1300</b>	<b>City Manager Total</b>	<b>491,375</b>	<b>491,375</b>	<b>28,612</b>	<b>177,262</b>	<b>36.07%</b>	<b>120,089</b>	<b>47.61%</b>	
<b>1400</b>	<b>City Clerk</b>								
501110	Salaries-Regular	106,640	106,640	7,750	39,128	36.69%	32,992	18.60%	
501115	Salaries-Overtime	1,000	1,000	-	133	13.30%	-	100.00%	
502100	Retirement	33,475	33,475	2,535	12,882	38.48%	5,681	126.76%	
502105	Workers Comp Insurance	-	-	-	-	**	1,847	-100.00%	
502110	Health/Life Insurance	7,645	7,645	1,341	6,537	85.51%	5,590	16.94%	
502115	Unemployment Insurance	330	330	-	2	0.61%	-	100.00%	
502120	Medicare/Fica	1,545	1,545	106	540	34.95%	444	21.62%	
502130	Other Benefit Charges	45	45	4	20	44.44%	-	100.00%	
602110	Office Expense	2,250	2,250	77	128	5.69%	359	-64.35%	
602115	Postage	250	250	20	183	73.20%	-	100.00%	
602120	Books/Periodicals	100	100	-	-	0.00%	-	**	
603105	Equipment Maintenance	-	-	-	-	**	4,044	-100.00%	
607100	Membership/Dues	350	350	-	520	148.57%	210	147.62%	
607110	Travel/Conference/Meetings	530	530	-	-	0.00%	165	**	
607115	Training	750	750	-	-	0.00%	-	**	
608105	Professional Services	6,000	6,000	-	980	16.33%	1,499	-34.62%	
608140	Elections	42,000	42,000	-	(1,179)	-2.81%	603	-295.52%	
612105	Vehicle Replacement Charge	585	585	49	244	41.71%	309	-21.04%	

\* = Actual data is reported through November.

**Administration - Vasquez**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *	% of Budget		
<b>1400</b>	<b>City Clerk, Continued</b>							
612115	Liability Insurance Charge	7,230	7,230	-	7,221	99.88%	2,108	242.55%
612125	Employee Benefits	-	-	-	-	**	6,512	-100.00%
<b>1400</b>	<b>City Clerk Total</b>	<b>210,725</b>	<b>210,725</b>	<b>11,882</b>	<b>67,339</b>	<b>31.96%</b>	<b>62,363</b>	<b>7.98%</b>
<b>1510</b>	<b>Information Technology</b>							
501110	Salaries-Regular	71,715	71,715	5,382	29,453	41.07%	-	100.00%
501115	Salaries-Overtime	-	-	404	2,126	**	-	100.00%
502100	Retirement Charges	23,110	23,110	1,766	9,250	40.03%	-	100.00%
502110	Health/Life Insurance	7,950	7,950	1,140	5,424	68.23%	-	100.00%
502115	Unemployment Insurance	300	300	-	-	0.00%	-	0.00%
502120	Medicare/Fica	1,040	1,040	75	423	40.67%	-	100.00%
502130	Other Benefit Charges	40	40	3	15	37.50%	-	100.00%
602113	Social Media	-	-	-	-	**	115	-100.00%
602140	Materials & Supplies	15,000	15,000	1,029	4,111	27.41%	1,913	114.90%
603105	Equipment Maintenance	25,000	25,000	1,532	12,541	50.16%	32,084	-60.91%
604100	Communications	51,480	51,480	20,579	30,585	59.41%	-	100.00%
608100	Contractual Services	105,360	125,855	3,501	104,891	83.34%	-	100.00%
608145	Information Technology	39,750	39,750	6,580	18,972	47.73%	19,808	-4.22%
701050	Computer Software	45,500	102,970	150	41,532	40.33%	-	100.00%
701105	Equipment-General	50,000	47,785	14,846	38,891	81.39%	7,987	386.93%
<b>1510</b>	<b>Information Technology Total</b>	<b>436,245</b>	<b>511,995</b>	<b>56,987</b>	<b>298,214</b>	<b>58.25%</b>	<b>61,907</b>	<b>381.71%</b>
<b>TOTAL ADMINISTRATION-VASQUEZ</b>		<b>\$ 1,517,240</b>	<b>\$ 1,592,990</b>	<b>\$ 106,125</b>	<b>\$ 617,560</b>	<b>38.77%</b>	<b>\$ 351,620</b>	<b>75.63%</b>

\* = Actual data is reported through November.

**Administration - Guzman**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted	FY 2020/21 Amended	FY 2020/21		% of Budget	FY 2019/20 Actual*	% Change From Prior Year
				Activity During	Year to Date Actual *			
<b>101</b>	<b>General Fund</b>							
<b>1410</b>	<b>Personnel/Risk Management</b>							
501110	Salaries-Regular	\$ 79,325	\$ 79,325	\$ 6,177	\$ 31,143	39.26%	\$ 29,119	6.95%
502100	Retirement	17,855	17,855	1,399	7,077	39.64%	2,034	247.94%
502105	Workers Comp Insurance	-	-	-	-	**	353	-100.00%
502110	Health/Life Insurance	6,445	6,445	943	5,348	82.98%	5,643	-5.23%
502115	Unemployment Insurance	300	300	-	-	0.00%	-	**
502120	Medicare/Fica	1,150	1,150	90	455	39.57%	427	6.56%
502130	Other Benefit Charges	40	40	3	15	37.50%	-	100.00%
602110	Office Expense	1,400	1,400	74	169	12.07%	536	-68.47%
602115	Postage	200	200	19	68	34.00%	-	100.00%
607100	Membership/Dues	725	725	150	300	41.38%	425	-29.41%
607110	Travel/Conference/Meetings	1,500	1,500	-	-	0.00%	-	**
607115	Training	4,500	4,500	-	-	0.00%	-	**
608105	Professional Services	10,000	10,000	720	5,286	52.86%	11,024	-52.05%
608125	Advertising/ Business Dev't	1,800	1,800	-	75	4.17%	175	-57.14%
609125	Employee/Volunteer Recognition	-	-	2,820	2,820	**	1,851	52.35%
612105	Vehicle Replacement Charge	615	615	51	256	41.63%	325	-21.23%
612115	Liability Insurance Charge	-	-	-	-	**	1,870	-100.00%
612125	Employee Benefits	-	-	-	-	**	5,777	-100.00%
<b>1410</b>	<b>Personnel/Risk Management Total</b>	<b>125,855</b>	<b>125,855</b>	<b>12,446</b>	<b>53,012</b>	<b>42.12%</b>	<b>59,559</b>	<b>-10.99%</b>
<b>1430</b>	<b>Liability/Risk Management</b>							
606105	Insurance Premium	-	-	-	-	**	83,124	-100.00%
<b>1430</b>	<b>Liability/Risk Management Total <sup>(1)</sup></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>**</b>	<b>83,124</b>	<b>-100.00%</b>
<b>TOTAL ADMINISTRATION-GUZMAN</b>		<b>\$ 125,855</b>	<b>\$ 125,855</b>	<b>\$ 12,446</b>	<b>\$ 53,012</b>	<b>42.12%</b>	<b>\$ 142,683</b>	<b>-62.85%</b>

\* = Actual data is reported through November.

**Finance-Bannigan**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21		FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *		
<b>101</b>	<b>General Fund</b>						
<b>1500</b>	<b>Finance</b>						
501110	Salaries-Regular	\$ 475,660	\$ 442,535	\$ 32,771	\$ 163,087	36.85%	\$ 149,069 9.40%
501115	Salaries-Overtime	500	500	-	-	0.00%	- **
501120	Salaries-Part Time	40,555	40,555	4,157	22,019	54.29%	20,937 5.17%
502100	Retirement	130,350	127,820	8,469	41,149	32.19%	19,876 107.03%
502105	Workers Comp Insurance	-	-	-	-	**	2,356 -100.00%
502110	Health/Life Insurance	26,930	25,490	4,090	15,740	61.75%	13,985 12.55%
502115	Unemployment Insurance	2,040	1,970	179	752	38.17%	45 1571.11%
502120	Medicare/Fica	7,485	6,995	471	2,314	33.08%	2,937 -21.21%
502130	Other Benefit Charges	895	875	76	399	45.60%	- 100.00%
602100	Special Dept Expense	-	-	-	-	**	5,215 -100.00%
602110	Office Expense	7,000	7,000	65	614	8.77%	2,005 -69.38%
602115	Postage	5,000	5,000	194	560	11.20%	- 100.00%
602120	Books/Periodicals	350	350	-	-	0.00%	- **
607100	Membership/Dues	1,200	1,200	110	110	9.17%	360 -69.44%
607105	Mileage Reimbursement	200	200	-	-	0.00%	- **
607110	Travel/Conference/Meetings	1,620	1,620	-	-	0.00%	1,086 -100.00%
607115	Training	1,900	1,900	150	150	7.89%	1,085 -86.18%
608105	Professional Services	102,840	102,840	6,492	16,358	15.91%	30,636 -46.61%
608107	Financial Services	17,500	17,500	2,162	6,650	38.00%	- 100.00%
608130	Temporary Help	-	22,570	10,944	24,001	106.34%	- 100.00%
611116	Payment to Other Agencies	-	-	-	55	**	- 100.00%
612105	Vehicle Replacement Charge	1,235	1,235	103	515	41.70%	650 -20.77%
612115	Liability Insurance Charge	37,670	37,670	-	37,622	99.87%	12,516 200.59%
612125	Employee Benefits	-	-	-	-	**	38,673 -100.00%
<b>1500</b>	<b>Finance Total</b>	<b>860,930</b>	<b>845,825</b>	<b>70,433</b>	<b>332,095</b>	<b>39.26%</b>	<b>301,431 10.17%</b>
<b>1600</b>	<b>Non-Departmental</b>						
602100	Special Dept Expense	5,000	5,000	-	-	0.00%	5,551 -100.00%
602110	Office Expense	-	-	466	1,154	**	- 100.00%
602115	Postage Clearing Account	-	-	-	-	**	4,550 -100.00%
603105	Equipment Maintenance	-	-	-	-	**	11,655 -100.00%
604100	Communications	-	-	-	-	**	1,327 -100.00%
607115	Training	-	-	-	-	**	(3,363) -100.00%
608105	Professional Services	-	-	-	-	**	20,000 -100.00%
610230	North SPA Navigation Center Cost Share	100,000	-	-	-	**	- **
611105	Revenue Sharing-City of Anaheim	35,000	35,000	-	-	0.00%	- **
611116	Payment to Other Agencies	5,000	5,000	-	-	0.00%	- **
<b>1600</b>	<b>Non-Departmental Total</b>	<b>145,000</b>	<b>45,000</b>	<b>466</b>	<b>1,154</b>	<b>2.56%</b>	<b>39,720 -97.09%</b>
	<b>TOTAL FINANCE</b>	<b>\$ 1,005,930</b>	<b>\$ 890,825</b>	<b>\$ 70,899</b>	<b>\$ 333,249</b>	<b>37.41%</b>	<b>\$ 341,451 -2.40%</b>

\* = Actual data is reported through November.

**Public Safety - Wren**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *	% of Budget		
<b>101</b>	<b>General Fund</b>							
<b>2100</b>	<b>Law Enforcement</b>							
501110	Salaries-Regular	\$ -	\$ -	\$ -	\$ -	**	35,270	-100.00%
501120	Salaries-Part Time	-	-	-	-	**	8,106	-100.00%
502100	Retirement	-	-	-	-	**	2,919	-100.00%
502105	Workers Comp Insurance	-	-	-	-	**	519	-100.00%
502110	Health/Life Insurance	-	-	-	-	**	7,051	-100.00%
502120	Medicare/Fica	-	-	-	-	**	661	-100.00%
602100	Special Dept Expense	-	-	117	527	**	823	-35.97%
602110	Office Expense	1,500	1,500	262	265	17.67%	318	-16.67%
602145	Gas/Oil/Lube	3,000	3,000	226	571	19.03%	-	100.00%
603110	Building Maintenance	-	-	-	-	**	6,674	-100.00%
603125	Vehicle Maintenance	5,000	5,000	-	1,925	38.50%	-	100.00%
604100	Communications	60,000	60,000	6,325	21,779	36.30%	24,217	-10.07%
604105	Utilities	-	-	-	-	**	11,385	-100.00%
607100	Membership/Dues	5,000	5,000	-	4,678	93.56%	4,678	0.00%
607105	Mileage Reimbursement	2,400	2,400	-	-	0.00%	-	**
607110	Travel/Conference/Meetings	3,400	3,400	-	-	0.00%	-	100.00%
607115	Training	-	-	-	-	**	-	**
608100	Contractual Services	20,745	20,745	-	-	0.00%	-	100.00%
608160	O.C.S.D. Contract	4,950,475	4,950,475	421,893	2,109,464	42.61%	3,357,348	-37.17%
612105	Vehicle Replacement Charge	8,820	8,820	735	3,675	41.67%	-	100.00%
612115	Liability Insurance Charge	-	-	-	-	**	2,722	-100.00%
612125	Employee Benefits	-	-	-	-	**	8,412	-100.00%
702100	Office Furniture	-	-	108	108	**	-	100.00%
<b>2100</b>	<b>Law Enforcement Total</b>	<b>5,060,340</b>	<b>5,060,340</b>	<b>429,666</b>	<b>2,142,992</b>	<b>42.35%</b>	<b>3,471,103</b>	<b>-38.26%</b>
<b>2200</b>	<b>Fire Protection</b>							
608185	O.C.F.A. Contract	3,428,270	3,428,270	-	927,546	27.06%	949,480	-2.31%
<b>2200</b>	<b>Fire Protection Total</b>	<b>3,428,270</b>	<b>3,428,270</b>	<b>-</b>	<b>927,546</b>	<b>27.06%</b>	<b>949,480</b>	<b>-2.31%</b>
<b>2230</b>	<b>Ambulance Services</b>							
608190	Contractual Ambulance Svcs	5,000	5,000	500	1,286	25.72%	(29)	-4534.48%
<b>2230</b>	<b>Ambulance services Total</b>	<b>5,000</b>	<b>5,000</b>	<b>500</b>	<b>1,286</b>	<b>25.72%</b>	<b>(29)</b>	<b>-4534.48%</b>
<b>2400</b>	<b>Animal Control Services</b>							
608170	Animal Control Services	182,280	182,280	-	90,405	49.60%	86,822	4.13%
<b>2400</b>	<b>Animal Control Services Total</b>	<b>182,280</b>	<b>182,280</b>	<b>-</b>	<b>90,405</b>	<b>49.60%</b>	<b>86,822</b>	<b>4.13%</b>
<b>2500</b>	<b>Public Safety-Other</b>							
501110	Salaries-Regular	56,650	56,650	3,945	19,754	34.87%	-	100.00%
501120	Salaries-Part Time	22,070	22,070	-	4,445	20.14%	-	100.00%
502100	Retirement Charges	19,430	19,430	927	5,034	25.91%	-	100.00%
502110	Health/Life Insurance	2,855	2,855	34	224	7.85%	-	100.00%
502115	Unemployment Insurance	405	405	-	-	0.00%	-	100.00%
502120	Medicare/Fica	1,140	1,140	60	363	31.84%	-	100.00%
502130	Other Benefit Charges	15	15	2	74	493.33%	-	100.00%
602110	Office Expense	1,200	1,200	103	771	64.25%	-	100.00%
602115	Postage	100	100	-	101	101.00%	-	100.00%
607115	Training	700	700	-	-	0.00%	-	**
612115	Liability Insurance Charge	27,920	27,920	-	27,884	99.87%	-	100.00%
<b>2500</b>	<b>Public Safety-Other Total</b>	<b>132,485</b>	<b>132,485</b>	<b>5,071</b>	<b>58,650</b>	<b>44.27%</b>	<b>-</b>	<b>100.00%</b>
<b>4300</b>	<b>Parking Control</b>							
501110	Salaries-Regular	136,250	136,250	11,775	54,017	39.65%	45,009	20.01%
501120	Salaries-Part Time	11,340	11,340	975	4,974	43.86%	18,178	-72.64%
502100	Retirement	38,910	38,910	3,241	15,545	39.95%	6,517	138.53%
502105	Workers Comp Insurance	-	-	-	-	**	4,191	-100.00%
502110	Health/Life Insurance	7,870	7,870	978	4,660	59.21%	4,751	-1.92%

\* = Actual data is reported through November 2020.

**Public Safety - Wren**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *	% of Budget		
<b>4300</b>	<b>Parking Control, Continued</b>							
502115	Unemployment Insurance	705	705	-	-	0.00%	139	-100.00%
502120	Medicare/Fica	2,140	2,140	187	869	40.61%	930	-6.56%
502130	Other Benefit Charges	265	265	20	99	37.36%	-	100.00%
602110	Office Expense	6,500	6,500	43	102	1.57%	4,070	-97.49%
602115	Postage	500	500	15	70	14.00%	-	100.00%
602130	Clothing	1,000	1,000	-	-	0.00%	142	-100.00%
604100	Communications	1,000	1,000	55	327	32.70%	218	50.00%
608105	Professional Services	16,000	16,000	1,874	7,204	45.03%	6,279	14.73%
612105	Vehicle Replacement Charge	3,595	3,595	300	1,498	41.67%	2,095	-28.50%
612115	Liability Insurance Charge	-	-	-	-	**	4,021	-100.00%
612125	Employee Benefits	-	-	-	-	**	12,422	-100.00%
<b>4300</b>	<b>Parking Control Total</b>	<b>226,075</b>	<b>226,075</b>	<b>19,463</b>	<b>89,365</b>	<b>39.53%</b>	<b>108,962</b>	<b>-17.99%</b>
<b>6200</b>	<b>Code Enforcement</b>							
501110	Salaries-Regular	312,675	312,675	25,127	118,435	37.88%	60,082	97.12%
501120	Salaries-Part Time	11,340	11,340	975	4,590	40.48%	-	100.00%
502100	Retirement	83,230	83,230	6,707	32,472	39.01%	10,167	219.39%
502105	Workers Comp Insurance	-	-	-	-	**	3,838	-100.00%
502110	Health/Life Insurance	21,450	21,450	3,100	14,475	67.48%	7,057	105.12%
502115	Unemployment Insurance	1,290	1,290	-	-	0.00%	-	**
502120	Medicare/Fica	4,695	4,695	373	1,768	37.66%	877	101.60%
502130	Other Benefit Charges	345	345	27	125	36.23%	-	100.00%
602110	Office Expense	1,500	1,500	82	146	9.73%	1,451	-89.94%
602115	Postage	1,000	1,000	157	425	42.50%	-	100.00%
602160	Code Enforcement Equipment	3,000	3,000	-	-	0.00%	801	-100.00%
603105	Equipment Maintenance	100	100	-	-	0.00%	-	**
604100	Communications	800	800	-	624	78.00%	570	9.47%
607100	Membership/Dues	600	600	-	-	0.00%	475	-100.00%
607105	Mileage Reimbursement	100	100	-	-	0.00%	-	**
607110	Travel/Conference/Meetings	1,000	1,000	-	-	0.00%	467	-100.00%
607115	Training	1,000	1,000	-	-	0.00%	341	-100.00%
608100	Contractual Services	-	-	315	1,260	**	1,260	0.00%
608180	Prosecution/Code Enforcement	75,000	75,000	-	4,944	6.59%	22,296	-77.83%
612105	Vehicle Replacement Charge	5,580	5,580	465	2,325	41.67%	3,254	-28.55%
612115	Liability Insurance Charge	-	-	-	-	**	3,840	-100.00%
612125	Employee Benefits	-	-	-	-	**	11,863	-100.00%
<b>6200</b>	<b>Code Enforcement Total</b>	<b>524,705</b>	<b>524,705</b>	<b>37,328</b>	<b>181,589</b>	<b>34.61%</b>	<b>128,639</b>	<b>41.16%</b>
<b>101</b>	<b>GENERAL FUND TOTAL</b>	<b>\$ 9,559,155</b>	<b>\$ 9,559,155</b>	<b>\$ 492,028</b>	<b>\$ 3,491,833</b>	<b>36.53%</b>	<b>\$ 4,744,977</b>	<b>-26.41%</b>
<b>102</b>	<b>General Fund (Transactions &amp; Use Tax)</b>							
<b>2100</b>	<b>Law Enforcement</b>							
501110	Salaries-Regular	-	-	-	-	**	14,062	-100.00%
502100	Retirement	-	-	-	-	**	1,098	-100.00%
502105	Workers Comp Insurance	-	-	-	-	**	169	-100.00%
502110	Health/Life Insurance	-	-	-	-	**	115	-100.00%
502120	Medicare/Fica	-	-	-	-	**	218	-100.00%
603125	Vehicle Maintenance	-	-	-	-	**	1,753	-100.00%
608160	O.C.S.D. Contract	6,300,000	6,300,000	515,647	2,578,234	40.92%	1,209,399	113.18%
612105	Vehicle Replacement Charge	-	-	-	-	**	5,142	-100.00%
612115	Liability Insurance Charge	-	-	-	-	**	923	-100.00%
612125	Employee Benefits	-	-	-	-	**	2,853	-100.00%
<b>2100</b>	<b>Law Enforcement Total</b>	<b>6,300,000</b>	<b>6,300,000</b>	<b>515,647</b>	<b>2,578,234</b>	<b>40.92%</b>	<b>1,235,732</b>	<b>108.64%</b>
<b>2200</b>	<b>Fire Protection</b>							
501110	Salaries-Regular	-	-	-	-	**	2,812	-100.00%
502100	Retirement	-	-	-	-	**	219	-100.00%
502105	Workers Comp Insurance	-	-	-	-	**	34	-100.00%

\* = Actual data is reported through November 2020.

**Public Safety - Wren**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *	% of Budget		
<b>2200</b>	<b>Fire Protection, Continued</b>							
502110	Health/Life Insurance	-	-	-	-	**	23	-100.00%
502120	Medicare/Fica	-	-	-	-	**	44	-100.00%
608185	O.C.F.A. Contract	1,500,000	1,500,000	-	299,720	19.98%	248,691	20.52%
612115	Liability Insurance Charge	-	-	-	-	**	185	-100.00%
612125	Employee Benefits	-	-	-	-	**	571	-100.00%
<b>2200</b>	<b>Fire Protection Total</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>-</b>	<b>299,720</b>	<b>19.98%</b>	<b>252,579</b>	<b>18.66%</b>
<b>2300</b>	<b>Homeless Prevention</b>							
610230	North SPA Navigation Center Cost Share	-	100,000	-	-	0.00%	-	**
<b>2300</b>	<b>Homeless Prevention Total</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>**</b>
<b>4300</b>	<b>Parking Control</b>							
501110	Salaries-Regular	-	-	-	-	**	8,437	-100.00%
502100	Retirement	-	-	-	-	**	659	-100.00%
502105	Workers Comp Insurance	-	-	-	-	**	101	-100.00%
502110	Health/Life Insurance	-	-	-	-	**	69	-100.00%
502120	Medicare/Fica	-	-	-	-	**	131	-100.00%
612115	Liability Insurance Charge	-	-	-	-	**	554	-100.00%
612125	Employee Benefits	-	-	-	-	**	1,712	-100.00%
<b>4300</b>	<b>Parking Control Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>**</b>	<b>11,663</b>	<b>-100.00%</b>
<b>6200</b>	<b>Code Enforcement</b>							
501110	Salaries-Regular	-	-	-	-	**	55,484	-100.00%
502100	Retirement	-	-	-	-	**	4,107	-100.00%
502105	Workers Comp Insurance	-	-	-	-	**	2,162	-100.00%
502110	Health/Life Insurance	-	-	-	-	**	3,867	-100.00%
502120	Medicare/Fica	-	-	-	-	**	832	-100.00%
612115	Liability Insurance Charge	-	-	-	-	**	3,589	-100.00%
612125	Employee Benefits	-	-	-	-	**	11,088	-100.00%
<b>6200</b>	<b>Code Enforcement Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>**</b>	<b>81,129</b>	<b>-100.00%</b>
<b>102</b>	<b>TRANSACTIONS AND USE TAX TOTAL</b>	<b>\$ 7,800,000</b>	<b>\$ 7,900,000</b>	<b>\$ 515,647</b>	<b>\$ 2,877,954</b>	<b>36.43%</b>	<b>\$ 1,581,103</b>	<b>82.02%</b>
	<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 17,359,155</b>	<b>\$ 17,459,155</b>	<b>\$ 1,007,675</b>	<b>\$ 6,369,787</b>	<b>36.48%</b>	<b>\$ 6,326,080</b>	<b>0.69%</b>

\* = Actual data is reported through November 2020.

**Public Works - Rigg**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21		% of Budget	FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *			
<b>101</b>	<b>General Fund</b>							
<b>3000</b>	<b>Public Works Administration</b>							
501110	Salaries-Regular	\$ 245,015	\$ 256,420	\$ 22,921	\$ 108,303	42.24%	\$ -	100.00%
501120	Salaries-Part Time	14,605	14,605	1,131	5,561	38.08%	-	100.00%
502100	Retirement Charges	54,390	56,920	5,250	24,863	43.68%	-	100.00%
502110	Health/Life Insurance	16,875	17,800	3,337	15,548	87.35%	-	100.00%
502115	Unemployment Insurance	1,035	1,105	-	-	0.00%	-	**
502120	Medicare/Fica	3,765	3,930	352	1,646	41.88%	-	100.00%
502130	Other Benefit Charges	345	355	28	134	37.75%	-	100.00%
612115	Liability Insurance Charge	45,985	45,985	-	45,926	99.87%	-	100.00%
<b>3000</b>	<b>Public Works Administration Total</b>	<b>382,015</b>	<b>397,120</b>	<b>33,019</b>	<b>201,981</b>	<b>50.86%</b>	<b>-</b>	<b>100.00%</b>
<b>3100</b>	<b>Engineering</b>							
501110	Salaries-Regular	31,730	31,730	3,849	19,341	60.95%	20,382	-5.11%
501115	Salaries-Overtime	700	700	54	267	38.14%	209	27.75%
502100	Retirement	7,145	7,145	870	4,393	61.48%	1,410	211.56%
502105	Workers Comp Insurance	-	-	-	-	**	1,110	-100.00%
502110	Health/Life Insurance	3,195	3,195	911	4,414	138.15%	3,682	19.88%
502115	Unemployment Insurance	120	120	-	-	0.00%	-	**
502120	Medicare/Fica	460	460	52	266	57.83%	292	-8.90%
502130	Other Benefit Charges	15	15	2	10	66.67%	-	100.00%
602110	Office Expense	1,750	1,750	-	-	0.00%	313	-100.00%
602115	Postage	350	350	92	317	90.57%	-	100.00%
602140	Materials & Supplies	2,500	2,500	92	281	11.24%	809	-65.27%
607100	Membership/Dues	2,000	2,000	-	115	5.75%	-	100.00%
607110	Travel/Conference/Meetings	1,300	1,300	-	-	0.00%	60	-100.00%
607115	Training	1,000	1,000	-	-	0.00%	-	**
608105	Professional Services	5,000	5,000	-	-	0.00%	-	**
608110	Engineering Services	45,000	45,000	1,986	22,829	50.73%	19,116	19.42%
608115	Inspection Services	2,000	2,000	-	-	0.00%	-	**
608120	Plan Checking Services	10,000	10,000	-	10,326	103.26%	2,160	378.06%
612105	Vehicle Replacement Charge	690	690	58	288	41.74%	402	-28.36%
612115	Liability Insurance Charge	-	-	-	-	**	1,308	-100.00%
612125	Employee Benefits	-	-	-	-	**	4,042	-100.00%
<b>3100</b>	<b>Engineering Total</b>	<b>114,955</b>	<b>114,955</b>	<b>7,966</b>	<b>62,847</b>	<b>54.67%</b>	<b>55,295</b>	<b>13.66%</b>
<b>3200</b>	<b>Public Facilities</b>							
501110	Salaries-Regular	23,665	23,665	1,778	9,184	38.81%	17,097	-46.28%
501115	Salaries-Overtime	300	300	14	74	24.67%	60	23.33%
502100	Retirement	5,335	5,335	403	2,089	39.16%	1,282	62.95%
502105	Workers Comp Insurance	-	-	-	-	**	3,878	-100.00%
502110	Health/Life Insurance	1,955	1,955	335	1,660	84.91%	2,968	-44.07%
502115	Unemployment Insurance	150	150	-	-	0.00%	-	**
502120	Medicare/Fica	345	345	26	134	38.84%	244	-45.08%
502130	Other Benefit Charges	20	20	1	5	25.00%	-	100.00%
602100	Special Dept Expense	2,000	2,000	126	2,367	118.35%	337	602.37%
602110	Office Expense	210	210	-	-	0.00%	19	-100.00%
602130	Clothing	3,500	3,500	(58)	868	24.80%	1,838	-52.77%
602135	Safety Equipment	500	500	-	563	112.60%	69	715.94%
602140	Materials & Supplies	8,000	8,000	376	2,763	34.54%	637	333.75%
603110	Building Maintenance	114,950	114,950	12,512	25,768	22.42%	41,383	-37.73%
604100	Communications	30,000	30,000	-	1,209	4.03%	8,126	-85.12%

\* = Actual data is reported through November.

**Public Works - Rigg**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *	% of Budget		
<b>3200</b>	<b>Public Facilities, Continued</b>							
604105	Utilities	130,000	130,000	19,671	54,250	41.73%	40,672	33.38%
608100	Contractual Services	62,000	62,000	5,584	17,650	28.47%	19,185	-8.00%
611110	O.C. Sanitation District User Fee	18,000	18,000	-	-	0.00%	16,042	-100.00%
612105	Vehicle Replacement Charge	3,710	3,710	309	1,546	41.67%	2,162	-28.49%
612115	Liability Insurance Charge	-	-	-	-	**	1,082	-100.00%
612125	Employee Benefits	-	-	-	-	**	3,343	-100.00%
<b>3200</b>	<b>Public Facilities Total</b>	<b>404,640</b>	<b>404,640</b>	<b>41,077</b>	<b>120,130</b>	<b>29.69%</b>	<b>160,424</b>	<b>-25.12%</b>
<b>3300</b>	<b>Crossing Guard</b>							
608175	Crossing Guard Services	43,000	43,000	-	-	0.00%	12,687	-100.00%
<b>3300</b>	<b>Crossing Guard Total</b>	<b>43,000</b>	<b>43,000</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>12,687</b>	<b>-100.00%</b>
<b>3400</b>	<b>Parks Maintenance</b>							
501110	Salaries-Regular	63,780	63,780	4,971	23,650	37.08%	17,374	36.12%
501115	Salaries-Overtime	1,000	1,000	59	984	98.40%	650	51.38%
501120	Salaries-Part Time	-	-	-	-	**	4,797	-100.00%
502100	Retirement	14,300	14,300	1,123	5,337	37.32%	1,364	291.28%
502105	Workers Comp Insurance	-	-	-	-	**	4,731	-100.00%
502110	Health/Life Insurance	4,900	4,900	804	3,479	71.00%	2,435	42.87%
502115	Unemployment Insurance	405	405	-	-	0.00%	-	**
502120	Medicare/Fica	925	925	73	360	38.92%	331	8.76%
502130	Other Benefit Charges	55	55	2	12	21.82%	-	100.00%
602100	Special Dept Expense	5,000	5,000	-	188	3.76%	4,896	-96.16%
603105	Equipment Maintenance	10,000	12,367	3,396	7,887	63.77%	2,038	287.00%
604105	Utilities	143,000	143,000	3,505	60,520	42.32%	63,299	-4.39%
605100	Land Lease	6,020	6,020	-	5,161	85.73%	-	100.00%
608100	Contractual Services	97,500	97,500	12,095	28,514	29.25%	46,152	-38.22%
612105	Vehicle Replacement Charge	4,515	4,515	376	1,881	41.66%	2,632	-28.53%
612115	Liability Insurance Charge	-	-	-	-	**	1,313	-100.00%
612125	Employee Benefits	-	-	-	-	**	4,055	-100.00%
<b>3400</b>	<b>Parks Maintenance Total</b>	<b>351,400</b>	<b>353,767</b>	<b>26,404</b>	<b>137,973</b>	<b>39.00%</b>	<b>156,067</b>	<b>-11.59%</b>
<b>3500</b>	<b>Street Maintenance</b>							
501110	Salaries-Regular	100,555	100,555	7,460	37,562	37.35%	39,070	-3.86%
501115	Salaries-Overtime	2,600	2,600	168	1,148	44.15%	1,700	-32.47%
501120	Salaries-Part Time	-	-	-	-	**	2,998	-100.00%
502100	Retirement	21,915	21,915	1,681	8,524	38.90%	3,442	147.65%
502105	Workers Comp Insurance	-	-	-	-	**	9,904	-100.00%
502110	Health/Life Insurance	7,360	7,360	1,114	5,401	73.38%	6,463	-16.43%
502115	Unemployment Insurance	615	615	-	-	0.00%	-	**
502120	Medicare/Fica	1,465	1,465	111	568	38.77%	622	-8.68%
502130	Other Benefit Charges	80	80	4	19	23.75%	-	100.00%
602100	Special Dept Expense	3,000	3,000	-	-	0.00%	2,787	-100.00%
602125	Small Tools	5,000	5,000	-	921	18.42%	157	100.00%
602140	Materials & Supplies	50,000	50,000	1,218	28,640	57.28%	22,007	30.14%
603105	Equipment Maintenance	2,000	2,000	-	-	0.00%	887	-100.00%
608100	Contractual Services	185,000	185,000	27,243	78,501	42.43%	19,086	311.30%
612105	Vehicle Replacement Charge	9,880	9,880	823	4,117	41.67%	5,760	-28.52%
612115	Liability Insurance Charge	-	-	-	-	**	2,593	-100.00%
612125	Employee Benefits	-	-	-	-	**	8,011	-100.00%
710190	Pavement Maintenance	20,000	20,000	-	-	0.00%	-	**
<b>3500</b>	<b>Street Maintenance Total</b>	<b>409,470</b>	<b>409,470</b>	<b>39,822</b>	<b>165,401</b>	<b>40.39%</b>	<b>125,487</b>	<b>31.81%</b>

\* = Actual data is reported through November.

**Public Works - Rigg**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21		% of Budget	FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *			
<b>3600</b>	<b>Storm Drain Maintenance</b>							
603100	Emergency Maintenance Services	5,000	5,000	-	-	0.00%	-	**
608155	Storm Water Monitor Program	120,000	120,000	-	460	0.38%	15,240	-96.98%
<b>3600</b>	<b>Storm Drain Maintenance Total</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>	<b>460</b>	<b>0.37%</b>	<b>15,240</b>	<b>-96.98%</b>
<b>6300</b>	<b>Graffiti Abatement</b>							
501110	Salaries-Regular	39,635	39,635	2,998	14,530	36.66%	-	100.00%
501115	Salaries-Overtime	15,000	15,000	24	204	1.36%	-	100.00%
502100	Retirement Charges	8,925	8,925	678	3,299	36.96%	-	100.00%
502110	Health/Life Insurance	3,325	3,325	573	2,627	79.01%	-	100.00%
502115	Unemployment Insurance	255	255	-	-	0.00%	-	**
502120	Medicare/Fica	575	575	43	213	37.04%	-	100.00%
502130	Other Benefit Charges	35	35	2	7	20.00%	-	100.00%
602100	Special Dept Expense	1,000	1,000	-	-	0.00%	-	**
602140	Materials & Supplies	12,000	12,000	1,183	2,575	21.46%	-	100.00%
603105	Equipment Maintenance	5,000	5,000	-	703	14.06%	-	100.00%
612105	Vehicle Replacement Charge	13,985	13,985	1,165	5,827	41.67%	-	100.00%
<b>6300</b>	<b>Graffiti Abatement Total</b>	<b>99,735</b>	<b>99,735</b>	<b>6,666</b>	<b>29,985</b>	<b>30.06%</b>	<b>-</b>	<b>100.00%</b>
<b>TOTAL PUBLIC WORKS</b>		<b>\$ 1,930,215</b>	<b>\$ 1,947,687</b>	<b>\$ 154,954</b>	<b>\$ 718,777</b>	<b>36.90%</b>	<b>\$ 525,200</b>	<b>36.86%</b>

\* = Actual data is reported through November.

**Community Service - Bobadilla**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *	% of Budget		
<b>101</b>	<b>General Fund</b>							
<b>5100</b>	<b>Parks and Recreation</b>							
501110	Salaries-Regular	\$ 367,335	\$ 367,335	\$ 27,890	\$ 139,026	37.85%	\$ 120,794	15.09%
501120	Salaries-Part Time	87,770	87,770	2,591	18,097	20.62%	23,766	-23.85%
502100	Retirement	96,235	96,235	6,853	34,446	35.79%	11,570	197.72%
502105	Workers Comp Insurance	-	-	-	-	**	3,180	-100.00%
502110	Health/Life Insurance	23,020	23,020	3,384	16,317	70.88%	15,371	6.15%
502115	Unemployment Insurance	2,850	2,850	-	9	0.32%	217	-95.85%
502120	Medicare/Fica	6,600	6,600	431	2,242	33.97%	2,087	7.43%
502130	Other Benefit Charges	1,285	1,285	51	330	25.68%	-	100.00%
602100	Special Dept Expense	4,430	4,430	141	1,725	38.94%	2,251	-23.37%
602110	Office Expense	1,600	1,600	29	247	15.44%	1,084	-77.21%
602113	Social Media	2,500	2,500	50	50	2.00%	-	100.00%
602115	Postage	400	400	3	268	67.00%	-	100.00%
602150	Recreation Brochure Mailing	8,000	8,000	-	-	0.00%	15,799	-100.00%
603110	Building Maintenance	10,485	10,485	-	-	0.00%	1,800	-100.00%
607100	Membership/Dues	1,160	1,160	-	-	0.00%	165	-100.00%
607115	Training	1,500	1,500	-	-	0.00%	1,525	-100.00%
608100	Contractual Services	-	-	-	-	**	-	**
608105	Professional Services	-	-	-	-	**	-	**
608107	Financial Services	-	-	-	55	**	-	100.00%
608150	Contractual Recreation Program	8,000	8,000	-	-	0.00%	6,164	-100.00%
609100	Special Events	10,905	10,905	2,524	2,524	23.15%	4,475	-43.60%
609115	Excursions	-	-	-	-	**	542	-100.00%
609200	Senior Citizen Program	1,200	1,200	22	45	3.75%	52	-13.46%
612105	Vehicle Replacement Charge	6,800	6,800	567	2,833	41.66%	3,928	-27.88%
612115	Liability Insurance Charge	53,705	53,705	-	53,636	99.87%	8,881	503.94%
612125	Employee Benefits	-	-	-	-	**	27,442	-100.00%
<b>5100</b>	<b>Parks and Recreation Total</b>	<b>695,780</b>	<b>695,780</b>	<b>44,536</b>	<b>271,850</b>	<b>39.07%</b>	<b>251,093</b>	<b>8.27%</b>
<b>5200</b>	<b>Community Services Center (Beach)</b>							
501120	Salaries-Part Time	-	-	(97)	-	**	3,726	-100.00%
502105	Workers Comp Insurance	-	-	-	-	**	269	-100.00%
502120	Medicare/Fica	-	-	(1)	-	**	56	-100.00%
502130	Other Benefit Charges	-	-	(1)	-	**	-	**
602100	Special Dept Expense	4,820	4,820	-	-	0.00%	1,342	-100.00%
602110	Office Expense	1,000	1,000	-	-	0.00%	408	-100.00%
603105	Equipment Maintenance	-	-	-	-	**	23	-100.00%
603110	Building Maintenance	6,695	6,695	672	1,618	24.17%	1,801	-10.16%
604105	Utilities	9,540	9,540	-	-	0.00%	2,379	-100.00%
612105	Vehicle Replacement Charge	400	400	33	167	41.75%	213	-21.60%
612115	Liability Insurance Charge	-	-	-	-	**	262	-100.00%
612125	Employee Benefits	-	-	-	-	**	810	-100.00%
<b>5200</b>	<b>Community Services Ctr (Beach)</b>	<b>22,455</b>	<b>22,455</b>	<b>606</b>	<b>1,785</b>	<b>7.95%</b>	<b>11,289</b>	<b>-84.19%</b>
<b>5300</b>	<b>Stanton Central Park</b>							
501110	Salaries-Regular	64,085	64,085	4,420	22,874	35.69%	9,691	136.03%
501120	Salaries-Part Time	77,775	77,775	6,122	27,150	34.91%	49,730	-45.41%
502100	Retirement	14,575	14,575	1,002	5,198	35.66%	677	667.80%
502105	Workers Comp Insurance	-	-	-	-	**	3,553	-100.00%
502110	Health/Life Insurance	5,120	5,120	626	3,110	60.74%	1,050	196.19%
502115	Unemployment Insurance	1,800	1,800	92	243	13.50%	295	-17.63%
502120	Medicare/Fica	2,055	2,055	154	736	35.82%	922	-20.17%

\* = Actual data is reported through November.

**Community Service - Bobadilla**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *	% of Budget		
<b>5300</b>	<b>Stanton Central Park, Continued</b>							
502130	Other Benefit Charges	1,375	1,375	90	402	29.24%	-	100.00%
602100	Special Dept Expense	2,000	2,000	-	-	0.00%	369	-100.00%
602110	Office Expense	500	500	105	204	40.80%	74	175.68%
604105	Utilities	630	630	-	-	0.00%	288	-100.00%
612115	Liability Insurance Charge	-	-	-	-	**	3,456	-100.00%
612125	Employee Benefits	-	-	-	-	**	10,679	-100.00%
<b>5300</b>	<b>Stanton Central Park</b>	<b>169,915</b>	<b>169,915</b>	<b>12,611</b>	<b>59,917</b>	<b>35.26%</b>	<b>80,784</b>	<b>-25.83%</b>
<b>5400</b>	<b>Senior Nutrition Program</b>							
501110	Salaries-Regular	-	-	537	3,346	**	-	100.00%
501120	Salaries-Part Time	30,825	30,825	2,646	12,681	41.14%	-	100.00%
502100	Retirement Charges	-	-	122	760	**	-	100.00%
502110	Health/Life Insurance	445	445	83	509	114.38%	-	100.00%
502115	Unemployment Insurance	525	525	-	-	0.00%	-	**
502120	Medicare/Fica	445	445	48	237	53.26%	-	100.00%
502130	Other Benefit Charges	530	530	38	184	34.72%	-	**
<b>5400</b>	<b>Senior Nutrition Program</b>	<b>32,770</b>	<b>32,770</b>	<b>3,474</b>	<b>17,717</b>	<b>54.06%</b>	<b>-</b>	<b>100.00%</b>
		<b>\$ 920,920</b>	<b>\$ 920,920</b>	<b>\$ 61,227</b>	<b>\$ 351,269</b>	<b>38.14%</b>	<b>\$ 343,166</b>	<b>2.36%</b>
<b>102</b>	<b>General Fund (Transactions &amp; Use Tax)</b>							
<b>5100</b>	<b>Parks and Recreation</b>							
501120	Salaries-Part Time	-	-	-	-	**	492	-100.00%
502120	Medicare/Fica	-	-	-	-	**	7	-100.00%
<b>5100</b>	<b>Parks and Recreation</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>**</b>	<b>499</b>	<b>-100.00%</b>
<b>102</b>	<b>TRANSACTIONS AND USE TAX TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>**</b>	<b>\$ 499</b>	<b>-100.00%</b>
	<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 920,920</b>	<b>\$ 920,920</b>	<b>\$ 61,227</b>	<b>\$ 351,269</b>	<b>38.14%</b>	<b>\$ 343,665</b>	<b>2.21%</b>

\* = Actual data is reported through November.

Community Development-Lilley  
November 2020 General Fund Expenditures (42% of year)

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21			FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *	% of Budget		
<b>101</b>	<b>General Fund</b>							
<b>4000</b>	<b>Community Development Administration</b>							
501110	Salaries-Regular	\$ 84,280	\$ 84,280	\$ 6,034	\$ 28,764	34.13%	\$ -	100.00%
502100	Retirement Charges	20,155	20,155	1,575	7,584	37.63%	-	100.00%
502110	Health/Life Insurance	4,300	4,300	692	3,122	72.60%	-	100.00%
502115	Unemployment Insurance	195	195	-	82	42.05%	-	100.00%
502120	Medicare/Fica	1,225	1,225	85	404	32.98%	-	100.00%
502130	Other Benefit Charges	20	20	3	14	70.00%	-	100.00%
602110	Office Expense	1,300	1,275	207	609	47.76%	-	100.00%
602120	Books/Periodicals	75	340	238	337	99.12%	-	100.00%
612115	Liability Insurance Charge	38,310	38,310	-	38,261	99.87%	-	100.00%
702100	Office Furniture	-	-	234	234	**	-	100.00%
<b>4000</b>	<b>Community Development Administration Total</b>	<b>149,860</b>	<b>150,100</b>	<b>9,068</b>	<b>79,411</b>	<b>52.91%</b>	<b>-</b>	<b>100.00%</b>
<b>4100</b>	<b>Planning</b>							
501110	Salaries-Regular	293,290	293,290	23,789	99,221	33.83%	51,346	93.24%
501115	Salaries-Overtime	1,000	1,000	72	726	72.60%	-	100.00%
501120	Salaries-Part Time	-	-	-	-	**	4,549	-100.00%
501125	Salaries-Appointed	9,000	9,000	554	3,063	34.03%	3,669	-16.52%
502100	Retirement	67,165	67,165	5,089	21,874	32.57%	4,985	338.80%
502105	Workers Comp Insurance	-	-	-	-	**	1,029	-100.00%
502110	Health/Life Insurance	24,810	24,810	2,899	12,124	48.87%	7,909	53.29%
502115	Unemployment Insurance	1,080	1,080	14	464	42.96%	330	40.61%
502120	Medicare/Fica	4,380	4,380	349	1,470	33.56%	911	61.36%
502130	Other Benefit Charges	270	270	12	50	18.52%	-	100.00%
602110	Office Expense	-	-	-	(99)	**	(74)	33.78%
602115	Postage	200	200	3	409	204.50%	-	100.00%
607100	Membership/Dues	2,000	2,000	470	470	23.50%	603	-22.06%
607110	Travel/Conference/Meetings	1,800	1,560	155	155	9.94%	61	154.10%
607115	Training	1,000	1,000	-	-	0.00%	-	**
608100	Contractual Services	4,000	4,000	-	-	0.00%	-	**
608105	Professional Services	-	300,000	-	-	0.00%	21,416	-100.00%
608135	Microfilming	10,000	10,000	-	-	0.00%	-	**
612105	Vehicle Replacement Charge	615	615	51	256	41.63%	325	-21.23%
612115	Liability Insurance Charge	-	-	-	-	**	5,425	-100.00%
612125	Employee Benefits	-	-	-	-	**	16,762	-100.00%
<b>4100</b>	<b>Planning Total</b>	<b>420,610</b>	<b>720,370</b>	<b>33,457</b>	<b>140,183</b>	<b>19.46%</b>	<b>119,246</b>	<b>17.56%</b>
<b>4200</b>	<b>Building Regulation</b>							
501110	Salaries-Regular	70,030	70,030	5,162	25,651	36.63%	20,685	24.01%
502100	Retirement	15,835	15,835	1,166	5,813	36.71%	1,488	290.66%
502105	Workers Comp Insurance	-	-	-	-	**	273	-100.00%
502110	Health/Life Insurance	4,765	4,765	813	3,894	81.72%	3,472	12.15%
502115	Unemployment Insurance	330	330	-	27	8.18%	-	100.00%
502120	Medicare/Fica	1,015	1,015	72	363	35.76%	304	19.41%
502130	Other Benefit Charges	45	45	3	13	28.89%	-	100.00%
602110	Office Expense	1,000	1,000	-	33	3.30%	202	-83.66%
602115	Postage	500	500	40	94	18.80%	-	100.00%
602120	Books/Periodicals	400	400	-	-	0.00%	76	-100.00%
607100	Membership/Dues	135	135	-	-	0.00%	-	**
607110	Travel/Conference/Meetings	200	200	-	-	0.00%	-	**
607115	Training	1,000	1,000	-	-	0.00%	299	-100.00%
608115	Inspection Services	457,795	457,795	-	271,244	59.25%	120,713	124.70%
608135	Microfilming	10,000	10,000	-	-	0.00%	-	**
612105	Vehicle Replacement Charge	-	-	-	-	**	17	-100.00%

\* = Actual data is reported through November 2020.

**Community Development-Lilley  
November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21		% of Budget	FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *			
<b>4200</b>	<b>Building Regulation, Continued</b>							
612115	Liability Insurance Charge	-	-	-	-	**	1,413	-100.00%
612125	Employee Benefits	-	-	-	-	**	4,366	-100.00%
611116	Payment to Other Agencies	-	-	-	795	**	-	**
<b>4200</b>	<b>Building Regulation Total</b>	<b>563,050</b>	<b>563,050</b>	<b>7,256</b>	<b>307,927</b>	<b>54.69%</b>	<b>153,308</b>	<b>100.86%</b>
<b>4400</b>	<b>Business Relations</b>							
607115	Training	500	500	-	-	0.00%	-	**
608105	Professional Services	20,000	20,000	-	-	0.00%	-	**
608145	Information Technology	600	600	100	150	25.00%	-	100.00%
<b>4400</b>	<b>Business Relations</b>	<b>21,100</b>	<b>21,100</b>	<b>100</b>	<b>150</b>	<b>0.71%</b>	<b>-</b>	<b>100.00%</b>
<b>101</b>	<b>GENERAL FUND TOTAL</b>	<b>\$ 1,154,620</b>	<b>\$ 1,454,620</b>	<b>\$ 49,881</b>	<b>\$ 527,671</b>	<b>36.28%</b>	<b>\$ 272,554</b>	<b>93.60%</b>
<b>102</b>	<b>General Fund (Transactions &amp; Use Tax)</b>							
<b>4400</b>	<b>Business Relations</b>							
501110	Salaries-Regular	-	-	-	-	**	2,215	-100.00%
502100	Retirement	-	-	-	-	**	369	-100.00%
502105	Workers Comp Insurance	-	-	-	-	**	189	-100.00%
502110	Health/Life Insurance	-	-	-	-	**	30	-100.00%
502120	Medicare/Fica	-	-	-	-	**	86	-100.00%
607100	Membership/Dues	-	-	-	-	**	275	-100.00%
607110	Travel/Conference/Meetings	-	-	-	-	**	190	-100.00%
608125	Advertising/ Business Dev't	-	-	-	-	**	200	-100.00%
612105	Vehicle Replacement Charge	-	-	-	-	**	357	-100.00%
612115	Liability Insurance Charge	-	-	-	-	**	1,037	-100.00%
612125	Employee Benefits	-	-	-	-	**	3,204	-100.00%
<b>4400</b>	<b>Business Relations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>**</b>	<b>8,152</b>	<b>-100.00%</b>
<b>102</b>	<b>TRANSACTIONS AND USE TAX TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>**</b>	<b>\$ 8,152</b>	<b>-100.00%</b>
	<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$ 1,154,620</b>	<b>\$ 1,454,620</b>	<b>\$ 49,881</b>	<b>\$ 527,671</b>	<b>36.28%</b>	<b>\$ 280,706</b>	<b>87.98%</b>

\* = Actual data is reported through November 2020.

**Transfers to Other Funds-Bannigan**  
**November 2020 General Fund Expenditures (42% of year)**

Acct. No.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	FY 2020/21		% of Budget	FY 2019/20 Actual*	% Change From Prior Year
				Activity During November	Year to Date Actual *			
<b>101</b>	<b>General Fund</b>							
<b>1600</b>	<b>Non-Departmental</b>							
800250	Transfer to Fact Grant	\$ 24,750	\$ 24,750	\$ 2,063	\$ 10,313	41.67%	\$ 38,000	-72.86%
800251	Transfer to Senior Transportation Fund	9,430	9,430	387	1,600	16.97%	-	100.00%
	<b>TOTAL TRANSFERS OUT</b>	<b>\$ 34,180</b>	<b>\$ 34,180</b>	<b>\$ 2,450</b>	<b>\$ 11,913</b>	<b>34.85%</b>	<b>\$ 38,000</b>	<b>-68.65%</b>

\* = Actual data is reported through November 2020.

## ATTACHMENT C

**General Fund - Fund Balance Status**

	General Fund (101)	Measure GG Transaction & Use Tax Fund (102)	Total
<i>Reserves as of June 30, 2020:</i>			
Economic Uncertainty	\$ 4,600,000		\$ 4,600,000
Emergency Equipment Maintenance	250,000		250,000
Emergency Disaster Continuity	2,500,000		2,500,000
Capital Improvement	5,911,735		5,911,735
Subtotal	13,261,735	-	13,261,735
Available Fund Balance (unreserved)	2,610,724	4,678,926	7,289,650
<b>Total Fund Balance (Reserves &amp; Available Fund Balance) as of June 30, 2020 <sup>(1)</sup></b>	<b>15,872,459</b>	<b>4,678,926</b>	<b>20,551,385</b>
Estimated increase (decrease) of fund balance during Fiscal Year 2020-21 - per change	2,577,605	(3,727,065)	(1,149,460)
<b>Total Projected Fund Balance (Reserves &amp; Available Fund Balance) as of June 30, 2021</b>	<b>\$ 18,450,064</b>	<b>\$ 951,861</b>	<b>\$ 19,401,925</b>

(1) - June 30, 2020 balances are preliminary pending the completion of the City's annual financial statement audit.

**CITY OF STANTON**  
**FY 2020/21**  
**STATUS OF CAPITAL IMPROVEMENT PROJECTS (CIP)**  
**JULY 1, 2020 THROUGH NOVEMBER 30, 2020**

Account No.	Description	Adopted Budget 2020/21 *	Amended Budget 2020/21 *	YTD Actual 2020/21	Encumbrances	% Spent (Includes Encumbrances)	Remaining Budget
<b>Street Projects</b>							
710205	Citywide Street Rehabilitation - Fiscal Year 2020/21	\$ 1,074,000	\$ 1,074,000	\$ 641,136	\$ 212,276	79.5%	\$ 158,488
710205	Design of Slurry Seal Project	-	8,925	8,330	592	100.0%	3
710200	Slurry Seal Construction - Fiscal Year 2020/21	613,000	613,000	461,984	213,116	110.1%	-
710106	Traffic Signal Improvements - Fiscal Year 2020/21	205,000	205,000	-	-	0.0%	205,000
710125	City-wide Concrete Repair - Fiscal Year 2020/21	52,000	52,000	-	-	0.0%	52,000
710190	Design of Citywide Street Reconstruction Project	-	37,425	6,526	30,899	100.0%	-
710190	Miscellaneous Street Repairs - Fiscal Year 2020/21	26,000	26,000	-	-	0.0%	26,000
710195	Citywide Concrete Improvement Project - Fiscal Year 2019/20	-	75,600	1,164	74,435	100.0%	1
<b>Total Street Projects</b>		<b>\$ 1,970,000</b>	<b>\$ 2,091,950</b>	<b>\$ 1,119,140</b>	<b>\$ 531,318</b>	<b>78.9%</b>	<b>\$ 441,492</b>
<b>Parks Projects</b>							
750102	Park Master Plan	\$ 103,000	\$ 103,000	\$ -	\$ -	0.0%	\$ 103,000
750111	Hollenbeck Rubber Replacement	205,000	205,000	-	-	0.0%	205,000
750121	Premier Park Play Equipment and Rubber	205,000	205,000	-	-	0.0%	205,000
750132	Harry Dotson Rubber	72,000	72,000	-	-	0.0%	72,000
<b>Total Parks Projects</b>		<b>\$ 585,000</b>	<b>\$ 585,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 585,000</b>
<b>Sewer</b>							
730105	Sewer Improvements - Fiscal Year 2020/21	\$ 1,635,000	\$ 1,635,000	\$ 13,313	\$ 6,663	1.2%	1,615,024
<b>Total Sewer</b>		<b>\$ 1,635,000</b>	<b>\$ 1,635,000</b>	<b>\$ 13,313</b>	<b>\$ 6,663</b>	<b>1.2%</b>	<b>\$ 1,615,024</b>
<b>GRAND TOTAL</b>		<b>\$ 4,190,000</b>	<b>\$ 4,311,950</b>	<b>\$ 1,132,453</b>	<b>\$ 537,981</b>	<b>38.7%</b>	<b>\$ 2,641,516</b>
<b>Funding Source</b>							
211	Gas Tax Fund	\$ 120,340	\$ 204,865	\$ 9,494	\$ 75,027	41.3%	\$ 120,344
215	Road Maintenance Rehabilitation Account (RMRA) (SB-1)	810,850	848,275	544,662	243,175	92.9%	60,438
220	Measure M Turnback Fund	790,000	790,000	420,174	213,116	80.2%	156,710
262	Traffic Signal Impact Fees Fund	26,000	26,000	-	-	0.0%	26,000
305	Capital Projects Fund (Reserves)	222,810	222,810	144,810	-	65.0%	78,000
310	Park and Recreation Facilities Fund	585,000	585,000	-	-	0.0%	585,000
501	Sewer Maintenance Fund	1,635,000	1,635,000	13,313	6,663	1.2%	1,615,024
<b>GRAND TOTAL</b>		<b>\$ 4,190,000</b>	<b>\$ 4,311,950</b>	<b>\$ 1,132,453</b>	<b>\$ 537,981</b>	<b>38.7%</b>	<b>\$ 2,641,516</b>

ATTACHMENT D

## CITY OF STANTON

### REPORT TO THE CITY COUNCIL

**TO:** Honorable Mayor and City Council

**DATE:** January 12, 2021

**SUBJECT: HOUSING AUTHORITY ANNUAL AUDITED FINANCIAL STATEMENTS AND RELATED AUDIT REPORTS FOR FISCAL YEAR 2019-20**

#### **REPORT IN BRIEF:**

The Stanton Housing Authority's (Authority) auditors, CliftonLarsonAllen LLP, have completed their audit of the Housing Authority's annual financial statements for the fiscal year ended June 30, 2020 (Attachment A). The audit firm's opinion on the Authority's audited financial statements reflects an unmodified ("clean") opinion.

#### **RECOMMENDED ACTIONS:**

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Receive and file the Authority's Fiscal Year 2019-20 audit reports.

#### **ANALYSIS:**

##### Housing Authority Audited Financial Statements

The Authority's audit was performed by CliftonLarsonAllen LLP (CLA). CLA provided the Authority with an unmodified opinion on the Authority's annual financial statements. This means that, in the opinion of the auditors, the Authority's annual financial statements are free from material misstatement and is based upon accounting records that have been properly maintained in accordance with government accounting standards.

The report indicates that the Authority's assets exceed its liabilities by \$41.5 million (Attachment A, page 6). Most of the Authority's assets are in the form of cash and investments (\$15.6 million) and land associated with the Tina-Pacific properties (\$24.9 million). In Fiscal Year 2019-20, the Authority's revenues exceeded expenses by \$3.6 million (Attachment A, page 7). This is primarily due to the \$3.4 million in housing bond proceeds the State Department of Finance approved could be transferred to the

Authority as a result of the Successor Agency's approved Last and Final Recognized Obligation Payment Schedule in January 2020. These bond proceeds were used to acquire additional properties in the Tina Pacific housing project area.

Related Audit Reports

In addition to the audit firm's opinion on the Authority's financial statements, audit firms are required to provide certain related audit communications whenever they perform an audit of local government financial statements. Those related audit communications are included as Attachments B and C to this agenda reports. The content of these required audit communications is described below:

- *Audit Process and Conclusions (Attachment B)* - This report communicates the inherent limitations of the audit process, assumptions that underlie the financial reporting process for all local governments and identified any material misstatements for difficulties that were detected in the performance of this audit. For Fiscal Year 2019-20, this report is a "clean" report with no such matters reported.
- *Internal Control and Compliance (Attachment C)* - This report communicates any significant deficiencies in internal control or material instances of noncompliance with laws and regulations that were noted during the audit. For Fiscal Year 2019-20, this report is a "clean" report with no such matters reported.

**FISCAL IMPACT:**

None.

**ENVIRONMENTAL IMPACT:**

None.

**LEGAL REVIEW:**

None.

**PUBLIC NOTIFICATION:**

None.

**STRATEGIC PLAN OBJECTIVE ADDRESSED**

4. Ensure Fiscal Stability and Efficiency in Governance

Prepared by:

Approved by:



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Michelle Bannigan, CPA  
Finance Director



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Jarad L. Hildenbrand  
City Manager

**Attachments:**

- A. Housing Authority's Audited Financial Statements
- B. Audit Process and Conclusions
- C. Internal Control and Compliance

**STANTON HOUSING AUTHORITY**

**(A COMPONENT UNIT OF  
THE AUTHORITY OF STANTON)**

**ANNUAL FINANCIAL REPORT**

**For the Year Ended June 30, 2020**



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**WEALTH ADVISORY  
OUTSOURCING  
AUDIT, TAX, AND  
CONSULTING**

**STANTON HOUSING AUTHORITY**  
**For the Fiscal Year Ended June 30, 2020**  
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## **INDEPENDENT AUDITORS' REPORT**

The Board of Directors  
Stanton Housing Authority  
Stanton, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activity and the major fund of the Stanton Housing Authority (the Authority) as of and for the year ended June 30, 2020, and the related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activity and the major fund of the Authority as of June 30, 2020, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matter**

As discussed in Note 1, the financial statements present only the Authority and do not purport to, and do not present fairly, the financial position of the City of Stanton, California, as of June 30, 2020, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Other Matters**

*Report on Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the schedule of proportionate share of the net pension liability and the schedule of contributions for the CalPERS miscellaneous pension plan, and the budgetary comparison schedule for the Authority, identified as Required Supplementary Information (RSI) in the accompanying table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2020, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Irvine, California  
December 14, 2020

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**Stanton Housing Authority**  
**Statement of Net Position**  
**June 30, 2020**

<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	
Cash and investments	\$ 15,593,692
Receivables	54,620
<b>Total current assets</b>	<u>15,648,312</u>
Notes and loans receivable	1,168,000
Capital assets:	
Not being depreciated	24,921,808
<b>Total assets</b>	<u>41,738,120</u>
Deferred amount from pension plans	42,522
<b>Total deferred outflows of resources</b>	<u>42,522</u>
<b>LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	
Accounts payable	34,149
Accrued liabilities	3,730
Deposits	17,050
<b>Total current liabilities</b>	<u>54,929</u>
Long-term liabilities:	
Net pension liability	188,943
<b>Total liabilities</b>	<u>243,872</u>
Deferred amount from pension plans	14,780
<b>Total deferred inflows of resources</b>	<u>14,780</u>
<b>NET POSITION</b>	
Investment in capital assets	24,921,808
Restricted for low- and moderate-income housing	16,600,182
<b>Total net position</b>	<u>\$ 41,521,990</u>

See accompanying notes to basic financial statement.

Stanton Housing Authority  
 Statement of Activities  
 For the Year Ended June 30, 2020

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position Governmental Total
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental activity:</b>					
Urban development	\$ 804,338	\$ 553,759	\$ -	\$ 3,377,369	\$ 3,126,790
Highways and streets	1,750	-	-	-	(1,750)
<b>Total governmental activity</b>	<u>\$ 806,088</u>	<u>\$ 553,759</u>	<u>\$ -</u>	<u>\$ 3,377,369</u>	<u>\$ 3,125,040</u>
<b>General revenues:</b>					
Investment earnings					422,084
Miscellaneous					12,733
<b>Total general revenues</b>					<u>434,817</u>
<b>Change in net position</b>					3,559,857
<b>Net position - Beginning of Year</b>					<u>37,962,133</u>
<b>Net position - End of Year</b>					<u>\$ 41,521,990</u>

See accompanying notes to basic financial statements.

**FUND FINANCIAL STATEMENTS**

Stanton Housing Authority  
 Balance Sheet  
 Governmental Fund  
 June 30, 2020

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**ASSETS**

Cash and investments	\$ 15,593,692
Receivables:	
Accounts	3,550
Interest	51,070
Notes and loans receivable	1,168,000
<b>Total assets</b>	<u><u>\$ 16,816,312</u></u>

**LIABILITIES AND FUND BALANCE**

Liabilities:	
Accounts payable	\$ 34,149
Accrued liabilities	3,730
Deposits	17,050
<b>Total liabilities</b>	<u><u>54,929</u></u>
Fund Balance:	
Restricted for low- and moderate-income housing	16,761,383
<b>Total fund balance</b>	<u><u>16,761,383</u></u>
 <b>Total liabilities and fund balance</b>	 <u><u>\$ 16,816,312</u></u>

See accompanying notes to basic financial statements.

**Stanton Housing Authority**  
**Reconciliation of the Governmental Fund Balance Sheet**  
**to the Government-Wide Statement of Net Position**  
**June 30, 2020**

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Fund balance - Housing Authority		\$ 16,761,383
----------------------------------	--	---------------

Amounts reported for the governmental activity in the statement of net position are different because:

Capital assets used in the governmental activity are not current financial resources and therefore are not reported in the governmental fund balance sheet.

Capital assets		24,921,808
----------------	--	------------

Pension-related debt applicable to the Authority's governmental activities is not due and payable in the current period and accordingly is not reported as fund liabilities. Deferred outflows of resources and deferred inflows of resources related to pensions are only reported in the statement of net position as the changes in these amounts affect only the government-wide statements for governmental activities.

Deferred outflows of resources	42,522	
Deferred inflows of resources	(14,780)	
Pension liability	(188,943)	
		(161,201)

<b>Net position of governmental activity</b>		<b><u>\$ 41,521,990</u></b>
--	--	-----------------------------

**Stanton Housing Authority**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Governmental Fund**  
**For the Year Ended June 30, 2020**

**REVENUES:**

Interest income	\$ 422,084
Rental income	553,759
Miscellaneous	12,733
Contribution from Successor Agency	3,377,369
<b>Total revenues</b>	<u>4,365,945</u>

**EXPENDITURES:**

Current:	
Urban development	766,628
Highways and streets	1,750
Capital outlay	7,416,420
<b>Total expenditures</b>	<u>8,184,798</u>

**EXCESS OF REVENUES OVER EXPENDITURES** (3,818,853)

**FUND BALANCE:**

Beginning of year	<u>20,580,236</u>
End of year	<u>\$ 16,761,383</u>

See accompanying notes to basic financial statements.

**Stanton Housing Authority**  
**Reconciliation of the Governmental Fund Statement of Revenues, Expenditures, and Changes**  
**in Fund Balance to the Government-wide Statement of Activities**  
**For the Year Ended June 30, 2020**

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Net change in fund balance - Housing Authority \$ (3,818,853)

Amounts reported for the governmental activity in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation and retirements in the current period.

Capital asset purchases 7,408,945

Pension expense reported in the governmental funds includes the annual required contributions. In the statement of activities, pension expense includes the change in the net pension liability and related change in pension amounts for deferred outflows of resources and deferred inflows of resources.

(30,235)

**Change in net position of governmental activity** \$ 3,559,857

See accompanying notes to basic financial statements.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the Stanton Housing Authority (the Authority), have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant Authority accounting policies are described below.

**A. Description of Reporting Entity**

The Housing Authority of the City of Stanton (Housing Authority) was formed on March 22, 2011 by City of Stanton Council to facilitate the retention and use of transferred properties from the former Stanton Redevelopment Agency consistent with the redevelopment plan and for the purposes of ongoing maintenance of completed development projects. The Authority is an integral part of the reporting entity of the City. The funds of the Authority have been included within the scope of the basic financial statements of the City because City Council exercises oversight responsibility over the operations of the Authority and has a financial benefit/burden relationship.

Only the funds of the Authority are included herein; therefore, these financial statements do not purport to represent the financial position or results of operations of the City.

**B. Financial Statement Presentation**

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured, such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

**Government-Wide Financial Statements**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under the *economic resources measurement focus*, all assets, deferred outflows of resources, liabilities, and deferred inflows of resources (whether current or noncurrent) associated with their activity are included on their statement of net position. The statement of activities presents the change in net position. Under the *accrual basis of accounting*, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function.

The types of transactions reported as program revenues for the Authority can be reported in three categories:

1. Charges for services
2. Operating grants and contributions
3. Capital grants and contributions

Charges for services include rental income for the Tina Way and Pacific Avenue properties received from lessees who use and directly benefit from the goods, services or privileges provided by a given function. Grants and contributions include revenues restricted to meeting the operational or capital requirements of a particular function.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Financial Statement Presentation (Continued)**

**Government-Wide Financial Statements (Continued)**

The Authority's capital grants and contributions consist of bond proceeds received from the Stanton Successor Agency that were utilized to facilitate the capital projects for which those bonds were issued. Investment earnings and miscellaneous revenues are properly not included among program revenues and are reported instead as general revenues.

Amounts to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as expenses. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as an other financing source. Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure. The Authority has no long-term debt.

**Governmental Fund Financial Statements**

Governmental fund financial statements include a balance sheet and a statement of revenue, expenditures, and changes in fund balance for the Authority. The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*.

Under the *current financial resources measurement focus*, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of available spendable resources. Noncurrent portions of long-term receivables due to the governmental fund are reported on its balance sheets in spite of its spending measurement focus. The statement of revenues, expenditures, and changes in fund balance present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance. Accordingly, this statement is said to present a summary of sources and uses of available spendable resources during a period.

Under the *modified accrual basis of accounting*, revenues are recognized in the accounting period in which they become both *measurable* and *available* to finance expenditures in the current period. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, except for principal and interest on general long-term liabilities, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisition of capital leases are reported as other financing sources.

Rental income and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue (within 60 days of year-end). Amounts owed to the Authority, which are not available, are recorded as receivables and deferred inflows of resources. All other revenue items are considered to be measurable and available only when cash is received by the government.

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. New Accounting Pronouncements**

**Current-Year Standards**

*GASB No. 95*

In May 2020, GASB issued Statement No. 95, *Postponement of the Effective Dates of Certain Authority Guidance*, which was effective immediately. This Statement provided temporary relief to governments and other stakeholders in light of the COVID-19 pandemic and postponed the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later.

**Pending Accounting Standards**

GASB has issued the following statements, which may impact the Authority's financial reporting requirements in the future:

In June 2017, GASB issued Statement No. 87, *Leases*. This statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset for leases with a term of more than 12 months. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. For leases with a term of 12 months or less, lessees and lessors should recognize short-term lease payments as outflows of resources or inflows of resources, respectively, based on the payment provisions of the lease contract. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021, early application is encouraged.

**D. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that time. The Authority has the following items that qualify for reporting in this category:

- Deferred outflow related to pensions equal to employer contributions made after the measurement date of the net pension liability.
- Deferred outflow from pensions resulting from differences between actual and expected experiences and changes in assumptions. These amounts are amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the plan.

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. Deferred Outflows/Inflows of Resources (Continued)**

In addition to liabilities, the statement of net position and governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The Authority has the following items that qualify for reporting in this category:

- Deferred inflow related to pensions for differences between actual and expected experiences, changes in assumptions, and changes in proportion and differences between the employer's contributions and the employer's proportionate share of contributions. These amounts are amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the plans.
- Deferred inflow related to pensions resulting from the net differences between projected and actual earnings on plan investments. These amounts are amortized over five years.

**E. Net Position Flow Assumptions**

Sometimes the Authority will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied.

It is the Authority's practice to consider restricted - net position to have been depleted before unrestricted - net position is applied.

**F. Assets, Liabilities, and Net Position or Equity**

**Cash and Investments**

Investments are reported in the accompanying financial statements at fair value, which is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Investments that are not traded on a market, such as investments in external pools, are valued based on the stated fair value represented by the external pool (in relation to the amortized cost of that portfolio). Changes in fair value that occur during a fiscal year are recognized as investment income for that fiscal year. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation, maturity or sale of investments.

Cash and investments are pooled with other City funds for investment purposes, with interest being allocated monthly to all funds legally requiring allocation and to other various funds at the direction of management based on the month-end pooled funds' cash and investment balances. Interest income for cash and investments excluded from pooled cash is credited directly to the related fund. Investment policies applicable to the Authority's funds are those of the City and are included in the notes to the City's basic financial statements.

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**F. Assets, Liabilities, and Net Position or Equity (Continued)**

**Capital Assets**

Capital assets, which include land, are reported in the government-wide financial statements. Acquired assets are recorded at historical cost or estimated historical cost. Donated assets are valued at the acquisition value of the assets on the date on which they were contributed. The costs of normal maintenance and repairs that do not add value to the assets or materially extend the life are not capitalized. Capital assets are defined as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year with the exception of land, structures and improvements, and infrastructure, which have a threshold of \$50,000. The Authority has no capital assets requiring depreciation and would follow the Authority's policy for depreciation should assets arise in the future.

**Net Position**

In the government-wide financial statements, net position is classified in the following applicable categories:

Investment in capital assets - This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets. The Authority has no debt related to capital assets.

Restricted net position - This amount is restricted by external creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted net position - This amount is all net position that does not meet the definition of net investment in capital assets or restricted net position.

**Fund Balance**

The fund balance reported on the fund statements is classified in the following applicable categories:

Nonspendable - This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted - This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed - This classification includes amounts for which the use of such amounts is constrained by limitations that the government imposes upon itself at its highest level of decision making, normally the governing body, and that remain binding unless removed in the same manner. The Authority Council is considered the highest authority for the Authority, and the adoption of a formal resolution prior to the end of the fiscal year is required to establish a fund balance commitment. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of resolution) to remove or revise the limitation. The Authority has no committed fund balance.

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**F. Assets, Liabilities, and Net Position or Equity (Continued)**

**Fund Balances (Continued)**

Assigned - This classification includes amounts to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds, other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. Assignment of resources can be done by the highest level of decision making or by a committee or official designated for that purpose. The Authority Board has authorized the Finance Director for that purpose. The Finance Director determines the assigned amount based on encumbrances and any future budget deficits. The Authority has no assigned fund balance.

Unassigned - This classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed or assigned.

**Spending Policy**

When expenditures are incurred for purposes for which all restricted, committed, assigned, and unassigned fund balances are available, the Authority's policy is to apply in the following order, except for instances wherein an ordinance specifies the fund balance:

- Restricted
- Committed
- Assigned
- Unassigned

**G. Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Authority's California Public Employees' Retirement System (CalPERS) plans and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**H. Use of Estimates**

The preparation of financial statements in accordance with GAAP requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the statement of net position date and reported amounts of revenues and expenses during the reporting period.

Estimates are used to determine depreciation expense, the allowance for doubtful accounts, net pension liability and corresponding deferred outflows of resources and deferred inflows of resources, and certain liabilities. Actual results may differ from those estimates.

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

---

**2. CASH AND INVESTMENTS**

**Cash and Investments**

Cash and investments as of June 30, 2020, were classified in the accompanying financial statements as follows:

Statement of Net Position:	
Cash and investments	<u>\$ 15,593,692</u>

Cash and investments as of June 30, 2020, consists of the following:

Local Agency Investment Fund (LAIF)	\$ 13,124,172
Equity in City investment pool	<u>2,469,520</u>
Total cash and investments	<u>\$ 15,593,692</u>

**Equity in the Cash and Investment Pool of the City of Stanton**

The Authority has no separate bank accounts or investments other than LAIF and its equity in the cash and investment pool managed by the City. The Authority is a voluntary participant in the City's pool. This pool is governed by and under the regulatory oversight of the Investment Policy adopted by the Council of the City of Stanton. The Authority has not adopted an investment policy separate from that of the City. The fair value of the Authority's investment in this pool is reported in the accompanying financial statements at amounts based upon the Authority's pro rata share of the fair value calculated by the City for the entire City portfolio. The balance available for withdrawal is based on the accounting records maintained by the City, which are recorded at the estimated fair value.

**Investments Authorized by the City of Stanton's Investment Policy**

The table below identifies investment types that are authorized for the City of Stanton by the California Government Code and the City's investment policy. The City's Investment Policy is reviewed and adopted by the City Council each year. Regarding allowable investment types, the investment policy is more conservative and restrictive than the investment vehicles authorized by Section 53600.5 of the California Government Code. Investment vehicles not specifically mentioned in the City's investment policy are not authorized unless the policy is amended by the City Council or is approved as part of the provisions of the bond indentures. Investments are limited to the following:

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

**2. CASH AND INVESTMENTS (CONTINUED)**

**Investments Authorized by the City of Stanton's Investment Policy (Continued)**

Investment Types Authorized by State Law or the City's Investment Policy	Maximum Maturity*	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
United States Treasury Notes	5 years	100%	None
United States Government-Sponsored Agency Securities	5 years	100%	25%
Local Agency Securities	5 years	100%	5%
Collateralized Time Deposits (Non-Negotiable Certificates of Deposit)	5 years	30%	None
Banker's Acceptances	180 days	40%	5%
Commercial Paper	270 days	25%	5%
Medium-Term Corporate Notes	5 years	30%	5%
Local Agency Investment Fund (LAIF)	N/A	100%	None
Negotiable Certificates of Deposit	5 years	30%	5%
Money Market Mutual Funds	N/A	20%	None
Asset-Backed and Mortgage-Backed Securities	5 years	20%	5%
Supranational	5 years	30%	10%
Local Government Investment Pools	N/A	100%	None

\* Excluding amounts held by bond trustees that are not subject to California Government Code restrictions.

N/A - Not Applicable

**Disclosures Relating to Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Authority manages its exposure to interest rate risk by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

The Authority's investment in both LAIF and the City's investment pool are available upon demand.

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

**2. CASH AND INVESTMENTS (CONTINUED)**

**Disclosures Relating to Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. None of the Authority's investments are rated.

**Custodial Credit Risk**

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Authority's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. Any deposits in excess of depository insurance limits at the end of the year are collateralized by securities held at the depository financial institution's trust department.

**Investment in State Investment Pool**

The Authority is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the Authority's investment in this pool is reported in the accompanying financial statements at amounts based upon the Authority's pro rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF.

**Fair Value Measurements**

The Authority categorizes its fair value measurement within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the assets. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are quoted price of similar assets in active markets, and Level 3 inputs are significant unobservable inputs. The Authority's investment in LAIF and the City investment pool are not subject to the fair value hierarchy.

**3. CAPITAL ASSETS**

A summary of changes in the capital assets activity for the year ended June 30, 2020, is as follows:

	Balance at July 1, 2019	Additions	Deletions	Balance at June 30, 2020
Capital assets, not being depreciated:				
Land	\$ 17,512,863	\$ 7,408,945	\$ -	\$ 24,921,808

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

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**4. NOTES AND LOANS RECEIVABLE**

The notes and loans receivable balance at June 30, 2020, was as follows:

Stanton Accessible Apartments Construction	\$ 375,688
First-Time Home Buyer	40,000
Housing rehabilitation	1,128,000
Allowance for doubtful accounts	<u>(375,688)</u>
	<u>\$ 1,168,000</u>

In November 2004, the former Redevelopment Agency entered into a Residual Receipts Promissory Note with Stanton Accessible Apartments Construction. Under the terms of the agreement, the former Redevelopment Agency loaned \$258,261 to Stanton Accessible Apartments Construction. The note commenced on May 5, 2005, and bears interest at 3% per year. The note was transferred to the Housing Authority on February 1, 2012. The total amount outstanding, including accrued interest at June 30, 2020, was \$375,688, with an allowance for the forgivable amount of \$375,688.

The First Time Home Buyer Assistance Program, or HOMES, was created by the former Redevelopment Agency in order to help existing and new residents purchase their first home. The HOMES program provides up to \$40,000 in down payment assistance for eligible first time home buyers of low to moderate income. Assistance is in the form of a 45 year loan with interest and payments deferred for the first 10 years of the loan. The HOMES loan is secured by a second trust deed in conjunction with a first mortgage offered by a participating lender. The loan was transferred to the Housing Authority on February 1, 2012. The total amount outstanding at June 30, 2020, was \$40,000.

The Housing Rehabilitation Loan Program offers loans of up to \$50,000 for newer homes and up to \$75,000 for pre-1960 homes to low- and moderate-income households. The purpose of the program is to assist Stanton's homeowners with addressing code violations and eliminating blighted, unsafe, unsanitary, and deteriorating living conditions. The loans are interest free with deferred payments until the property is sold, refinanced, or a change in title occurs. The loans were transferred to the Housing Authority on February 1, 2012. The total amount outstanding at June 30, 2020, was \$1,128,000.

**5. RETIREMENT PLANS**

A. General Information about the Pension Plans

**Plan Descriptions**

The Authority participates in the City's Pension Plan. All qualified permanent and probationary employees are eligible to participate in the City's Miscellaneous Employee Pension Plan, which is a cost-sharing multiple-employer defined benefit pension plans administered by CalPERS. Benefit provisions under the plans are established by state statute and Authority resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website.

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

**5. RETIREMENT PLANS (CONTINUED)**

A. General Information about the Pension Plans (Continued)

**Benefits Provided**

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 to 62 with statutorily reduced benefits. For employees hired into a plan with the 1.5% at 65 formula, eligibility for service retirement is age 55 with at least 5 years of services. PEPRA miscellaneous members become eligible for service retirement upon attainment of age 52 with at least five years of service. All members are eligible for nonduty disability benefits after five years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. Safety members can receive a special death benefit if the member dies while actively employed and the death is job related. Fire members may receive the alternate death benefit in lieu of the Basic Death Benefit or the 1957 Survivor Benefit if the member dies while actively employed and has at least 20 years of total CalPERS service. The cost of living adjustments for each plan are applied as specified by the California Public Employees' Retirement Law.

The plans' provisions and benefits in effect at the measurement date ended June 30, 2019, are summarized as follows:

	Miscellaneous		
	Tier I On or Prior to August 27, 2011	Tier II After August 27, 2011	Tier III - PEPRA On or After January 1, 2013
Hire date			
Benefit formula	2%@55	2%@60	2%@62
Benefit vesting schedule	5 years of service	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 67	50 - 67	52 - 67
Monthly benefits, as a % of eligible compensation	1.426% to 2.418%	1.092% to 2.418%	1.0% to 2.5%
Required employee contribution rates	6.896%	6.900%	6.250%
Required employer contribution rates:			
Normal cost rate	9.409%	7.634%	6.842%
Payment of unfunded liability	\$ 8,651	\$ 32	\$ 54

**Contributions**

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS's annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Authority is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Authority contribution rates may change if plan contracts are amended. Payments made by the employer to satisfy contribution requirements that are identified by the pension plan terms as plan member contributions requirements are classified as plan member contributions.

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

**5. RETIREMENT PLANS (CONTINUED)**

**B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions**

As of June 30, 2020, the Authority reported net pension liabilities for its proportionate shares of the net pension liability of each plan as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous	<u>\$ 188,943</u>

The Authority's net pension liability for each plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the plans is measured as of June 30, 2019, and the total pension liability for each plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018, rolled forward to June 30, 2019, using standard update procedures. The Authority's proportionate share of the net pension liability was based on a projection of the Authority's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The Authority's proportionate share of the net pension liability for each plan as of the measurement date ended June 30, 2018 and 2019, was as follows:

	<u>Miscellaneous</u>
Proportion - June 30, 2018	3.39000%
Proportion - June 30, 2019	3.39000%
Change - Increase (Decrease)	0.00000%

For the year ended June 30, 2020, the Authority recognized pension expense of \$36,036. At June 30, 2020, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Miscellaneous</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 20,389	\$ -
Differences between actual and expected experience	13,123	(1,017)
Changes in assumptions	9,010	(3,194)
Changes in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	-	(7,266)
Net differences between projected and actual earnings on plan investments	-	(3,303)
Total	<u>\$ 42,522</u>	<u>\$ (14,780)</u>

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

**5. RETIREMENT PLANS (CONTINUED)**

**B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)**

\$20,389 reported as deferred outflows of resources related to contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the year ending June 30, 2021. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ending June 30,	<u>Miscellaneous</u>
2021	\$ 9,243
2022	(3,372)
2023	814
2024	668
2025	-
Thereafter	-

**Actuarial Assumptions**

The total pension liability for the June 30, 2019, measurement period was determined by an actuarial valuation as of June 30, 2018, with update procedures used to roll forward the total pension liability to June 30, 2019. The total pension liability was based on the following assumptions:

	<u>Miscellaneous</u>
Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Salary Increase	(1)
Mortality Rate Table	(2)
Post-Retirement Benefit Increase	(3)

(1) Varies by entry age and service.

(2) The mortality table used was developed based on CalPERS-specific data. The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015. Pre-retirement and Post-retirement mortality rates includes 15 years of projected mortality improvement using 90% of Scale MP-2016 published by the Society of Actuaries. For more details on this table, please refer to the CalPERS Experience Study and Review of Actuarial Assumptions report from December 2017 that can be found on the CalPERS website.

(3) The less of contract COLA or 2.50% until Purchasing Power Protection Allowance Floor on purchasing power applies, 2.50% thereafter.

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

**5. RETIREMENT PLANS (CONTINUED)**

**B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)**

**Long-Term Expected Rate of Return**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations, as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short term (first 10 years) and the long term (11+ years) using a building-block approach. Using the expected nominal returns for both short term and long term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The expected real rates of return by asset class are as follows:

Asset Class (a)	Assumed Asset Allocation	Real Return Years 1 - 10 (b)	Real Return Years 11+ (c)
Global Equity	50.00%	4.80%	5.98%
Fixed Income	28.00%	1.00%	2.62%
Inflation Assets	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Assets	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%
Total	100.00%		

(a) In the CalPERS CAFR, fixed income is included in global debt securities; liquidity is included in short-term investments; and inflation assets are included in both global equity securities and global debt securities.

(b) An expected inflation of 2.0% was used for this period.

(c) An expected inflation of 2.92% was used for this period.

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

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**5. RETIREMENT PLANS (CONTINUED)**

**B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)**

**Discount Rate**

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the Authority's proportionate share of the net pension liability for each plan, calculated using the discount rate for each plan, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	<u>Miscellaneous</u>
1% Decrease	6.15%
Net Pension Liability	\$ 295,602
Current Discount Rate	7.15%
Net Pension Liability	\$ 188,943
1% Increase	8.15%
Net Pension Liability (Asset)	\$ 100,903

**Pension Plans Fiduciary Net Position**

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

**C. Payable to the Pension Plans**

At June 30, 2020, the Authority had no outstanding amount of contributions to the pension plans required for the year ended June 30, 2020.

**6. CONTINGENT LIABILITIES**

**Lawsuits**

The Authority is a defendant in certain legal actions arising in the normal course of operations. In the opinion of management and legal counsel, any liability resulting from these actions will not result in a material adverse effect on the Authority's financial position.

**STANTON HOUSING AUTHORITY**  
**Notes to Basic Financial Statements**  
**June 30, 2020**

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**6. CONTINGENT LIABILITIES (CONTINUED)**

**Other Matters**

As of June 30, 2020, in the opinion of Authority management, there were no additional outstanding matters that would have a significant effect on the financial position of the funds of the Authority.

**7. CONTRIBUTION FROM SUCCESSOR AGENCY**

As of June 30, 2020, the State Department of Finance approved the Successor Agency's last and final recognized obligation payment schedule ("ROPS"). As a result, the remaining 2011 Housing bond proceeds of \$3.4 million were transferred by the Successor Agency to the Authority. These funds were used by the Authority to purchase a number of land parcels for the Tina Way and Pacific Avenue area in accordance with the original bond issuance.

**REQUIRED SUPPLEMENTARY INFORMATION  
(UNAUDITED)**

## STANTON HOUSING AUTHORITY

## SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Last Ten Fiscal Years\*

	<u>Miscellaneous</u>
Fiscal year ended	<u>June 30, 2020</u>
Measurement period	June 30, 2019
Plan's proportion of the net pension liability	3.39%
Plan's proportionate share of the net pension liability	\$ 188,943
Plan's covered payroll	\$ 86,249
Plan's proportionate share of the net pension liability as a percentage of covered payroll	219.07%
Plan's proportionate share of the fiduciary net position as a percentage of the Plan's total pension liability	75.26%
Plan's proportionate share of aggregate employer contributions	\$ 25,029

## Notes to Schedule:

## Benefit Changes:

There were no changes in benefits.

## Changes in Assumptions:

From fiscal year June 30, 2015 to June 30, 2016:

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50% used for the June 30, 2014 measurement date was net of administrative expenses. The discount rate of 7.65% used for the June 30, 2015 measurement date is without reduction of pension plan administrative expense.

From fiscal year June 30, 2016 to June 30, 2017:

There were no changes in assumptions.

From fiscal year June 30, 2017 to June 30, 2018:

The discount rate was reduced from 7.65% to 7.15%.

From fiscal year June 30, 2018 to June 30, 2019:

There were no significant changes in assumptions.

From fiscal year June 30, 2019 to June 30, 2020:

There were no changes in assumptions.

\* - Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

STANTON HOUSING AUTHORITY

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Last Ten Fiscal Years\*

Fiscal year ended	Miscellaneous				
	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Measurement period	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Plan's proportion of the net pension liability	3.39%	3.39%	3.39%	3.39%	3.39%
Plan's proportionate share of the net pension liability	\$ 171,503	\$ 174,231	\$ 148,691	\$ 110,824	\$ 123,495
Plan's covered payroll	\$ 89,653	\$ 74,185	\$ 71,092	\$ 66,722	\$ 63,893
Plan's proportionate share of the net pension liability as a percentage of covered payroll	191.30%	234.86%	209.15%	166.10%	193.29%
Plan's proportionate share of the fiduciary net position as a percentage of the Plan's total pension liability	75.26%	73.31%	74.06%	82.31%	80.06%
Plan's proportionate share of aggregate employer contributions	\$ 21,866	\$ 20,412	\$ 18,949	\$ 17,840	\$ 13,404

Notes to Schedule:

Benefit Changes:

There were no changes in benefits.

Changes in Assumptions:

From fiscal year June 30, 2015 to June 30, 2016:

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50% used for the June 30, 2014 measurement date was net of administrative expenses. The discount rate of 7.65% used for the June 30, 2015 measurement date is without reduction of pension plan administrative expense.

From fiscal year June 30, 2016 to June 30, 2017:

There were no changes in assumptions.

From fiscal year June 30, 2017 to June 30, 2018:

The discount rate was reduced from 7.65% to 7.15%.

From fiscal year June 30, 2018 to June 30, 2019:

There were no significant changes in assumptions.

From fiscal year June 30, 2019 to June 30, 2020:

There were no changes in assumptions.

\* - Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

STANTON HOUSING AUTHORITY

SCHEDULE OF CONTRIBUTIONS

Last Ten Fiscal Years\*

	<u>Miscellaneous</u>
Fiscal year ended	<u>June 30, 2020</u>
Contractually required contribution (actuarially determined)	\$ 20,389
Contributions in relation to the actuarially determined contributions	<u>(20,389)</u>
Contribution deficiency (excess)	<u>\$ -</u>
Covered payroll	\$ 92,886
Contributions as a percentage of covered payroll	21.95%

Notes to Schedule:

Valuation Date 6/30/2017

**Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial cost method	Entry age
Amortization method	(1)
Asset valuation method	Market Value

Inflation	2.625%
Salary increases	(2)

Investment rate of return	7.25% (3)
Retirement age	(4)
Mortality	(5)

- (1) Level percentage of payroll, closed
- (2) Depending on age, service, and type of employment
- (3) Net of pension plan investment expense, including inflation
- (4) 50 for all plans with exception of 52 for Miscellaneous 2% @62
- (5) Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

\* - Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

## STANTON HOUSING AUTHORITY

## SCHEDULE OF CONTRIBUTIONS

Last Ten Fiscal Years\*

Fiscal year ended	Miscellaneous				
	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually required contribution (actuarially determined)	\$ 15,914	\$ 13,655	\$ 11,105	\$ 9,765	\$ 25,263
Contributions in relation to the actuarially determined contributions	(15,914)	(13,655)	(11,105)	(9,765)	(25,263)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 86,249	\$ 89,653	\$ 74,185	\$ 71,092	\$ 66,722
Contributions as a percentage of covered payroll	18.45%	15.23%	14.97%	13.74%	37.86%

## Notes to Schedule:

Valuation Date	6/30/2016	6/30/2015	6/30/2014	6/30/2013	6/30/2012
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**Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial cost method	Entry age				
Amortization method	(1)	(1)	(1)	(1)	(1)
Asset valuation method	Market Value	Market Value	Market Value	Market Value	15 Year Smoothed Market Method
Inflation	2.75%	2.75%	2.75%	2.75%	2.75%
Salary increases	(2)	(2)	(2)	(2)	(2)
Investment rate of return	7.375% (3)	7.50% (3)	7.50% (3)	7.50% (3)	7.50% (3)
Retirement age	(4)	(4)	(4)	(4)	(4)
Mortality	(5)	(5)	(5)	(5)	(5)

- (1) Level percentage of payroll, closed
- (2) Depending on age, service, and type of employment
- (3) Net of pension plan investment expense, including inflation
- (4) 50 for all plans with exception of 52 for Miscellaneous 2% @62
- (5) Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

\* - Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

Stanton Housing Authority  
 Budgetary Comparison Schedule  
 Housing Authority Special Revenue Fund  
 For the Year Ended June 30, 2020

	Original Budget	Final Budget	Actual	Variance from Final Budget Positive (Negative)
<b>REVENUES:</b>				
Interest income	\$ 200,000	\$ 200,000	\$ 422,084	\$ 222,084
Rental income	420,000	420,000	553,759	133,759
Miscellaneous	5,500	5,500	12,733	7,233
Contribution from Successor Agency	-	-	3,377,369	3,377,369
<b>Total revenues</b>	<b>625,500</b>	<b>625,500</b>	<b>4,365,945</b>	<b>3,740,445</b>
<b>EXPENDITURES:</b>				
Current:				
Urban development	797,799	807,799	766,628	41,171
Highways and streets	-	-	1,750	(1,750)
Capital outlay	17,500,000	17,500,000	7,416,420	10,083,580
<b>Total expenditures</b>	<b>18,297,799</b>	<b>18,307,799</b>	<b>8,184,798</b>	<b>10,123,001</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(17,672,299)</b>	<b>(17,682,299)</b>	<b>(3,818,853)</b>	<b>13,863,446</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (17,672,299)</b>	<b>\$ (17,682,299)</b>	<b>(3,818,853)</b>	<b>\$ 13,863,446</b>
<b>FUND BALANCE:</b>				
Beginning of year			20,580,236	
End of year			\$ 16,761,383	

**STANTON HOUSING AUTHORITY**  
**Note to Required Supplementary Information**  
**June 30, 2020**

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***1. BUDGET AND BUDGETARY ACCOUNTING***

The Authority adopts a biannual budget prepared on the modified accrual basis. The City Manager is required, under Authority Code Section 2.08.050, to prepare and submit to the City Council the biannual budget of the Authority and administer it after adoption. Legally, expenditures may not exceed total appropriations at the fund level. The City Manager is authorized to transfer budgeted amounts within the accounts of any fund; however, any revisions between funds must be approved by the City Council. Prior-year appropriations lapse, unless they are encumbered at year-end, and reappropriated through the formal budget process.

The budgetary information shown for revenues and expenditures represent the original adopted budget adjusted for any changes made by the City Council or City Manager.



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To the Honorable Mayor and  
Members of the Authority Board  
of the Stanton Housing Authority  
Stanton, California

We have audited the financial statements of the governmental activity and the major fund of the Stanton Housing Authority (the Authority) as of and for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter on planning matters dated June 18, 2020. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year ended 2020. We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimate affecting the Authority's financial statements was as follows:

- The annual required contributions, pension expense, net pension liability, and corresponding deferred outflows of resources and deferred inflows of resources for the Authority's public defined benefit plans with CalPERS are based on actuarial valuations provided by CalPERS.

We evaluated the key factors and assumptions used to develop this estimate in determining that it was reasonable in relation to the financial statements taken as a whole.

**Significant Audit Findings (Continued)**

*Qualitative Aspects of Accounting Practices (Continued)*

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was reported in Note 5 regarding the CalPERS defined benefit plan.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. As a result of our audit related test work, we did not identify any such misstatements.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 14, 2020.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Matters**

We applied certain limited procedures to the schedule of proportionate share of the net pension liability, the schedule of contributions for the CalPERS miscellaneous pension plan, and the budgetary comparison schedule for the Authority, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

**Restriction on Use**

This information is intended solely for the information and use of the Board and management of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Irvine, California  
December 14, 2020



CLA (CliftonLarsonAllen LLP)  
2875 Michelle Drive  
Suite 300  
Irvine, CA 92606  
714-978-1300 | fax 714-978-7893  
CLAconnect.com

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors  
Stanton Housing Authority  
Stanton, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activity and the major fund of the Stanton Housing Authority (Authority) (a component unit of the City of Stanton, California), as of and for the year ended June 30, 2020, and the related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 14, 2020.

### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**CliftonLarsonAllen LLP**

Irvine, California  
December 14, 2020

## CITY OF STANTON

### REPORT TO CITY COUNCIL

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

**DATE:** January 12, 2021

**SUBJECT: APPROVAL TO PURCHASE TWO CHEVROLET SILVERADO TRUCKS FOR PUBLIC WORKS BY THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA**

#### **REPORT IN BRIEF:**

Two of the trucks utilized by Pubic Works have become inoperable and need to be either repaired or replaced. As the recent and needed repairs are quite expensive, it seems time to replace them. On October 27, 2020 the City Council directed staff to proceed with the purchase of two new trucks.

#### **RECOMMENDED ACTIONS:**

1. City Council declare this action is not a project per the California Environmental Quality Act; and
2. Approve the purchase of two new Chevrolet Silverado diesel trucks; and
3. Approve the allocation of \$101,000 from the Fleet Maintenance Fund for the purchase.

#### **BACKGROUND:**

The Public Works crew needs to use full-sized pickup trucks on a daily basis. In 2007, the City used AQMD funds to purchase two of the trucks in the current fleet. The City could use these funds as the Chevrolet Silverado trucks were hybrids and qualified as an eligible expenditure.

Due to the early technology used in the hybrid systems, there have been repeated repairs to the hybrid systems including several replacements of batteries. As these trucks are used for construction activities they have also suffered significant wear and tear. The crew has been very tolerant of the condition of these trucks, but it is becoming an issue with functionality and morale.

**ANALYSIS/JUSTIFICATION:**

The need for replacing these trucks has become dire as staff has been hoping that manufacturers would start building electric pickup trucks that could be purchased using the same AQMD funds that were used for the existing trucks. However, the rollout of these has been delayed repeatedly and they do not seem to be available anytime soon.

Staff researched either purchasing new or used trucks and provided cost options to the City Council on October 27, 2021. At this meeting the City Council approved the purchase of two new trucks at a cost of \$47,000, or \$94,000 for two. After further research staff would like to purchase these same trucks but with diesel as their fuel. The revised cost is \$50,500 each, or \$101,000 for two. The diesel trucks have a higher towing capacity and the engines will last longer. Also, in the event of an emergency, they can be fueled from the diesel tank at the City Yard which is not used except for by the backhoe and the generator. This will provide more gasoline for the rest of the fleet.

The attached quote for the trucks is through Sourcewell which has competitively bid this model of truck. Sourcewell is a fellow governmental agency and our purchasing procedures allow us to utilize their competitive bid process. As such competitive bids by the City are not required.

**FISCAL IMPACT:**

Funds for these services are available from the Fleet Maintenance Fund.

**ENVIRONMENTAL IMPACT:**

This action is not a project per the California Environmental Quality Act.

**LEGAL REVIEW:**

None.

**STRATEGIC PLAN OBJECTIVE ADDRESSED:**

3 – Provide a quality infrastructure.

**PUBLIC NOTIFICATION:**

Notifications and advertisement were performed as prescribed by law.

Prepared by:

/s/ Allan Rigg

---

Allan Rigg, P.E. AICP  
Public Works Director/City Engineer

Concur:

/s/ Michelle Bannigan

---

Michelle Bannigan, CPA  
Finance Director

Approved by:

/s/ Jarad L. Hildenbrand

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Jarad Hildenbrand  
City Manager

Attachment:

(1) Quote from National Auto Fleet Group



# National Auto Fleet Group

A Division of Chevrolet of Watsonville  
 480 Auto Center Drive, Watsonville, CA 95076  
 (855) 289-6572 • (831) 480-8497 Fax  
 Fleet@NationalAutoFleetGroup.com

11/9/2020  
 12/3/2020 Re-Configured

Quote ID: 14880 R1

Order Cut Off Date: TBA

Mr Scott Jensen  
 City of Stanton  
 7800 Katella Ave  
 Stanton, California, 90680

Dear Scott Jensen,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**One (1) New/Unused (2021 Chevrolet Silverado 2500HD (CC20903) 2WD Reg Cab 142" Work Truck, Royal 40"H Service Body & Equipment (details enclosed).** and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$46,766.00	\$38,472.91	17.733 %	\$8,293.09
Royal 40"H Service Body & Equipment (details enclosed).	\$7,884.00	\$7,884.00		
Tax (8.7500 %)		\$4,056.23		
Tire fee		\$8.75		
Total		\$50,421.89		

- per the attached specifications.

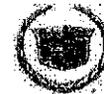
This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
 Account Manager  
 Email: Fleet@NationalAutoFleetGroup.com  
 Office: (855) 289-6572  
 Fax: (831) 480-8497

Quoting Department  
 Account Manager  
 Fleet@NationalAutoFleetGroup.com  
 (855) 289-6572



GMC



# MEETING DATES 2021

City of Stanton | 7800 Katella Avenue, Stanton, CA 90680 | [www.ci.stanton.ca.us](http://www.ci.stanton.ca.us)

# Item: 9J

<b>CITY COUNCIL</b>	<b>PLANNING COMMISSION</b>	<b>PARKS &amp; RECREATION COMMISSION</b>	<b>STANTON COMMUNITY FOUNDATION</b>	<b>PUBLIC SAFETY COMMITTEE</b>
2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday	3 <sup>rd</sup> Monday	2 <sup>nd</sup> Monday	4 <sup>th</sup> Wednesday <i>(Meets Quarterly)</i>
January 12	January 6	January 18 <i>(Holiday-TBD)</i>	January 11	January 27
January 26	January 20			
February 9	February 3	February 15 <i>(Holiday-TBD)</i>	February 8	April 28
February 23	February 17			
March 9	March 3	March 15	March 8	July 28
March 23	March 17			
April 13	April 7	April 19	April 12	October 27
April 27	April 21			
May 11	May 5	May 17	May 10	
May 25	May 19			
June 8	June 2	June 21	June 14	
June 22	June 16			
July 13	July 7	July 19	July 12	
July 27	July 21			
- DARK – SUMMER RECESS	August 4	August 16	August 9	
August 24	August 18			
September 14	September 1	September 20	September 13	
September 28	September 15			
October 12	October 6	October 18	October 11 <i>(Holiday-TBD)</i>	
October 26	October 20			
November 9	November 3	November 15	November 8	
November 23	November 17			
December 14	December 1	December 20	December 13	
	December 15			

**\*\*City Council Study Session's, when scheduled will be held on the 3<sup>rd</sup> Tuesday of the month\*\***

## ORDINANCE NO. 1107

### **AN ORDINANCE OF THE CITY COUNCIL OF STANTON, CALIFORNIA AMENDING STANTON CODE TITLE 5, BUSINESS LICENSES AND REGULATIONS, CHAPTER 5.16, MASSAGE ESTABLISHMENTS, TO UPDATE THE CITY'S MASSAGE REGULATIONS**

**WHEREAS**, the purpose of this Ordinance is to amend the Stanton Municipal Code to update the City's regulation of massage establishments to comply with State law and to further ensure public safety; and

**WHEREAS**, Municipal Code Title 5, Business Licenses and Regulations, Chapter 5.16, Massage Establishments, regulates the licensing and operation of massage establishments in the city, including day spas, as well as the licensing and practice of individual massage therapists, whether or not the owner or operator of a massage establishment; and

**WHEREAS**, the California Massage Therapy Act (Cal. Bus. & Prof. Code § 4600 et seq.) regulates the practice of massage therapy in the state; and

**WHEREAS**, AB 1147 amended the California Massage Therapy Act and the California Government Code to provide that local governments may regulate licensing and operation of massage establishments, while, generally, only the state may regulate licensing and practice massage therapists (Cal. Bus. & Prof. Code § 4612; Cal. Gov. Code § 51034); and

**WHEREAS**, the City Council intends to amend Municipal Code Chapter 5.16 to remove, where appropriate for compliance with AB 1147, regulation of the licensing and practice of massage therapists; and

**WHEREAS**, there is evidence in other jurisdictions that massage establishments serve as fronts for prostitution or human sex trafficking, the potential for criminal and unsafe activity at massage establishments is particularly concerning given that some massage establishments in the City are located within proximity to places where families congregate, such as restaurants and shopping areas; and

**WHEREAS**, law enforcement action in other jurisdictions to investigate and identify such criminal activity at massage establishments have, in many cases, exposed criminal activity to occur in the middle of the night and outside normal business hours; and

**WHEREAS**, the impacts of an illegal massage operation remain at site even after cessation of the operation; impacts include decreased consumer confidence in the legal operation of future massage establishments at the site, decreased consumer confidence in the neighboring businesses, and confusion among customers regarding the any connection between the closed illegal operation and a new legal operation; and

**WHEREAS**, the City Council intends to amend Municipal Code Chapter 5.16 to add standards for massage establishment that will increase security and transparency; and

**WHEREAS**, on December 8, 2020, the City Council conducted and concluded a duly noticed public hearing concerning the Municipal Code amendments contained herein as required by law and received testimony from City staff and all interested parties regarding the proposed amendments;

**WHEREAS**, all legal prerequisites to the adoption of the Ordinance have occurred.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANTON DOES ORDAIN AS FOLLOWS:**

**SECTION 1. Incorporation of Recitals.** The recitals above are each incorporated by reference and adopted as findings by the City Council.

**SECTION 2. Amendment to SMC chapter 5.16.** The City Council of the City of hereby amends Stanton Code Title 5, Business Licenses and Regulations, Chapter 5.16, Massage Establishments, to read in its entirety as follows:

### **Chapter 5.16 MASSAGE ESTABLISHMENTS**

#### **5.16.010 Definitions.**

For the purposes of carrying out the intent of this chapter, unless the content clearly indicates to the contrary, the following words, phrases, and terms shall have the following meanings:

**Applicant.** Any person applying to obtain a license to operate a massage establishment, including each and every owner of the proposed establishment.

**California Massage Therapy Council.** The non-profit organization formed pursuant to Business and Professions Code Chapter 10.5, commencing with Section 4600, as amended. The organization may be referred to hereinafter as "CAMTC."

**City.** The city of Stanton.

**Compensation.** A payment, loan, advance, donation, contribution, or gift of money, or anything of value.

**Disqualifying conduct.** Conduct by the applicant that would disqualify the application for a massage establishment, including any of the following:

1. Within five years of the date of filing of the application in question or any time after the filing of the application or any time after the issuance of a license, the licensee has committed or been convicted in a court of competent jurisdiction of:

a. Any crime specified in Government Code Section 51030 et seq., or

b. Any misdemeanor or felony offense which relates directly to the operation of a massage establishment, whether as a massage establishment owner, operator, massage technician, or employee thereof; or

2. Within five years of the date of the filing of the application in question or any time after the filing of the application or any time after the issuance of a license, the licensee has had revoked any massage establishment, operator, massage practitioner, technician, therapist, trainee, or similar license issued by the state, or any county or city; or

3. Within five years of the date of the filing of the application in question or any time after the filing of the application and/or any time after the issuance of a license, the licensee has committed or been convicted in a court of competent jurisdiction of:

a. Any violation of California Penal Code Sections 266(h), 315, 316, and 318 or Section 647(b) or 653.23, or

b. Conspiracy or attempt to commit any such offense, or

c. Any offense in a jurisdiction outside the state which is the equivalent of any of the aforesaid offenses, or

d. Has been found guilty of or pleaded nolo contendere to any lesser- included offense of the above, or

e. Has been found guilty of or pleaded nolo contendere to any crime specified in Government Code Section 51030 et seq.; or

4. Is required to register under the provisions of California Penal Code Section 290; or

5. Has been subjected to a permanent injunction against the conducting or maintaining of a nuisance pursuant to California Penal Code Sections 11225 through 11235; or

6. Has engaged in, or allowed an employee or massage technician to engage in, touching the specified anatomical areas of oneself or of another person while providing massage services or while within view of a customer or patron of the massage establishment, or engaging in specified sexual acts with oneself or another person while providing massage services or while within view of a customer or patron of the massage establishment; or

7. Has engaged in, or allowed an employee or massage technician to engage in, the exposing specified anatomical areas of oneself or of another person to view while providing massage services or while within view of a customer or patron of the massage establishment.

**Director.** The Director of Public Safety and/or those officers, employees, and agents of the city, directed by the Director of Public Safety to carry out all or portions of this chapter.

**Employee.** Any person who renders any service to the massage establishment, with or without compensation.

**Licensee.** A person that holds a valid license from the City of Stanton to operate a massage establishment license.

**Manager.** An individual who manages or who is otherwise primarily responsible for the operation of the massage establishment, and shall include each and every person responsible for establishing personnel policy, hiring personnel, ensuring that the establishment complies with the requirements of this code and of other laws, and of establishing and administering any and all policies established by the owner for the operation of the establishment.

**Massage.** The scientific manipulation of the soft tissues, including but not limited to any method of treating any of the external parts of the body for remedial, health or hygienic purposes by means, including but not limited to, rubbing, stroking, pressuring, acupressuring, kneading, tapping, pounding, vibrating or stimulating with the hands, feet, elbows or any other part of the body, with or without the aid of any instrument or device and with or without such supplementary aids as rubbing alcohol, liniment, antiseptic, oil, powder, cream, lotion, ointment, or other similar preparations commonly used in this practice, under such circumstances that it is reasonably expected that the person to whom the treatment is provided or some third person on his or her behalf will pay money or give any other consideration or any gratuity therefor.

**Massage establishment.** A fixed location where massage services are performed for compensation.

**Massage establishment license.** A one-year license issued by the city to a massage establishment, including day spas, to conduct massage from a location within the City.

**Massage technician.** Any massage practitioner or massage therapist who administers to another person, for any form of compensation, a massage or other similar procedure.

**Owner.** Any person who has an ownership interest in a massage establishment, including officers, directors, members, partners, principals, and each shareholder or interest holder holding more than 5% of the stock.

**Person.** Any individual, sole proprietorship, firm, partnership, corporation, association or any combination of individuals of whatever form or character.

**Specified anatomical areas.** Means and includes any of the following human anatomical areas: genitals, pubic area, buttocks, anus or female breasts below a point immediately above the top of the areola.

**Specified sexual activities.** Means and includes any of the following:

1. The fondling or other erotic touching of any bare human genitals, pubic area, buttocks, anus or female breast;
2. Human sex acts, actual or simulated, including intercourse, oral copulation or sodomy;
3. Human masturbation, actual or simulated;
4. The actual or simulated infliction of pain by one human upon another or by an individual upon him or herself, for the purpose of the sexual gratification or release of either individual, as a result of flagellation, beating, striking or touching of an erogenous zone, including without limitation, the thigh, genitals, buttock, pubic area, or, if such person is a female, a breast;
5. Sex acts, actual or simulated, between a human being and an animal, including, but not limited to, intercourse, oral copulation, or sodomy; or
6. Excretory or urinary functions as part of, or in connection with, any of the activities set forth in subsections (1) through (5) of this definition. (Ord. 1032 § 2, 2015).

#### **5.16.020      **Massage Establishment License Required.****

A.      **License Required.** Any massage establishment seeking to operate within the City must first apply for and be issued a massage establishment license to operate within the City. It is unlawful for any person to engage in, conduct, or carry on any massage establishment or massage within the City of Stanton without a massage establishment license from the City.

B.      **Exemptions.** The provisions of this Chapter do not apply to the following:

1. Treatment administered in good faith in the course of practice of any healing art or profession by any person licensed to practice any such art or profession under the Business and Professions Code of the state of California, or any other law of this state, including physicians, surgeons, chiropractors, osteopaths, podiatrists and physical therapists;

2. Nurses registered under the laws of the state of California, while performing activities encompassed by such professional licenses;

3. Barbers, estheticians, and beauticians who are duly licensed under the laws of the state of California while engaging in practices within the scope of their licenses;

4. Hospitals, nursing homes, sanatoriums, or other health facilities duly licensed by the state of California;

5. Coaches and trainers in accredited high schools, junior colleges and colleges or universities acting within the scope of their employment;

6. Trainers of amateur, semi-professional or professional athletes or athletic teams so long as such persons do not practice massage therapy as their primary occupation at any location where they provide such services in the city; or

7. Any profession over which the state has assumed exclusive jurisdiction as a matter of statewide concern and which gives the services or treatments included in the term "massage," as herein defined, as incidents to such business, calling or profession.

**5.16.030 Authority to Administer and Enforce Chapter.**

A. The Director has the authority to administer and enforce this Chapter. The Director may adopt supplemental regulations or policies to implement and interpret this Chapter.

B. The Director shall approve or disapprove an application for a massage establishment license.

**5.16.040 Service Requirements.**

Except as otherwise provided, any notice required to be served on an applicant or licensee under this Chapter must be completed by either personal delivery or first class mail. Service by mail is deemed complete at the time of deposit in the mail. Any notice issued to an applicant or licensee may be sent to the mailing address as listed on the application submitted to the City. Failure of any applicant or licensee to receive a properly- addressed notice by mail does not invalidate any action, decision, determination, or proceeding under this Chapter.

**5.16.050 Application Procedure.**

A. **Application Required.** Any person seeking to obtain a license to operate a massage establishment must submit a complete written application, signed under penalty of perjury, to the City using a form adopted by the City for that purpose.

An application for a massage establishment license shall be filed and processed in compliance with this Chapter.

B. **Application Fee.** At the time of filing, each applicant must pay a nonrefundable application fee established by resolution of the City Council to defray the costs incurred by the City in the application process. The application and fee required under this section shall be in addition to any other license, permit, or fee required by any other section or chapter of this Code.

C. **Application Insufficient to Operate.** Submission of an application for a license does not authorize the operation of a massage establishment unless and until such license has been properly granted by the City.

D. **Application Contents.** The Director may adopt procedures governing applications for massage establishment licenses, including requiring certain information and documentation. The City will not deem an application complete until all information and documents required under this Chapter and any regulation or resolution adopted under this Chapter has been provided to the City. At minimum, any applicant requesting a license pursuant to this section must submit the following information and documentation:

1. The present or proposed address for the massage establishment.
2. The form of ownership of the business (e.g., sole proprietorship, partnership, corporation, etc.).
3. If the applicant is not a natural person, its operative governing documents and any fictitious business statement. If the applicant is not a natural person,
4. The exact name, including any fictitious name, if applicable, under which the business is to be operated.
5. Every owner must furnish the following information:
  - a. The full name, date of birth, current residential address, business address, and telephone numbers,
  - b. California driver's license number or California identification number and social security number or resident alien number, if any,
  - c. Any other names or aliases, including nicknames, used within five years of the date of filing the application,

- d. Each residence and business address for the five years immediately prior to the date of filing the application, and the inclusive dates of each such address,
  - e. Written proof that the applicant is over the age of eighteen years,
  - f. The applicant's height, weight and color of eyes,
  - g. Two portrait photographs at least two inches by two inches and shall have been taken within sixty days prior to filing the application,
  - h. The massage or similar business license or permit history of the applicant, whether such person, in previously operating in this or another city or state under license or permit, has had such license or permit revoked or suspended and the reason therefor; and the business activity or occupation subsequent to such action of suspension or revocation,
  - i. The name and address of any massage business or other establishment currently owned or operated by the applicant wherein the business of massage is conducted,
  - j. Any conviction, forfeiture of bond, or plea of nolo contendere upon any criminal violation or city ordinance violation (except minor traffic violations), within a five-year period, and, if so, the place and court in which such conviction, plea or forfeiture was heard, the specific charge, and the sentence imposed as a result thereof,
  - k. Whether the applicant has ever been convicted of any crime specified in Section 51032 of the Government Code and, if so, the circumstances thereof and the sentence therefor, and
  - l. The applicant shall be required to furnish fingerprints for the purpose of establishing identification, and verify through a background check the information provided in the application is true and correct. Any required fingerprinting fee will be the responsibility of the applicant.
6. A description of the services to be provided.
  7. A description of any other business to be operated on the same premises or on adjoining premises owned or controlled by the applicant.

8. A complete list of the names, including any pseudonym, alias(es), alternate name(s), or nickname(s), and residential addresses of all massage technicians, employees, independent contractors and attendants in the business; the name and residential address of the operator, manager or other person principally in charge of the operation of the business; and the names and residential addresses of all principals of the business.

9. The name and address of the record owner and lessor of the real property upon or in which the massage establishment is to be conducted, and a copy of the lease or rental agreement.

10. The name(s) of person(s) having the management or supervision of the applicant's massage establishment.

11. Written authorization for the city, its agents and employees, to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the license.

12. A sketch or diagram showing the complete interior configuration of the business, including without limitation the location of the restrooms, massage rooms, customer areas, employee only designated areas, and any facility requirements as identified in Section 5.16.110. The sketch or diagram need not be professionally prepared, but it must be drawn to a designated scale, with marked dimensions of the interior of the premises to an accuracy of plus or minus six inches.

13. A signed statement that the licensee accepts responsibility for the conduct of all employees, massage technicians, and independent contractors working on the premises of the massage establishment and that failure to comply with the provisions of this Chapter may result in the revocation of the city-issued license.

14. If the applicant is a natural person, that person shall sign the application under penalty of perjury. If the applicant is other than a natural person, a partner, officer, director, major shareholder or major interest holder of the legal entity shall sign the application under penalty of perjury.

15. The name and address of any owner of the real property where the proposed massage establishment is to be located, including unit or suite number, if applicable. If the applicant does not own the lot or parcel on which the massage business will operate, the owner shall consent to the filing of the application by signing and dating the application.

16. Electronic fingerprint images (e.g., Live Scan) and related information required by the Sheriff's Department for the purpose of obtaining information as to the existence and content of a record of State or Federal convictions and arrests to be considered as set forth in this chapter. No person may be issued a license unless the owners have first cleared the background check.

17. Such other identification and information as may be necessary to verify the truth of the matters hereinabove specified as required to be set forth in the application.

18. Any additional application and material requirements specified in the city handout for the massage establishment license application.

**5.16.060 Application Review and Decision.**

A. **Application Review.** Upon receipt of a complete and signed written application, each application for a massage establishment license must be reviewed to ensure that the application is consistent with the requirements of this Chapter.

B. **On-Site Inspection.** An application for a massage establishment license may require the review authority to perform an on-site inspection of the subject premises before confirming that the request complies with all the applicable criteria set forth in this chapter, Section 5.16.110, and any other related code or policies.

C. **Findings For License Issuance.** The Director may approve a massage establishment license only if he or she finds that the applicant fulfills the requirements as set forth in this Chapter.

D. **Grounds for Denial.** After the completion of the City's application review, the Director may deny the issuance a massage establishment license if any of the following findings are made:

1. The requirements of this Chapter have not been satisfied, including if the applicant failed to submit a complete application, failed to submit any supplemental information or documentation upon request, or failed to pay the requisite application fee.

2. The applicant or any owner has had any massage, business, or professional license or permit denied, suspended, or revoked by any agency, board, city, county, territory, or state.

3. The applicant has made a false, misleading, or fraudulent statement or omission of fact to the City in the application, or in the permit application process.

4. The applicant or any owner has been convicted of an offense specified in Section 51032 (Massage) of the Government Code or has engaged in disqualifying conduct.

5. The massage establishment does not employ or use only state certified massage practitioners and therapists whose certifications are valid and that owners of the state certificates are the same persons to whom CAMTC issued valid and current identification cards.

6. The massage establishment as proposed by the applicant would not comply with all applicable laws, including, but not limited to, health, zoning, fire and safety requirements and standards.

7. The applicant is a natural person under 18 years of age.

E. **Decision.** If the Director determines that an applicant does not fulfill the requirements as set forth in this Chapter, the Director must deny the application. The Director may issue the license with conditions. The Director must serve the applicant with a written decision stating whether the application is approved, conditionally approved, or denied within 60 calendar days of the filing of the completed application. The foregoing sixty-day deadline is precatory only; failure to meet this deadline does not affect the power of the Director to act on the application. The notice must state the reasons for the denial, the right of the applicant to appeal the decision, and that Director's decision may be appealed in compliance with Section 5.16.100 (Appeals).

F. **Right to Appeal.** An applicant may appeal the Director's decision denying an application for a massage establishment license in accordance with the procedures set forth in this Chapter. The Director's decision is final if no written appeal is timely submitted to and received by the City.

G. **Limit on Reapplication.** If the Director denies the application, a new application may not be submitted for a period of one year.

#### **5.16.070 License Restrictions and Regulations.**

A. **Employees.** It is the responsibility of the licensee to ensure that each and every person who performs massage on the premises holds a CAMTC license issued by the state of California. The licensee shall notify the city, in writing, of the name and address of each person employed at the licensed establishment within five working days of employment. The requirements of this section are in addition to the other provisions of this chapter and zoning code and nothing contained herein shall relieve the licensee of the responsibility of ascertaining, prior to employment, whether said person has an active, unrevoked massage technician's license from CAMTC.

B. **Name of Business.** No licensee licensed under this chapter may operate under any name or conduct the business under any designation not specified in the license,

C. **Licenses Not Assignable.** No massage establishment license may be sold, transferred or assigned by the licensee, or by operation of law, to any other person or persons. Any such sale, transfer or assignment, or attempted sale, transfer or assignment, shall be deemed to constitute a voluntary surrender of such license and such license shall thereafter be deemed terminated and void, provided and excepting, however, that if the licensee is a partnership and one or more of the partners should withdraw, one or more of the remaining partners may acquire, by purchase or otherwise, the interest of the partner or partners who withdrew without effecting a surrender or termination of such license and in each case the licensee shall thereafter be deemed to be the surviving partner(s).

D. **Vested Rights.** No license granted herein shall confer any vested right to any person or business for more than the license period. All massage operators, managers and technicians subject to this chapter shall comply with the provisions of this chapter as they may be amended hereafter. Issuance of a massage establishment license does not create a land use entitlement.

E. **Sale or Transfer of License.** Upon the sale or transfer of any interest in a massage establishment or any entity owning such massage establishment, the license issued pursuant to this chapter shall be null and void unless the sale or transaction is to an applicant shown on the application for the license pursuant to which the establishment was operated. A new application under this chapter shall be made by any person desiring to own or operate such massage establishment.

#### **5.16.080 Massage Establishment License Expiration and Renewal.**

A. **License Term of Validity.** A massage establishment license is valid upon issuance and continues in effect for one year from date of issue. It expires automatically one year following the date of its issuance, unless suspended, revoked, or renewed in accordance with this Chapter.

B. **Renewal Application Deadline.** The licensee requesting renewal of its massage establishment license must file an application for renewal with the Director at least 60 calendar days before the expiration of the license. Failure to timely submit a renewal application before the expiration date of the license will result in the automatic expiration of the license on the expiration date. Any licensee allowing his or her license to lapse or expire may submit a new application and pay the corresponding initial application fees.

C. **Renewal Application Requirements.** A licensee may apply for renewal of a license by submitting a written application, under penalty of perjury, to the Director, who must conduct an investigation. The renewal application must provide all information required under Section 5.16.050 and shall also state that the licensee is currently operating under a massage establishment license, the location

of the massage establishment, and the scheduled date for expiration of the license for which the licensee is seeking renewal. A licensee submitting a renewal application is required to update the information contained in the original license application and provide any new or additional information as may be reasonably required by the Director in order to determine whether the license should be renewed. The Director may adopt renewal application forms and procedures for this purpose. The applicant must pay a fee in an amount to be set by the City Council to defray the costs of processing the renewal license application.

D. **Decision on Renewal Application.** The Director must review the application for renewal and approve or deny the application, not later than the date of expiration of the license. The Director must renew a permit if he or she confirms the licensee has been and remains in current compliance with all conditions of the license, with all provisions of this Chapter, and with all State and local laws applicable to massage establishments.

#### **5.16.090 Grounds for Suspension, Revocation, and Nonrenewal of License.**

A. The Director may suspend, revoke, or refuse to renew any license issued under this Chapter in any of the following circumstances:

1. The Director makes any findings necessary to deny a permit under Section 5.16.060 of this Chapter.
2. The licensee failed to comply with the provisions of this Chapter or any regulations adopted pursuant to this Chapter, any term or condition imposed on the permit, California Business and Professions Code Section 4600 et seq., or any law of the State regulating massage establishments or massage technicians.
3. The licensee employs or uses one or more non-CAMTC certified massage practitioners or massage therapists to perform massage services.
4. The licensee has engaged in disqualifying conduct.

B. **Decision Appealable.** The licensee may appeal the Director's decision denying a renewal application, or suspending, or revoking a license, in accordance with the procedures set forth in this Chapter.

C. **Notice.** The Director must serve the licensee with a written notice of nonrenewal, suspension, or revocation. The notice must state the reasons for the action, the effective date of the decision, the right of the applicant to appeal the decision, and that the Director's decision will be final if no written appeal is timely submitted to and received by the City, pursuant to Section 5.16.100 of this Chapter. Suspension or revocation is effective 10 calendar days following the date of service of the notice. If an appeal is timely and properly filed in accordance with this Chapter,

then the effective date of the notice is stayed.

D. **Surrender of License.** A licensee must immediately surrender his or her license to the Director upon said revocation or suspension becoming final.

E. **Limit on Reapplication After Revocation.** If the Director revokes a license, a new application may not be submitted for a period of one year.

#### **5.16.100 Appeals.**

Any appeal right provided for in this Chapter must be conducted as set forth in this section.

##### **A. Submission of Appeal**

1. An applicant or licensee may appeal the decision of the Director suspending, revoking, or denying a massage establishment license to a hearing officer by filing with the City Clerk a written notice of appeal within 15 calendar days from the date of service of the notice.

2. The notice of appeal must be in writing and signed by the person making the appeal, or his or her legal representative, and must contain the following:

- a. The name, address, telephone number of the appellant;
- b. A true and correct copy of the notice of the decision or action issued by the Director that the appellant is appealing;
- c. A specific statement of the reasons and grounds for making the appeal in sufficient detail to enable the hearing officer to understand the nature of the controversy, the basis of the appeal, and the relief requested; and
- d. All documents or other evidence pertinent to the appeal that the appellant requests the hearing officer to consider at the hearing.

3. At the time of filing the appellant must pay the designated appeal fee, which may be established by resolution of the City Council.

4. In the event a written notice of appeal is timely filed, the suspension, revocation, denial, or nonrenewal is not effective until a final order has been rendered and issued by the hearing officer. If no timely, proper appeal is filed in the event of a decision of denial, the license expires at the conclusion of the term of the license. If no timely, proper appeal is filed in the event of a suspension or revocation, the suspension or revocation is effective upon the expiration of the period for filing a written notice of appeal.

5. Failure of the applicant or licensee to file a timely and proper appeal, or the requisite fee, is a waiver of the right to appeal the decision of the Director and a failure to exhaust all administrative remedies. In this event, the Director's decision is final and binding.

#### **B. Hearing Procedure**

1. Administrative hearing officers must be selected in a manner that avoids the potential for pecuniary or other bias.

2. Upon receipt of the written appeal, the City Clerk shall set the matter for a hearing before a hearing officer. The hearing officer will preside over the appeal, hear the matter de nova, and conduct the hearing pursuant to the procedures set forth in this Chapter. The City bears the burden of proof to establish the grounds for the suspension, revocation, denial, or nonrenewal by a preponderance of the evidence. The issuance of the Director's notice of decision constitutes prima facie evidence of grounds for the suspension, revocation, denial, or nonrenewal.

3. The appeal must be held within a reasonable time after date of filing, but in no event later than 30 calendar days from that date. The City must notify the appellant of the date, time, and location of the hearing at least 10 calendar days before the date of the hearing.

4. At the hearing, the appellant may present witnesses and evidence relevant to the decision appealed, be represented by counsel, and confront and cross-examine witnesses. Appeal hearings are informal, and the formal rules of evidence and procedure applicable in a court of law shall not apply to the hearing. However, rules of privilege are applicable to the extent they are permitted by law; and irrelevant, collateral, and repetitious evidence may be excluded. The hearing officer may establish additional procedures not in conflict with the provisions of this section.

#### **C. Hearing Officer's Decision**

1. No later than 15 calendar days following conclusion of the appeal hearing, and after considering all of the testimony and evidence submitted at the hearing, the hearing officer will determine if any ground exists for the suspension, revocation, denial, or nonrenewal of the massage establishment license.

2. If the hearing officer determines that no grounds for the suspension, revocation, denial, or nonrenewal exist, the Director's notice of decision shall be deemed cancelled.

3. If the hearing officer determines that one or more of the reasons or grounds enumerated in the Director's notice of decision exists, the hearing officer must issue a written decision containing a finding and description of each reason or ground to uphold the Director's decision, and any other finding that is relevant or necessary to the subject matter of the appeal.

4. The decision of the hearing officer is final. The Written decision must contain the following statement: "The decision of the hearing officer is final. Judicial review of this decision is subject to the time limits set forth in California Code of Civil Procedure section 1094.6."

#### **5.16.110      **Massage Regulations.****

All massage establishments and massage technicians in the City must operate in conformance with the following regulations.

A.      **CAMTC License Requirement.** It is unlawful for any person to perform, practice, or administer a massage within the City without first obtaining a certificate issued by the California Massage Therapy Council pursuant to Business and Professions Code Section 4600 et seq. (or successor provision or provisions). No licensee shall employ any person as a massage technician in that capacity who does not have a current and valid certificate issued by CAMTC pursuant to Business and Professions Code Section 4600 et seq. (or successor provision or provisions), or whose certificate is not in good standing.

B.      **Management of Massage Establishments.** A licensee must have the premises supervised at all times when open for business by the operator or a designated manager. A person designated as the responsible managing officer shall be on the premises at all times of operation and must be registered with the Director by the owner to receive all complaints and citations. The appointment of a managing officer in charge must be in writing with the managing officer in charge acknowledging this appointment.

C.      **Employee Register.** The massage establishment must maintain a register of all people employed as a massage technician by the establishment. The register shall be maintained on the premises for a minimum period of two (2) years after massage technicians cease their employment. The register must be updated when a massage technician is added or discontinues services at the establishment. Notification shall be provided to the City within 10 calendar days of the date an employee, massage technician, or independent contractor is added or discontinues service at the establishment. The register shall also be made available for inspection by representatives of the City at any time during the establishment's business hours. The register must include the following information:

1. The proper name of each massage technician, including his or her first, middle, and last names.
2. Any nicknames, pseudonyms, or aliases used by each massage technician.
3. Each massage technician's current residence address and relevant phone numbers.
4. The age, date of birth, gender, height, weight, color of hair and eyes of each massage technician.
5. All information contained in a massage technician's massage certificate, including certificate number, date of issuance, and expiration date.
6. The date of hire and, if applicable, termination.

D. **Facility Requirements.** All massage establishments must comply with the following facilities requirements and any other conditions specified by the City.

1. A recognizable and readable sign shall be posted at the main entrance identifying the establishment as a massage establishment; provided that all such signs shall comply with the sign requirements of the City. The massage establishment permit and the massage certificate for each massage technician shall be displayed in an open and conspicuous place readily visible, such as in the lobby of the massage establishment.

2. If shower facilities are provided, an enclosed changing area, directly adjacent to the shower shall be provided. The changing area shall be designed to allow the patron utilizing the shower facility to exit the shower, and enter the changing area, without being exposed or visible to any other area of the massage establishment. A private changing area shall be provided for each shower facility provided. The minimum dimension of the changing area shall be 25 square feet, and meet ADA standards.

3. A minimum of one separate washbasin shall be provided in each massage establishment for the use of employees of any such establishment. Said basin shall provide soap or detergent and hot and cold running water at all times, and shall be located within or as close as practicable to the area devoted to the performing of massage services. In addition, there shall be provided at each washbasin sanitary towels placed in permanently installed dispensers.

4. The storefront windows of the massage establishment shall be transparent to provide clear visibility into the unit, and the windows shall not be obscured by curtains, blinds, or other temporary devices during operating hours; however, if the storefront windows are for a room where massage will occur this requirement shall not apply.

5. Table showers.

a. If an establishment is proposing the use of table showers in the facility, the entire massage room where the table shower is located shall be designed and built as a shower facility.

b. The floor and walls shall be designed and built to be waterproof per California Building Code requirements.

6. The room shall drain properly per the California Building Code.

**E. Operational Requirements.** All massage establishments must comply with the following operating requirements and any other conditions specified by the City.

1. It is unlawful and prohibited for any owner, operator, responsible managing employee, manager, licensee, employee or independent contractor expose any of his or her specified anatomical areas to another person at the massage establishment.

2. In no circumstance may any specified sexual activities take place at any time at the massage establishment; nor may any massage technician or employee make intentional physical contact with the specified anatomical areas of any client, patron, customer, or guest.

3. No person may live inside the massage establishment at any time. There shall be no beds located in areas not designated specifically as massage rooms. Locker facilities shall be provided for all employees and independent contractors. All personal items of the employees or independent contractors shall be kept in the lockers while at the establishment.

4. No massage establishment shall operate as a school of massage, or use the facilities as that of a school of massage.

5. No massage establishment employing a massage technician shall be equipped with tinted or one-way glass in any room or office.

6. There shall be no display, storage, or use of any instruments, devices, or paraphernalia which are designed for use in connection with specified sexual activities, including, but not limited to, vibrators, dildos, or condoms, or any goods or items which are replicas of, or which simulate, specified anatomical areas, or pornographic magazines, videos, or other material.

7. Each service offered, the price thereof, and the minimum length of time such service shall be performed shall be posted in a conspicuous public location in each massage business or establishment. All letters and numbers shall be capitals not less than one inch in height. No services shall be performed and no sums shall be charged for services other than those posted. This posting requirement shall not apply to exempt physicians and/or surgeons who employ or retain non-exempt persons to perform massage therapy as part of licensed medical activities. All arrangements for services to be performed shall be made in a room that is not used for massage therapy.

8. Alcoholic beverages may not be sold, served, furnished, kept, consumed, imbibed, or possessed on the premises without a Conditional Use Permit approved in compliance with Chapter 20.550 (Use Permits - Minor and Conditional) and any applicable California Department of Alcoholic Beverage Control licenses.

9. Hours of operation shall be limited to the hours of nine a.m. to ten p.m. daily. The hours of operation shall be clearly displayed within a common area of the facility, or may be displayed as a form of window signage in compliance with Chapter 20.325 (Sign Standards).

10. The owner or operator of each massage establishment shall display the massage establishment license issued to the establishment and the CAMTC license issued to each massage technician employed in the establishment in an accessible and conspicuous place on the premises. CAMTC certified massage practitioners shall have his or her original state certification at his or her place of business and his or her identification card in his or her possession while providing massage services.

11. No massage services shall be provided to a patron that results in intentional contact, or occasional repetitive contact, with specified anatomical areas.

12. No person shall give, or assist in giving, any massage or other body treatment to any other person under the age of 18 years, unless the parent or guardian of the minor person has consented thereto in writing.

F. **Sanitation requirements.** All massage establishments must comply with the following sanitation requirements and any other conditions specified by the City.

1. Adequate equipment for disinfecting and sterilizing instruments used in performing the acts of massage shall be provided for any instruments used in performing any massage.

2. Hot and cold running water shall be provided at all times.

3. All walls, ceiling, floors, pools, showers, bathtubs, steam rooms, and all other physical facilities for the establishment must be in good repair and maintained in a clean and sanitary condition. Wet and dry rooms, steam and vapor rooms or cabinets, shower compartments, and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs and table showers shall be cleaned after each use.

4. Clean and sanitary towels and linens shall be provided for each patron of the establishment or each patron receiving massage services. No common use of towels or linens shall be permitted.

5. Minimum ventilation and lighting shall be provided in accordance with the California Building Code.

G. **Attire requirements.** All employees, including massage technicians, must at all times while on the business premises, wear clean clothing that is not transparent, see-through, or that substantially exposes undergarments, breasts, buttocks or genitals.

H. Massage establishments are prohibited from operating in the same location where illegal activity previously occurred.

I. Massage establishments are prohibited from operating within 500 feet of another massage establishment.

#### **5.16.120 Fees.**

The City Council may establish by resolution, and from time to time may amend, the fees for the administration of this Chapter, including but not limited to, original application, renewal application, and inspection fees. Fees required by this Chapter are in addition to any other fees that may be required under any other section, provision, or chapter of this Code. No person may commence or continue any massage establishment in the City without timely paying in full all fees and charges required for the operation of a massage establishment. The amount of any fee, cost

or charge imposed pursuant to this Chapter is a debt to the City of Stanton that may be recovered by any means authorized by law.

**5.16.130 Licensee Responsibility.**

It is the responsibility of a licensee to ensure that a massage establishment complies with all applicable State and local laws, and any regulations promulgated thereunder, at all times. In construing and enforcing this Chapter and any regulations promulgated under this Chapter, the act, omission, or failure of an agent, officer, representative, or other person acting for or employed by a licensee, within the scope of his or her employment or office, shall in every case be deemed the act, omission, or failure of the licensee.

**5.16.140 Inspection And Enforcement.**

A. **Violations Unlawful.** It is unlawful and declared a public nuisance for any person to operate, conduct, or maintain a massage establishment contrary to the provisions of this Chapter.

B. **Right of Entry.** Personnel of the City's Community Development Department and Administrative Services and Finance Department, as well as the Sheriff's Department, have the right to enter the location of all interior and exterior portions of any massage establishment, and all rooms, buildings, structures, and portions thereof, during regular business hours, for the purpose of making reasonable unscheduled inspections to verify and enforce compliance with this Chapter and to ensure that the that the business is safe, clean, sanitary, and in good repair.

C. **Interference with Inspection.** It is unlawful for any person having responsibility over the operation of a massage establishment to impede, obstruct, interfere with, or otherwise not to allow, the City to conduct an inspection and, review or copy records, recordings or other documents required to be maintained by a massage establishment under this Chapter or under State law. Failure to cooperate with or refuse an inspection is subject to suspension, revocation, or nonrenewal of a license. It is also unlawful for a person to conceal, destroy, deface, damage, or falsify any records, recordings or other documents required to be maintained by a massage establishment under this Chapter.

D. **Criminal Penalties.** Any person who violates any provision of this Chapter is guilty of a misdemeanor punishable by a fine of up to \$1,000, or by imprisonment in the County jail not exceeding six months, or by both; except the City Attorney, in his or her discretion, may prosecute a violation of this Chapter as an infraction subject to the penalties in Chapter 1.10 of this Code.

E. **Administrative Citations.** Administrative citations may be issued for violations of the provisions of this Chapter, as set forth in Chapter 1.12 of this Code; provided, however, that each violation is punishable by a fine of \$1,000.

F. **Civil or Equitable Enforcement.** The City Attorney may bring a civil or equitable action to seek the abatement of any violation of this Chapter.

G. **Aiding, Abetting, and Omissions.** Whenever in this Chapter any act or omission is made unlawful, it shall include causing, permitting, aiding, abetting, suffering, or concealing the fact of such act or omission.

H. **Ongoing Violations.** Each and every day a violation is maintained, caused, aided, abetted, concealed, suffered, or permitted is a separate offense.

I. **Remedies Cumulative.** The remedies, procedures, and penalties provided by this Chapter are cumulative to each other and to any other available under City, State, or federal law.

**SECTION 3. Amendment to SMC section 20.400.190.** The City Council of the City of hereby rescinds SMC section 20.400.190, which shall be marked "Reserved."

**SECTION 4. Amendment to SMC section 20.215.020.** The reference to "Massage Establishments" in Section 20.215.020, Table 2-5 of the Stanton Municipal Code is hereby amended to read as follows:

Land Use	CN	CG	Specific Use Regulations
<i>Service Uses – General</i>			
Massage Establishments	-	P	MC 5.16

**SECTION 5. Amendment to SMC section 20.230.040.** The reference to "Massage Establishments" in Section 20.230.040, Table 2-11 of the Stanton Municipal Code is hereby amended to read as follows:

Land Use	GLMC	NGMX (3)	SGMX	Specific Use Regulations
<i>Service Uses – General</i>				
Massage Establishments	P	P	P	MC 5.16

**SECTION 6. Effect of Restatement.** All restated, unamended provisions of the Stanton Municipal Code that are repeated herein are repeated only to aid decision makers and the public in understanding the effect of the proposed changes. Restatement of existing provisions does not constitute a new enactment.

**SECTION 7. Severability.** Should any provision of this Ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any

other provision of this Ordinance or the application of this Ordinance to any other person or circumstance, and, to that end, the provisions hereof are severable. The City Council of the City of Stanton declares that it would have adopted all the provisions of this Ordinance that remain valid if any provisions of this ordinance are declared invalid.

**SECTION 8. CEQA.** The City Council determines that the adoption of this Ordinance is exempt from environmental review under the California Environmental Quality Act ("CEQA") pursuant to the following provisions of the CEQA Guidelines, 14 California Code of Regulations, Chapter 3: the Ordinance is exempt under CEQA Guidelines Section 15378(b)(5) in that it is not a "project" under CEQA, and is an organization or administrative activity of the City that will not result in direct or indirect physical changes in the environment.

**SECTION 9. Adoption, Certification, and Publication.** The City Clerk of the City of Stanton shall certify the passage and adoption of this Ordinance and shall cause the same, or a summary thereof, to be published and/or posted in the manner required by law. This Ordinance shall take effect 30 days after its adoption.

**PASSED, APPROVED, AND ADOPTED** this 12<sup>th</sup> day of January, 2021.

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DAVID J. SHAWVER, MAYOR

ATTEST:

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PATRICIA A. VAZQUEZ, CITY CLERK

APPROVED AS TO FORM:

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HONGDAO NGUYEN, CITY ATTORNEY

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

I, Patricia A. Vazquez, City Clerk of the City of Stanton, California, do hereby certify that the foregoing Ordinance No. 1107 was introduced at a regular meeting of the City Council of the City of Stanton, California, held on the 8<sup>th</sup> day of December, 2020 and was duly adopted at a regular meeting of the City Council held on the 12<sup>th</sup> day of January, 2021, by the following roll-call vote, to wit:

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

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

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

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

\_\_\_\_\_  
CITY CLERK, CITY OF STANTON

## CITY OF STANTON

### REPORT TO CITY COUNCIL

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

**DATE:** January 12, 2021

**SUBJECT: CYPRESS COLLEGE FOUNDATION ANNUAL AMERICANA AWARDS**

#### REPORT IN BRIEF:

City Council consider participation through a sponsorship contribution for the 46<sup>th</sup> Annual Cypress College Foundation Americana Awards Live Stream Gala scheduled for Saturday, February 27, 2021. This gala is used as a fundraiser for the Cypress College Foundation with all proceeds benefiting Cypress College students and programs and also honors the Citizen of the Year from surrounding communities.

#### RECOMMENDED ACTION:

1. City Council find 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. Discuss the City's participation through a sponsorship contribution for the 46<sup>th</sup> Annual Cypress College Foundation Americana Awards; and
3. Provide direction to staff on the City's participation through a sponsorship contribution by selecting a sponsorship package for the 46<sup>th</sup> Annual Cypress College Foundation Americana Awards.

#### BACKGROUND:

The 46<sup>th</sup> Annual Cypress College Foundation Americana Awards Live Stream Gala will be held on February 27, 2021. Annually each surrounding City has had the opportunity to honor an individual who has made a significant contribution to their community as Citizen of the Year. However, this year the 2021 Americana Awards will be hosting a "Reunion Year" recognizing all former Americana Citizens of the Year and Men/Women of the Year.

**ANALYSIS/JUSTIFICATION:**

Historically the City Council has participated in the Cypress College Foundation Americana Awards Dinner. This gala is used as a fundraiser for the Cypress College Foundation with all proceeds benefiting Cypress College students and programs.

**FISCAL IMPACT:**

The participation cost for the City’s sponsorship contribution to the event is available from the City Council’s Special Department Expense account number 101-1100-602100.

**ENVIRONMENTAL IMPACT:**

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).

**LEGAL REVIEW:**

None.

**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/ Patricia A. Vazquez

\_\_\_\_\_  
Patricia A. Vazquez  
City Clerk

Concurred by:

/s/ Michelle Bannigan

\_\_\_\_\_  
Michelle Bannigan  
Finance Director

Approved by:

/s/ Jarad L. Hildenbrand

\_\_\_\_\_  
Jarad L. Hildenbrand  
City Manager

Attachment:

- A. Cypress College Foundation Letter of Invitation / Sponsorship Opportunities

# Attachment: A



December 14, 2020

**CITY OF STANTON**

Jarad Hildenbrand  
City of Stanton  
7800 Katella Avenue  
Stanton, CA 90680

**DEC 21 2020**

OFFICE OF THE CITY MANAGER

Dear Friends,

I invite you to participate in the 46<sup>th</sup> Annual Americana Awards through a sponsorship contribution. Join this premier community event which attracts Orange County's leading businesses, community leaders, and elected officials. The Americana Awards Gala will be held **Saturday, February 27, 2021**.

Although we would rather welcome you in person, the Americana Awards will be presented to you via an exciting Live Stream Gala and online auction. The 2021 Americana Awards will be The Reunion Year. Instead of naming new honorees, we are recognizing all former Americana Citizens of the Year and Men/Women of the Year.

As a sponsor, you and your guests will enjoy magnificent Celebration Packages delivered to locations of your choice. This special night will also include a virtual silent and live auction. Attached are the sponsorship opportunities and donation forms. Along with your sponsorship, please consider donating an item for the auction.

Your generous sponsorship directly benefits Cypress College students who need our help now more than ever. Your participation in American truly supports the success of our students.

Please join us on Saturday, February 27, 2021 for another amazing Americana!

Thank you for your time and consideration.

Sincerely,

Howard Kummerman  
Executive Director



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## Americana Awards - February 27, 2021

### Sponsorship Opportunities

**Presenting Sponsor** - \$50,000+ - Presenting sponsor recognition on event literature, including “save-the-date” card, invitation, printed program, on website and Cypress College marquee. Two-page spread in center of printed program. Primary recognition in event publicity, press releases, @Cypress newsletter and annual report. Recognized during virtual program and special video welcome at the start of the virtual event; Registration for 50 people. Includes fifty delivered Americana Celebration Packages.

**Title Sponsor** - \$25,000 - Identified in event literature, including “save-the-date” card, invitation, printed program, on website and Cypress College marquee. Full-page ad placed inside the front cover of the printed program. Acknowledged in event publicity, press releases, @Cypress newsletter and annual report. Recognized during virtual event, and/or remarks to be made during virtual event; Registration for 30. Includes thirty delivered Americana Celebration Packages.

**Platinum Sponsor** - \$20,000 - Registration for 10. Full-page color donor acknowledgment in superior location in Americana Program, recognition on website and from stage. Identified on Cypress College marquee. Includes ten delivered Americana Celebration Packages.

**President’s Circle Sponsor** - \$15,000 - Registration for 10. Full-page color donor acknowledgment in prime location in Americana Program, recognition on website and from stage. Includes all Corporate Level President’s Circle Benefits for year-long recognition and events. Includes ten delivered Americana Celebration Packages.

**Patriot Sponsor** - \$10,000 - Registration for 10. Full-page color donor acknowledgment in prime location in Americana Program, recognition on website and from stage. Includes ten delivered Americana Celebration Packages.

**Founder Sponsor** - \$5,000 - Registration for 10. Full-page color donor acknowledgment in Americana Program, recognition on website and from stage. Includes ten delivered Americana Celebration Packages.

**Benefactor Sponsor** - \$3,000 - Registration for 10. Half-page color donor acknowledgment in Americana Program. Includes ten delivered Americana Celebration Packages.

**Spirit Sponsor** - \$2,000 - For friends unable to attend. Full-page color donor acknowledgment in Americana Program.

**Patron Sponsor** - \$1,000 - For friends unable to attend. Half-page color donor acknowledgment in Americana Program.

**Star Sponsor** - \$700 - Registration for two and Americana Program listing. Includes two delivered Americana Celebration Packages.

**Individual tickets** - \$250 - One Americana registration. Includes one delivered Americana Celebration Package.



## 2021 Americana Sponsorship Contribution Form

Donor Listing (for recognition in publicity): \_\_\_\_\_

Contact Name (for questions about the donation): \_\_\_\_\_

Title: \_\_\_\_\_ Company / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Sponsorship Contribution

- |  |   |
|--|---|
| <input type="checkbox"/> Presenting Sponsor - \$50,000                   | <input type="checkbox"/> Platinum Sponsor - \$20,000  |
| <input checked="" type="checkbox"/> Title Sponsor - \$25,000+ Union Bank | <input type="checkbox"/> Patriot Sponsor - \$10,000   |
| <input type="checkbox"/> President's Circle Sponsor - \$15,000           | <input type="checkbox"/> Benefactor Sponsor - \$3,000 |
| <input type="checkbox"/> Founder Sponsor - \$5,000                       | <input type="checkbox"/> Patron Sponsor - \$1,000     |
| <input type="checkbox"/> Spirit Sponsor - \$2,000                        | <input type="checkbox"/> Individual tickets - \$250   |
| <input type="checkbox"/> Star Sponsor - \$700                            |   |

### Contribution Payment Details

- Enclosed is a check *payable to Cypress College Foundation*
- Please send an invoice for the sponsorship commitment
- We have paid or plan to pay through the online Americana sponsorship form
- Please charge our credit card - Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code \_\_\_\_\_

Please mail or e-mail this form to:

Cypress College Foundation  
9200 Valley View Street  
Cypress, CA 90630  
E-mail: [foundation@cypresscollege.edu](mailto:foundation@cypresscollege.edu)  
501(c)(3) Tax ID# 23-7197703



## 2021 Americana Auction Donation Form

**Donor Listing** (for recognition on the bid sheet): \_\_\_\_\_

**Contact Name** (for questions about the donation): \_\_\_\_\_

**Title:** \_\_\_\_\_ **Company / Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### Description of donated item (please use back if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Special Instructions / Restrictions

\_\_\_\_\_

\_\_\_\_\_

**Estimated Value:** \$ \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Donation:**

- Is Enclosed  Will be Delivered - *Preferably by Thursday, February 4, 2021*
- Needs to be Picked up - *Preferably by Thursday, February 4, 2021*
- Please create a Certificate  Other (Please explain) \_\_\_\_\_

**Cypress College Foundation**  
**9200 Valley View Street**  
**Cypress, CA 90630**  
**Phone: (714) 484-7126 E-mail: foundation@cypresscollege.edu**  
**501(c)(3) Tax ID# 23-7197703**

Updated: 9-19-20

For Office Use Only: R'd D.F.: _____ R'd D.: _____ I.B.: _____ E.T.G.G.: _____ P.B.G.G.: _____ Foundation Board Member / Solicitors Name: _____
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## CITY OF STANTON

### REPORT TO CITY COUNCIL

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

**DATE:** January 12, 2021

**SUBJECT: MAYOR'S APPOINTMENTS OF COUNCIL MEMBERS AS REPRESENTATIVES TO VARIOUS BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES**

#### **REPORT IN BRIEF:**

Traditionally, Council Members have been appointed by the Mayor to serve on numerous outside committees, boards, commissions and agencies. Each appointee is responsible for representing the City and voting on behalf of the City Council. The Mayor conducts a review and selects appointees, as detailed in Attachment A, with the exception of the Orange County Fire Authority ("OCFA") appointment, which is required to be made by City Council Resolution, the Mayor may otherwise make appointments to each committee, board, commission or agency by nomination and Minute Order confirmation. In addition, the Fair Political Practices Commission ("FPPC") regulations require the adoption and posting of Form 806, Agency Report of Public Official Appointments, in order for individual Council Members to participate in a City Council vote that would result in him or her serving in a position that provides compensation of \$250 or more in any 12-month period.

#### **RECOMMENDED ACTION:**

1. City Council find 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. City Council discuss and confirm the Mayor's appointments; and
3. Approve Fair Political Practices Commission Form 806 and authorize the City Clerk to post the form on the City's website.

#### **BACKGROUND:**

At the first meeting of the year, the Mayor traditionally reviews the list of Council Members designated on the submitted Mayor's Appointments list. Historically, at the first meeting of the year, the City Council has confirmed the existing memberships

through reappointments or made new appointments, and has also added or deleted board, commission, committee, and agency memberships, as appropriate. Based on changes to the FPPC Regulation 18705.5 (Materiality Standard: Economic Interest in Personal Finances) a public official may participate in a Council vote that would result in him or her serving in a position that provides compensation in the form of stipends, reimbursement or direct payment of \$250 or more in any 12-month period. The revised regulation specifies, however, that the body making such an appointment(s) must adopt and post a list of the appointments on its website. In May 2012, the FPPC adopted Form 806 to accomplish the required positing.

**ANALYSIS/JUSTIFICATION:**

The “Mayor’s Appointments of Council Members as Representatives to Various Agencies List” (Attachment A) documents the various committees and boards to which the Mayor proposes to appoint Council Members. In previous years, the Mayor has reviewed the list prior to the first meeting of the new year, and any changes, additions, or deletions to any of the appointments are made by Minute Order.

**FISCAL IMPACT:**

There is minimal fiscal impact associated with the recommended action.

**ENVIRONMENTAL IMPACT:**

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).

**LEGAL REVIEW:**

None.

**PUBLIC NOTIFICATION:**

Through the regular agenda process.

**STRATEGIC PLAN OBJECTIVE ADDRESSED:**

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

Prepared by:

Approved by:

/s/ Patricia A. Vazquez

/s/ Jarad L. Hildenbrand

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Patricia A. Vazquez  
City Clerk

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Jarad L. Hildenbrand  
City Manager

**Attachments:**

- A. Draft Mayor's Appointments of Council Members as Representatives to Various Agencies List
- B. Draft FPPC Form 806

**CITY OF STANTON**

**MAYOR'S APPOINTMENTS OF COUNCIL MEMBERS  
AS REPRESENTATIVES TO VARIOUS AGENCIES**

- 1. Bridges at Kraemer Place Emergency Shelter Community Advisory Board**  
Representative: Gary Taylor
  
- 2. City of Stanton Contractual Services Committee**  
Representative 1: Carol Warren  
Representative 2: Gary Taylor
  
- 3. City of Stanton Development Committee**  
Representative 1: Rigoberto A. Ramirez  
Representative 2: David Shawver
  
- 4. Legislative Affairs Committee of West Orange County (LACWOC)**  
Delegate 1: David J. Shawver  
Delegate 2: Hong Alyce Van
  
- 5. Orange County Emergency Management Organization (OCEMO) Executive Committee**  
Delegate: Gary Taylor  
Alternate: Carol Warren
  
- 6. Orange County Housing Finance Trust**  
Representative 1: David J. Shawver  
Representative 2: Carol Warren
  
- 7. Orange County Library Advisory Board**  
Delegate: Hong Alyce Van  
Alternate: Gary Taylor
  
- 8. Orange County Sanitation District No. 3**  
Delegate: David J. Shawver  
Alternate: Carol Warren
  
- 9. Orange County Vector Control District**  
Delegate: Gary Taylor  
Alternate: None (*OCVCD does not recognize alternates*)
  
- 10. Public Cable Television Authority**  
Delegate 1: David J. Shawver  
Delegate 2: Carol Warren

**11. Santa Ana River Flood Protection Agency**

Delegate: Hong Alyce Van  
Alternate: Gary Taylor

**12. Stanton Business Alliance**

Delegate: Rigoberto A. Ramirez  
Alternate: David J. Shawver

**13. Stanton Collaborative**

Delegate: Hong Alyce Van  
Alternate: Rigoberto A. Ramirez

**14. Stanton Community Foundation**

Delegate: Hong Alyce Van  
Alternate: Rigoberto A. Ramirez

**15. TIP – Trauma Intervention Program**

Delegate: Hong Alyce Van  
Alternate: None (*TIP does not recognize alternates*)

**16. Transportation Growth Management Area Group No. 2**

Delegate: Gary Taylor  
Alternate: Hong Alyce Van

**17. West Orange County Cities Association (formerly Mayors Group)**

Delegate: David J. Shawver  
Alternate: Gary Taylor

*Note:*

*The Mayor of each incorporated city within the county is the member of the League of California Cities and the Association of California Cities Orange County, City Selection Committee; and*

*Per City Council Resolution No. 2012-02 the representatives for the Orange County Fire Authority are as follows:*

- *Delegate: David J. Shawver*
- *Alternate: (OCFA does not recognize alternates)*

**Agency Report of:  
Public Official Appointments**

**A Public Document**

<b>1. Agency Name</b>		Page <u>1</u> of <u>1</u>	<b>California Form 806</b> <small>For Official Use Only</small>
City of Stanton			
Division, Department, or Region (If Applicable)			
City Council			
Designated Agency Contact (Name, Title)		Date Posted: <b>01/14/2021</b> <small>(Month, Day, Year)</small>	
Patricia A. Vazquez, City Clerk			
Area Code/Phone Number	E-mail		
714-890-4245	p vazquez@ci.stanton.ca.us		

**2. Appointments**

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Orange County Fire Authority	▶ Name <u>Shawver, David J.</u> <small>(Last, First)</small>  Alternate, if any <u>Warren, Carol</u> <small>(Last, First)</small>	▶ <u>01 / 12 / 21</u> <small>Appt Date</small>  <u>1 Year</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>100.00</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
Orange County Vector Control	▶ Name <u>Taylor, Gary</u> <small>(Last, First)</small>  Alternate, if any <u>None</u> <small>(Last, First)</small>	▶ <u>01 / 12 / 21</u> <small>Appt Date</small>  <u>1 Year</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>100.00</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
Orange County Sanitation District	▶ Name <u>Shawver, David J.</u> <small>(Last, First)</small>  Alternate, if any <u>Warren, Carol</u> <small>(Last, First)</small>	▶ <u>01 / 12 / 21</u> <small>Appt Date</small>  <u>1 Year</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>212.50</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input checked="" type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
Public Cable Television Authority	▶ Name <u>Shawver, David J.</u> <small>(Last, First)</small>  Alternate, if any <u>Warren, Carol</u> <small>(Last, First)</small>	▶ <u>01 / 12 / 21</u> <small>Appt Date</small>  <u>1 Year</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>100.00</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other

**3. Verification**

*I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.*

Patricia A. Vazquez	City Clerk	01/14/2021
Signature of Agency Head or Designee	Print Name	Title
		(Month, Day, Year)

Comment: \_\_\_\_\_