



AGENDA
REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE
SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY

WEDNESDAY, MARCH 26, 2025 AT 5:30 PM

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
www.cityofmaywood.com

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR
Mayra Aguiluz

CITY CLERK
Jennifer E. Vasquez

MAYOR PRO TEM
Heber Marquez

CITY TREASURER
Jennifer E. Vasquez

COUNCIL MEMBERS
Eddie De La Riva
Frank Garcia
Jaime Flores

CITY MANAGER
Jennifer E. Vasquez

CITY ATTORNEY
Roxanne Diaz

III. MEETING PROCEDURES

THIS MEETING WILL BE HELD IN PERSON.

THE MEETING WILL BE AVAILABLE FOR VIEWING VIA ZOOM:

<https://us02web.zoom.us/j/83237230730> AND VIA THE CITY'S FACEBOOK PAGE.

Public Participation Options:

1. **In-Person:** Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. **Before the Meeting:** Public comment will be accepted for the record in advance by 4:00 p.m. the day of the meeting by email to daisy.guerrero@cityofmaywood.org; or if you are unable to email, please call the

City Clerk's Office at (323) 562-5714. Your comment will be made part of the written record but will NOT be read verbally at the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council Meeting, please contact the City Clerk's Office (323) 562-5714 within 72 hours of the meeting.

IV. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL, EXISTING LITIGATION
GOVERNMENT CODE SECTION 54956.9(D)(1)
JOSE MENDOZA, AN INDIVIDUAL; LA LABS INC., V. CITY OF MAYWOOD, ET AL, LOS ANGELES SUPERIOR COURT CASE NO. 20NWCV00592

V. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

VI. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on an item on the agenda may use the instructions provided in section **III. MEETING PROCEDURES** beginning on page 1 of this agenda.

VII. PRESENTATIONS

MAYWOOD URBAN FORESTRY MANAGEMENT PLAN UPDATE BY AMIGOS DE LOS RIOS

DECLARING APRIL AS "ARTS, CULTURE & CREATIVITY" MONTH IN THE CITY OF MAYWOOD

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT: CITY UPDATE

VIII. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council request specific items to be removed from the Consent Calendar for separate discussion or action.

1. MINUTES FOR THE FEBRUARY 26, 2025, REGULAR CITY COUNCIL MEETING
2. REVENUE REPORT FEBRUARY 2025
3. MONTHLY CASH AND INVESTMENT REPORT TO THE CITY COUNCIL
FEBRUARY 2025

4. CONSIDERATION OF ADOPTING RESOLUTION NO. 6406 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
5. SECOND READING AND CONSIDERATION TO ADOPT ORDINANCE NO. 25-04, "AN ORDINANCE OF THE CITY OF MAYWOOD ADDING CHAPTER 47 (CONTRACTORS-PERMITS FOR LARGE PROJECTS) TO TITLE 5 (PUBLIC WELFARE, MORALS, AND CONDUCT) TO THE MAYWOOD MUNICIPAL CODE TO REQUIRE CONTRACTORS TO APPLY FOR A PERMIT FOR CERTAIN LARGE PROJECTS TO DISCLOSE LABOR VIOLATIONS"
6. CONSIDERATION OF AWARD FOR CITY-WIDE TRAFFIC SIGNAL, SIGN AND STREETLIGHT MAINTENANCE SERVICE AGREEMENT TO CROSSTOWN ELECTRICAL AND DATA, INC. IN A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$361,050
7. CONSIDERATION OF ADOPTING RESOLUTION NO. 6407 OF THE CITY OF MAYWOOD CITY COUNCIL TO APPROVE A WAIVER OF FILM ACTIVITIES APPLICATION FEES IN THE AMOUNT OF \$450, FOR A STUDENT FILM PRODUCTION TO BE CONDUCTED AT 4747 EAST 56TH STREET LED BY A STUDENT FROM LOYOLA MARYMOUNT UNIVERSITY SCHOOL OF FILM AND TELEVISION
8. ACCEPTANCE OF MAYWOOD CITY HALL WINDOW REPLACEMENT PROJECT, CITY PROJECT NO. 6106
9. ACCEPTANCE OF MAYWOOD PARK PLAYGROUND IMPROVEMENT PROJECT
10. CONSIDERATION OF REAPPROPRIATION OF FUNDS FOR PAVEMENT REHABILITATION PROGRAM FY 2024-2025 PROJECT NO. 6224

IX. DISCUSSION/ACTION ITEMS

11. DISCUSSION AND DIRECTION REGARDING DEVELOPMENT OF A QUALIFIED VS. NON-QUALIFIED CLIMATE ACTION PLAN (CAP)
12. CONSIDERATION OF RESOLUTION NO. 6408 TO AMEND THE CITY'S CLASSIFICATION PLAN TO ESTABLISH THE MANAGEMENT POSITION, DEPUTY DIRECTOR OF BUILDING AND PLANNING AND ADOPT THE CORRESPONDING SALARY RANGE FOR THE POSITION FROM \$125,375.34 to \$160,014.23
13. DISCUSSION AND DIRECTION REGARDING THE IMPLEMENTATION OF THE CITY OF MAYWOOD LEADERSHIP ACADEMY PROGRAM

X. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on a non- agenda item you may use the instructions provided in section **III. MEETING PROCEDURES** beginning on page 1 of this agenda.

XI. ADJOURNMENT - The next Regular Meeting of the Maywood City Council is scheduled for Wednesday, April 23, 2025, at 6:00 p.m. in the City Council Chambers.

PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS

I, _____, City Clerk / Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5723 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.





CAL FIRE GRANT UPDATE

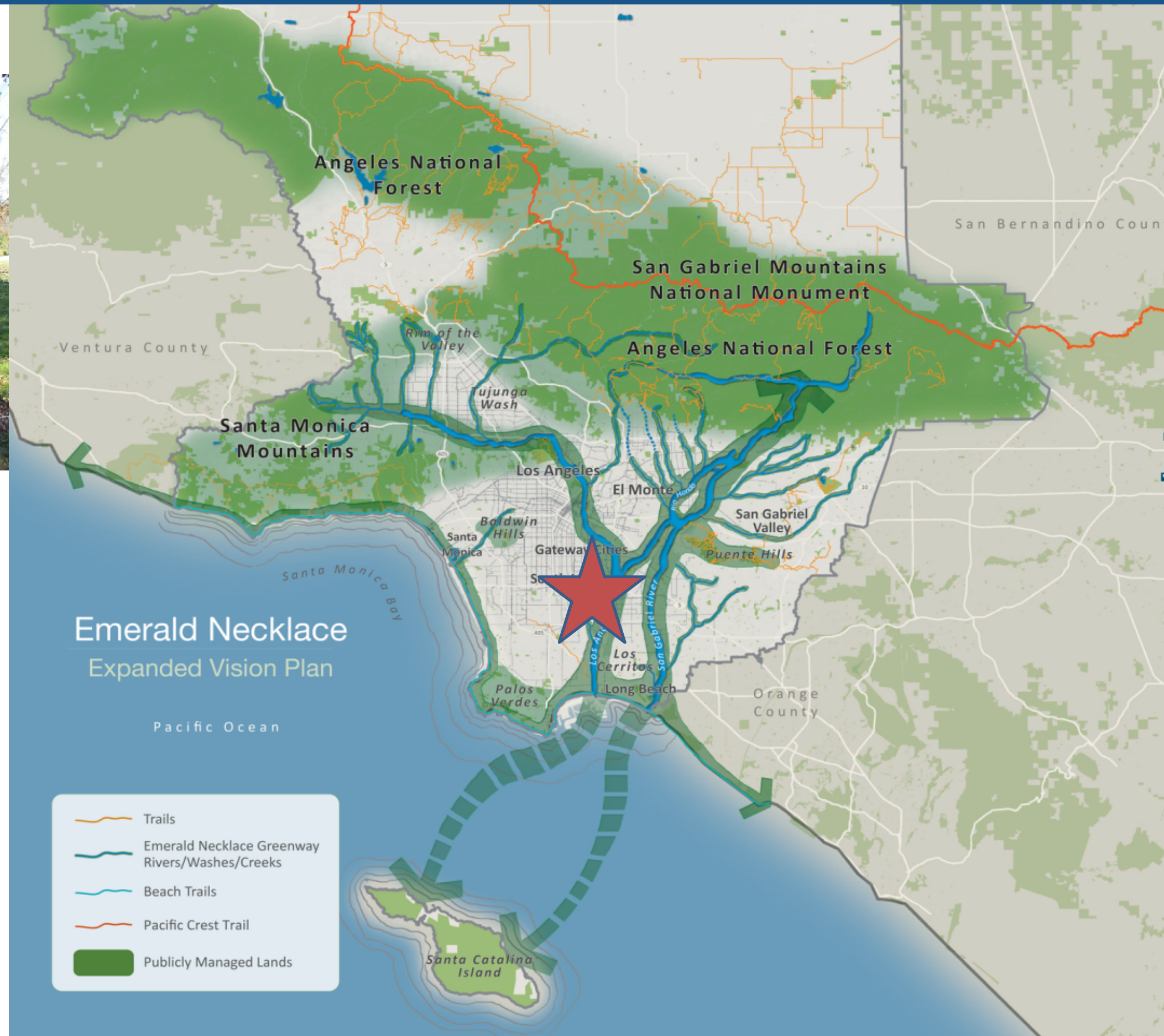


What role can Tree Canopy, Urban Forestry and Natural Infrastructure Improvements Play in addressing challenges that Maywood faces and in meeting City's Goals?

- 1. Strategic Urban Forestry Initiatives = Dovetail w/General Plan**
- 2. Current Tree Planting - 200 new trees priority sites identified in City Tree Inventory (*405 planted in past few years)**
- 3. Bring Practical Tools On line - PlanIt Geo/Urban Forest Management software**

Goal -Protect Public Health, Respond to Climate Change

Natural Infrastructure /Urban Forestry Vision



24,000
population

Urban Tree Canopy Across Los Angeles

Tree Canopy | Cobertura de árboles

Tree Canopy Percentage

≤68.03

≤45.55

≤32.48

≤23.77

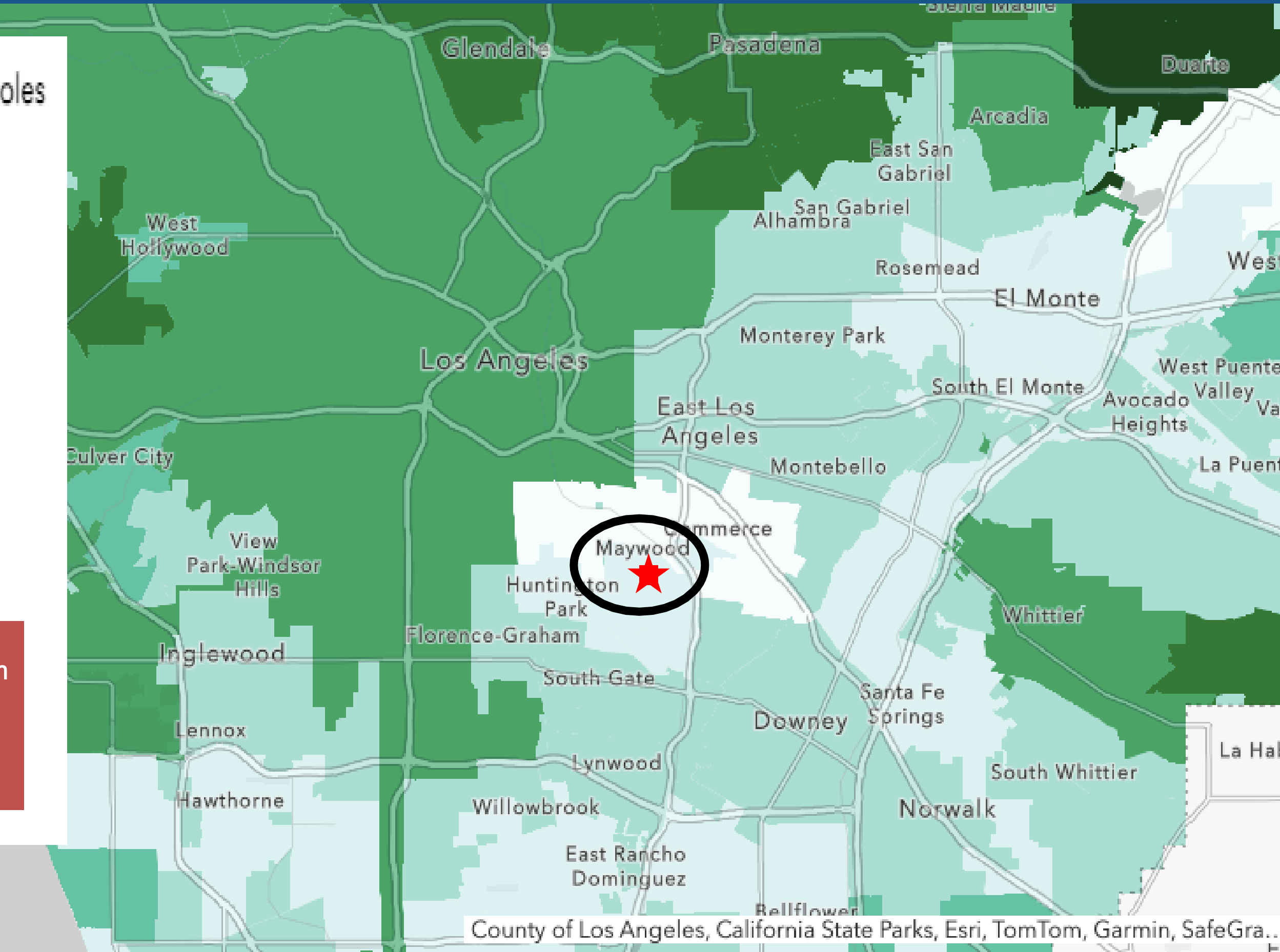
≤17.60

≤12.84

≤7.54



Maywood
Ranges from
7.5%
to
12.8 %
Canopy



City of Maywood PlantIt Geo Canopy Analysis (2020)

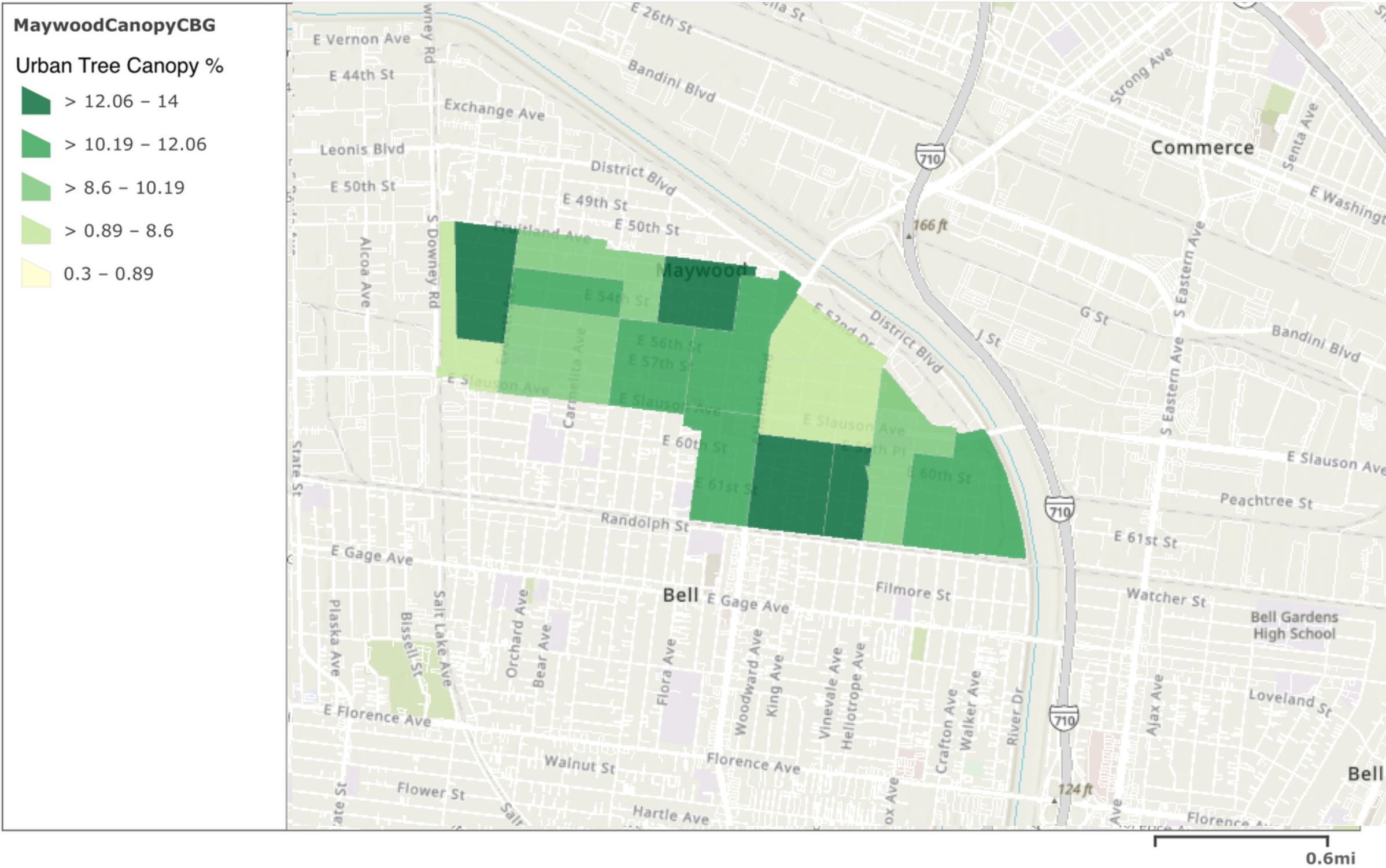
- 10.5% Canopy Average for Maywood

- * 18% Canopy Average for Los Angeles County

- Maywood is about 8% less than LA average

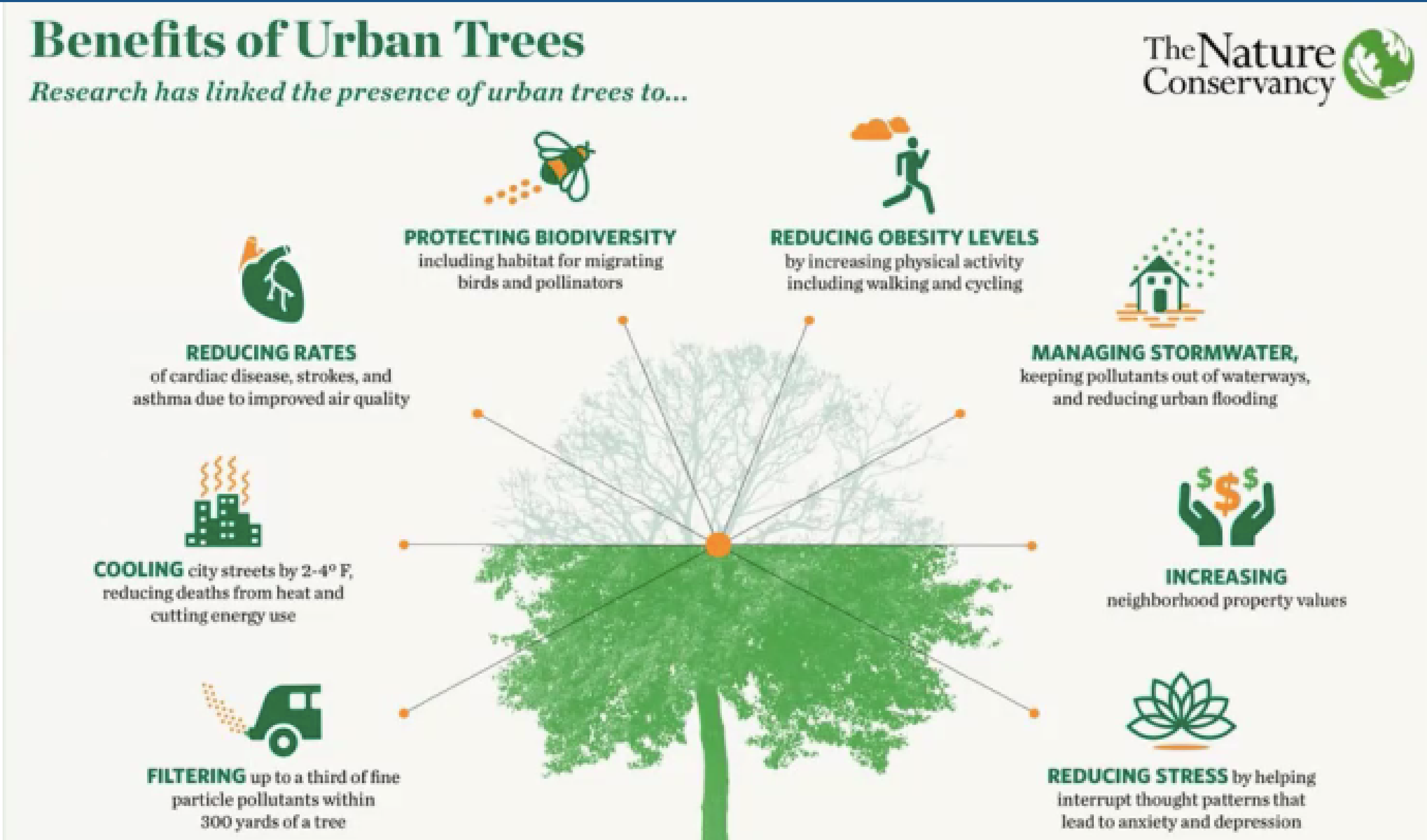
(Maywood Tree Canopy max is 14% for any Census Block Group & minimum is 1%)

Maywood Tree Canopy - Census Block Groups



Esri, NASA, NGA, USGS, FEMA | Esri Community Maps Contributors, County of Los Angeles, California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

Integrating Urban Forestry & Natural Infrastructure into all Scales of Planning



Multiple Benefits of Trees & Natural Infrastructure



General Plan Elements

Circulation Element This element focuses on multi-modal traffic generated by current and future development within the City	Conservation Element Identifies resources in the city and establishes policies to assist in the management, preservation, or conservation of these resources	Economic Development Element Encourages the revitalization of key commercial and industrial areas of the city
Environmental Justice Element This element addresses public health and other environmental issues for the vulnerable populations	Housing Element Focuses on housing issues and identifies programs to assist residents in need	Land Use Element Indicates the future location and extent of development in the city
Noise Element Indicates the existing and future noise environment in the city and provides for appropriate mitigation	Open Space Element Identifies policies and programs for preserving and obtaining open space in the city	Safety Element Identifies man-made and natural hazards that may impact the city in the future

Community Engagement – Tree Planting Events



**2 Tree Planting Events, 28 Trees Planted
around Maywood Park**

Community Engagement – Earth Day 2024



April 20th = Four Activities for Kids (200 to 300 in attendance)
Strawberry Planting, Ceremonial Tree Planted, Container Decorated, Nature Journal

Community Engagement – Trunk or Treat Event



October 24th 1000 people visited Table – Provided Input

Community Engagement - Trunk or Treat

Our Urban Forest: Planning for Urban Trees

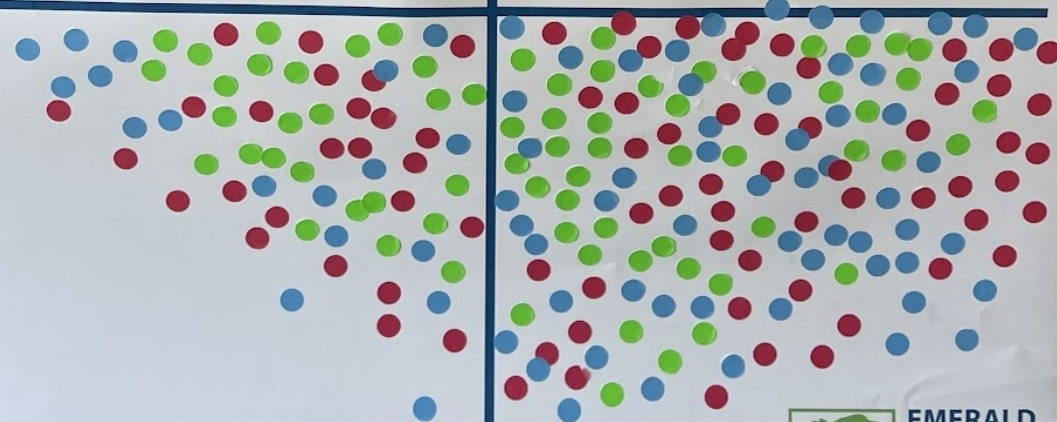
Do you have a tree located in the parkway in front of your house?

¿Tienes un árbol ubicado en la franja de terreno entre la calle y tu jardín, frente a tu casa?



Yes/Sí

No



We have a tree

Yes: 69

We do not have a tree

No: 154

Our Urban Forest: Planning for Urban Trees

Out of the four trees listed below, which one is your favorite?

De los cuatro árboles listados a continuación, ¿cuál es tu favorito?

Coast Live Oak
Encino de la Costa



Western Sycamore
Sicomoro, Aliso



Chitalpa



Golden Rain Tree
Jabonero de la China



Tree Species Favorites

Chitalpa: 177

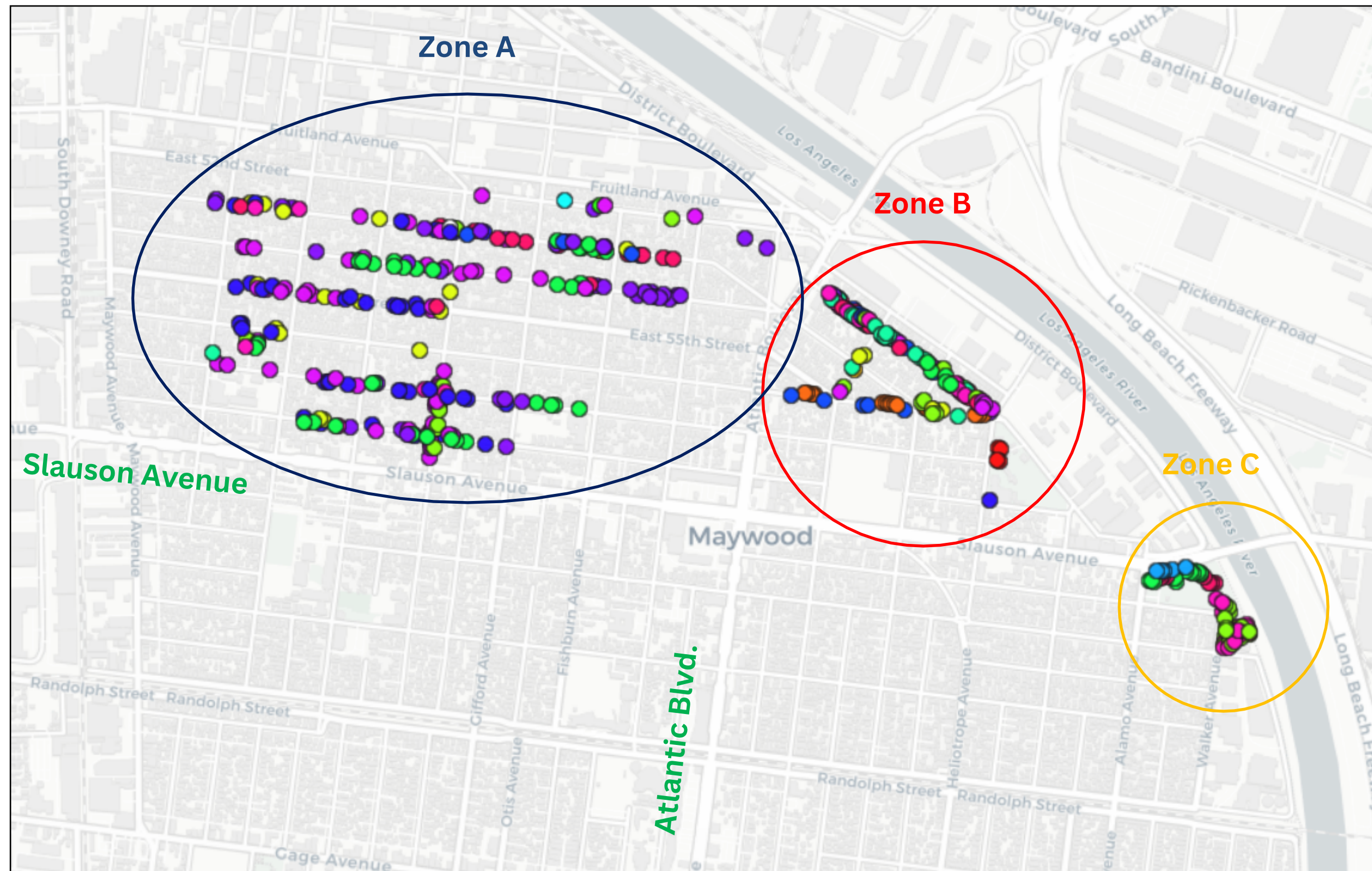
Coast Live Oak: 123

Golden Rain Tree: 49

Western Sycamore: 37

Data Collected regarding Tree Species

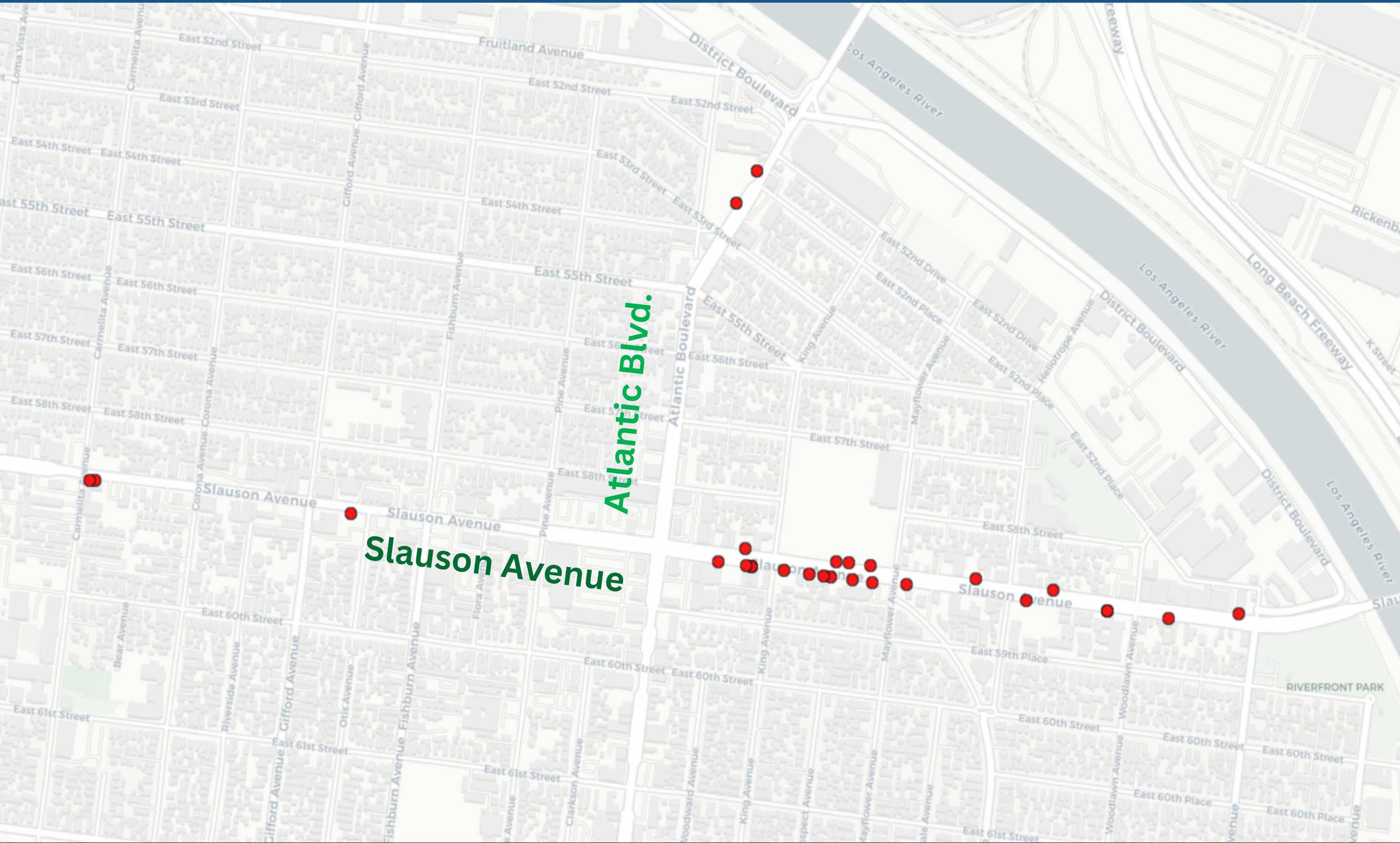
Trees Planted to Date



- ✓ ● Brisbane Box (4)
- ✓ ● Bronze Loquat (15)
- ✓ ● Camphor Tree
- ✓ ● Chitalpa hybrid (25)
- ✓ ● Coast live oak; California live oak (34)
- ✓ ● Common pear
- ✓ ● Cottonwood (55)
- ✓ ● Gold Medallion Tree (24)
- ✓ ● Golden rain tree
- ✓ ● Hollyleaf Cherry (5)
- ✓ ● London Plane (16)
- ✓ ● Paloverde (43)
- ✓ ● Paperbark Tree (42)
- ✓ ● Pink Trumpet Tree (66)
- ✓ ● Tipu tree (42)
- ✓ ● Western Redbud (31)
- ✓ ○ Not Specified

405 Trees Planted to Date

Upcoming Tree Plantings



28 trees
for
Slauson &
Atlantic

Upcoming Tree Planting



Slauson Ave

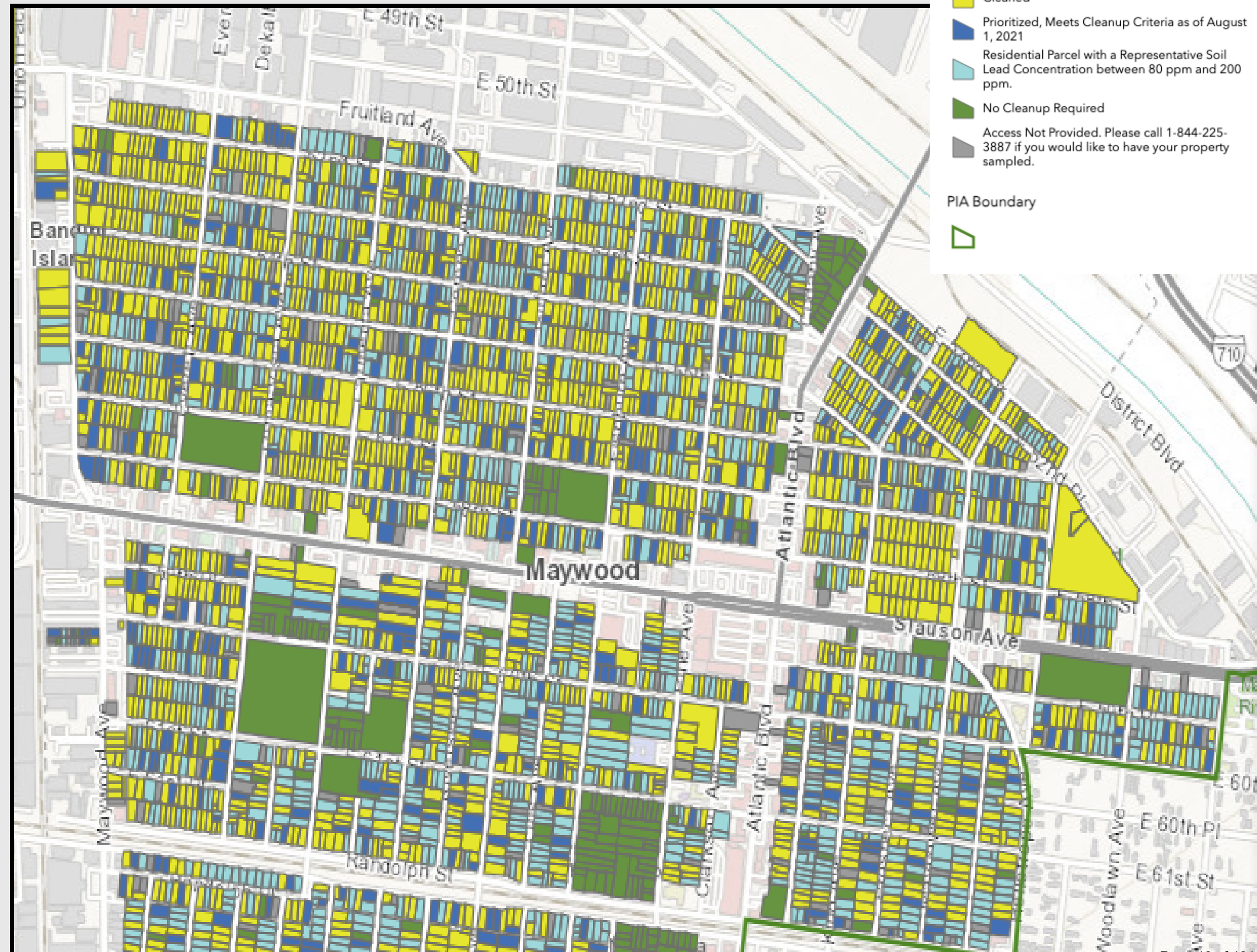


Atlantic Blvd

Soil Mitigation

Mitigation of Soil Contamination

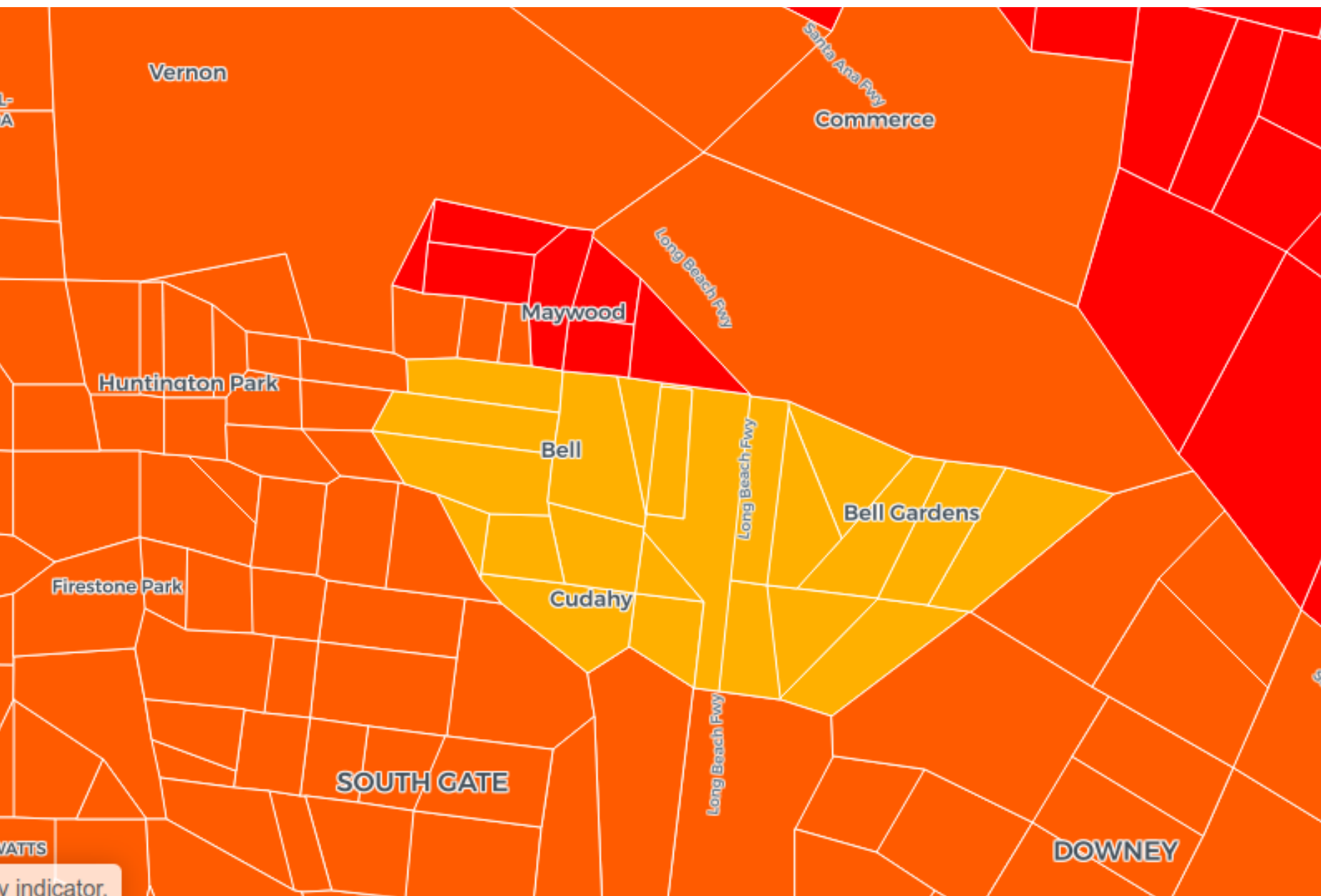
- Makes Tree Planting Possible
- Continued efforts will expand potential canopy increases



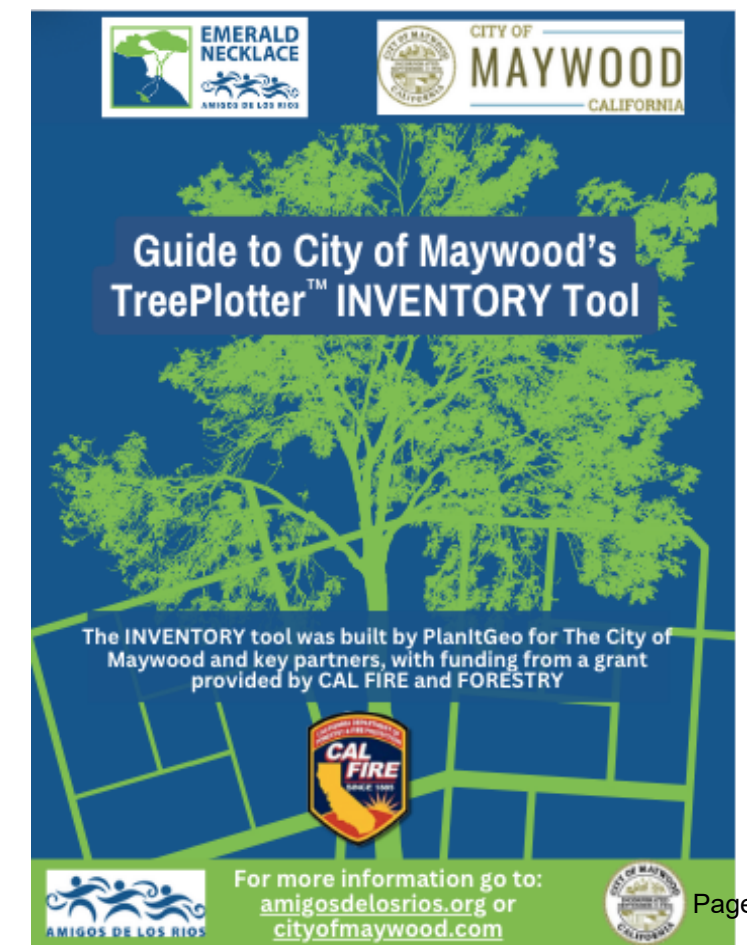
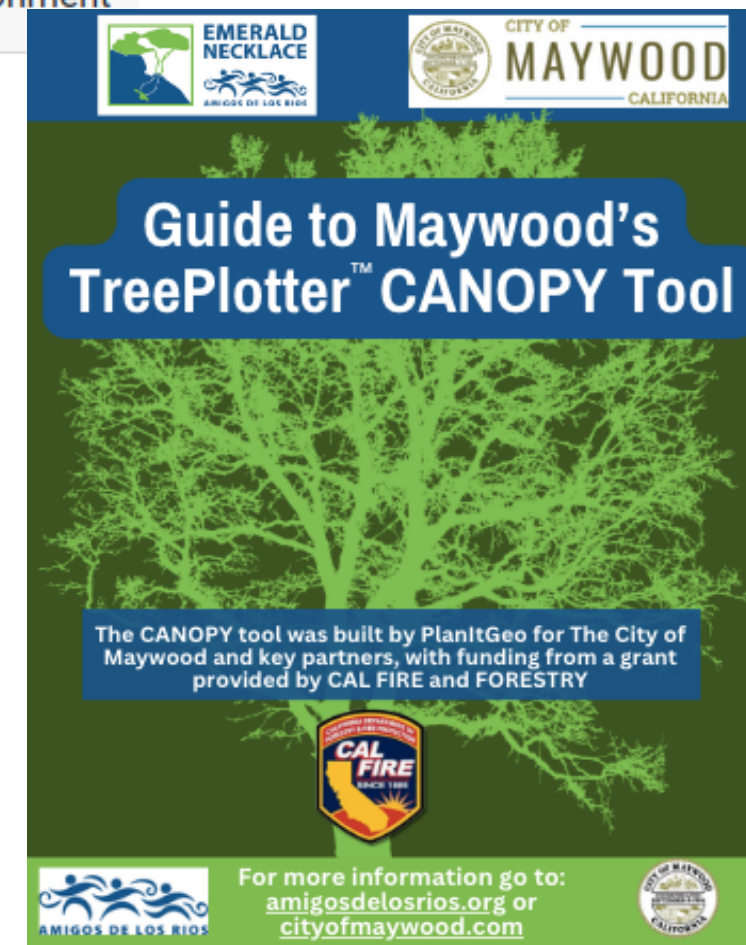
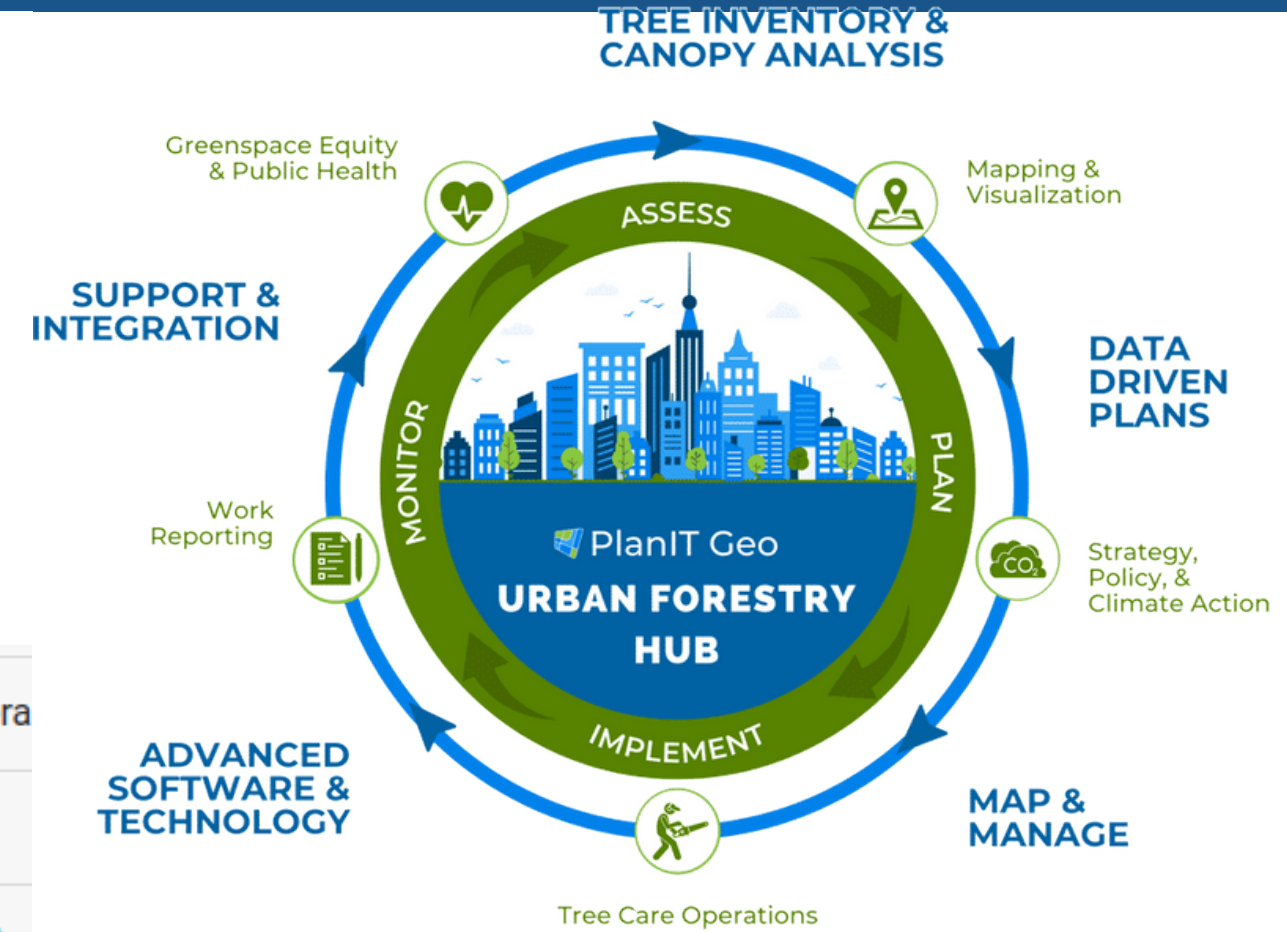
URBAN FORESTRY MANAGEMENT TOOLS

Mapping Tools

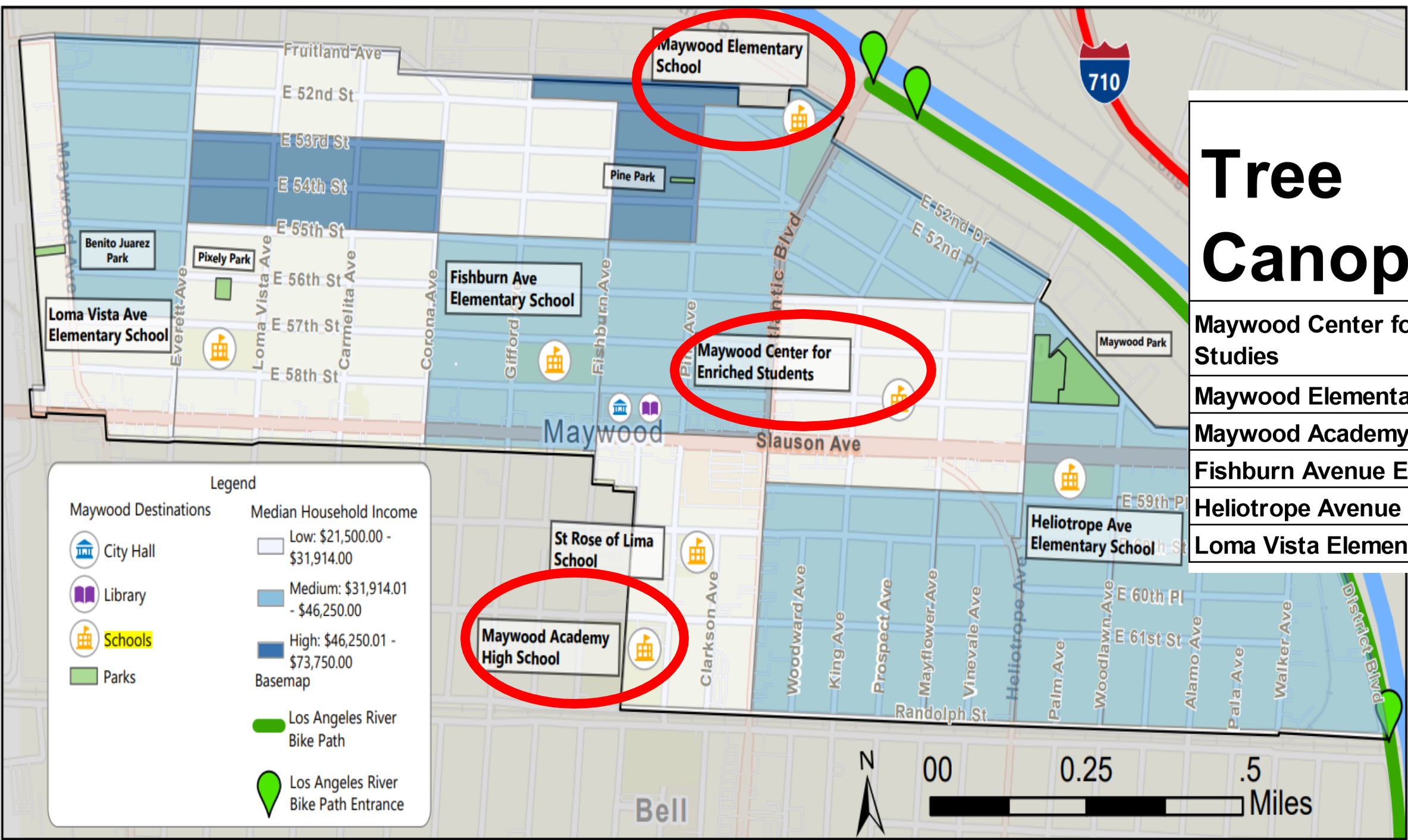
- PlanItGeo 'Canopy' + 'Inventory Tool'
- Importance of Engaging Community Members as Local experts
- Strategic Long term Investment Management



Social Vulnera
Health
Environment



Location of Schools Across Maywood



Tree Canopy	Total Enrollment on Campus	% Tree Canopy in Student Zones	% Tree Canopy on Entire Property	% of Students Free/Reduced Meals	Average % Tree Canopy District wide
Maywood Center for Enriched Studies	1145	3	2	93	11
Maywood Elementary	460	3	3	95	11
Maywood Academy High	1044	5	8	96	11
Fishburn Avenue Elementary	395	7	7	96	11
Heliotrope Avenue Elementary	471	8	6	94	11
Loma Vista Elementary	538	13	12	96	11

Location of schools throughout the City of Maywood overlaid with Median Household Income in the surrounding area (City of Maywood General Plan, Circulation Element).

Schools circled in red experience the lowest % of Tree Canopy in Student Zones

Cal Fire & Forestry Urban Forestry Grant

- Urban Forest Management Guide = Support Goals & Policies of Maywood's General Plan - Integrate Urban Forest/Natural Infrastructure
- Identify wide range of implementation partners & stakeholders
- Improve Quality of Life for Maywood residents /attract businesses
- Expand Civic Engagement in Environmental Ed, Stewardship & Tree Planting for multiple benefits: tree canopy and natural infrastructure



Provide Best Practice Tools to City for Urban Forest Management – Tree index Software Tree Plotter PlanIt Geo



AMIGOS DE LOS RIOS
EMERALD
NECKLACE

Questions? Comments? Concerns?





City of Maywood

PROCLAMATION

Declaring April as Arts, Culture & Creativity Month

WHEREAS, Arts, Culture & Creativity Month of April is the 7th annual statewide celebration first established by the California legislature in 2019; and

WHEREAS, the City of Maywood recognizes the vital role that arts, culture, and creativity play in enriching the lives of residents, fostering community engagement, and contributing to the economic and social vitality of our city; and

WHEREAS, the arts inspire, educate, and empower individuals of all ages, backgrounds, and abilities, promoting inclusivity and understanding within our diverse community; and

WHEREAS, artists, performers, musicians, and cultural organizations bring people together, encouraging dialogue and strengthening the bonds of our community through shared creative experiences; and

WHEREAS, the designation of April as Arts, Culture, and Creativity Month aligns with statewide and national efforts to highlight the importance of the arts and recognize the contributions of artists and cultural institutions; and

WHEREAS, the City Council of the City of Maywood encourages all residents to support and participate in artistic and cultural activities, including activations and cultural programming in Maywood public parks, community workshops, and educational programs; and

WHEREAS, this collective work at the local level and throughout the state uplifts our community, and changes our lives for the better; and

NOW, THEREFORE, I, Mayra Aguiluz, Mayor of the City of Maywood, California, along with the entire Maywood City Council, do hereby proclaim the month of April as “**Arts, Culture & Creativity Month**” and encourage all residents to celebrate the power of the arts in our community.

Mayra Aguiluz
Mayor

Heber Marquez
Mayor Pro Tem

Eddie De La Riva
Council Member

Jaime Flores
Council Member

Frank Garcia
Council Member

March 26, 2025



MEETING MINUTES

REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

WEDNESDAY, FEBRUARY 26, 2025 AT 5:00 PM

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
www.cityofmaywood.com

I. CALL TO ORDER/ROLL CALL

Mayor Aguiluz called the meeting to order at approximately 5:03 p.m.

II. CITY OFFICIALS

MAYOR
Mayra Aguiluz (present)

CITY CLERK
Jennifer E. Vasquez (present)

MAYOR PRO TEM
Heber Marquez (present)

CITY TREASURER
Jennifer E. Vasquez (present)

COUNCIL MEMBERS
Eddie De La Riva (present)
Frank Garcia (present)
Jaime Flores (present)

CITY MANAGER
Jennifer E. Vasquez (present)

CITY ATTORNEY
Roxanne Diaz (present)

III. MEETING PROCEDURES

THIS MEETING WAS HELD IN PERSON.

THE MEETING WAS MADE AVAILABLE FOR VIEWING VIA ZOOM:

<https://us02web.zoom.us/j/81710692201> AND VIA THE CITY'S FACEBOOK PAGE.

IV. CLOSED SESSION

CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.96 - CONFERENCE INVOLVING JOINT POWERS AGENCY HUB CITIES CONSORTIUM DISCUSSION WILL CONCERN: CLOSED SESSION PURSUANT TO GOVERNMENT CODE §§ 54956.9(D)(2) AND 54956.9(E)(1) – ANTICIPATED LITIGATION – CONFERENCE WITH LEGAL COUNSEL – “FACTS AND CIRCUMSTANCES THAT MIGHT RESULT IN LITIGATION AGAINST THE LOCAL AGENCY BUT WHICH THE LOCAL AGENCY BELIEVES ARE NOT YET KNOWN TO A POTENTIAL PLAINTIFF OR PLAINTIFFS, WHICH FACTS AND CIRCUMSTANCES NEED NOT BE DISCLOSED.” ONE (1) MATTER. NAME OF LOCAL AGENCY REPRESENTATIVE ON JOINT POWERS AGENCY BOARD: CITY OF MAYWOOD, COUNCIL MEMBER EDDIE DE LA RIVA

Special Legal Counsel Stephanie Arechiga read the City Council into Closed Session. Upon return, Special Legal Counsel Arechiga announced there was no reportable action.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS, GOVERNMENT CODE SECTION 54956.8; 5102 DISTRICT AVENUE AND 5110 DISTRICT AVENUE (SUCCESSOR AGENCY TO FORMER MAYWOOD COMMUNITY DEVELOPMENT COMMISSION); SUCCESSOR AGENCY NEGOTIATOR: JENNIFER VASQUEZ, CITY MANAGER; NEGOTIATING PARTIES: CESAR CHAVEZ FOUNDATION; UNDER NEGOTIATION: PRICE AND TERMS OF PAYMENT

City Attorney Diaz read the City Council into Closed Session. Upon return, City Attorney announced that there was no reportable action.

V. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

The City Council provided their comments.

VI. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

The following individual participated in public comment:

1. David Perez
2. Salvador George
3. Perfecto Contreras

VII. PRESENTATIONS

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT: CITY UPDATE

Captain Kusayanagi introduced the City's new Deputy Pena to the City Council. Deputy Pena provided an overview of crime statistics and answered questions provided by the City Council. Deputy SantaCruz also provided insights and future mitigation efforts relating to the crime statistics and thanked the City and City Council for welcoming her into the City and wished everyone well as she moves into a new role within the Sheriff's Department.

VIII. PUBLIC HEARING

- 1. A PUBLIC HEARING FOR THE PROPOSED USES OF THE PERMANENT LOCAL HOUSING ALLOCATION PROGRAM YEAR 5 FUNDS AND ADOPTION OF RESOLUTION NO. 6401 APPROVING THE PERMANENT LOCAL HOUSING ALLOCATION PROGRAM YEAR 5 PROGRAM BUDGET AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT FOR FUNDING**

Mayor Aguiluz introduced public hearing item #1 and asked City Manager Vasquez to provide a report. City Manager Vasquez provided a brief report. City Council provided their comments and questions and were answered by City Manager Vasquez.

Mayor Aguiluz opened the public comment for this item: David Perez provided a public comment. Mayor Aguiluz closed the public comment for this item. The City Council provided additional comments.

Council Member De La Riva motioned to approved Resolution No. 6401 and there was a second by Council Member Garcia. AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Public hearing item #1 was approved 5-0.

- 2. A PUBLIC HEARING TO CONSIDER ADOPTING ORDINANCE NO. 25-02, OF THE CITY OF MAYWOOD, CALIFORNIA, ADOPTING BY REFERENCE THE CALIFORNIA FIRE CODE AS AMENDED AND ADOPTED BY LOS ANGELES COUNTY, SET FORTH IN TITLE 32 OF THE LOS ANGELES COUNTY CODE, TOGETHER WITH CERTAIN AMENDMENTS, DELETIONS AND ADDITIONS, AND AMENDING THE MAYWOOD MUNICIPAL CODE**

Mayor Aguiluz introduced public hearing item #2 and asked City Manager Vasquez to provide a report. City Attorney Diaz provided a brief report. No comments by the City Council.

Mayor Aguiluz opened public comment for this item: David Perez provided a comment. Mayor Aguiluz closed the public comment for this item. The City Council provided additional comments.

Mayor Pro Tem Marquez motioned to approve Ordinance No. 25-02 and there was a second by Mayor Aguiluz. AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Public hearing item #2 was approved 5-0.

- 3. A PUBLIC HEARING AND SECOND READING TO CONSIDER ADOPTING ORDINANCE NO. 25-03, ADOPTING BY REFERENCE THE 2022 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), EXCEPT FOR THE FIRE CODE AS THE CITY OF MAYWOOD ADOPTS THE LOS ANGELES COUNTY FIRE CODE, AND MAKING AMENDMENTS THERETO; ADOPTION OF THE 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE; AMENDING CHAPTER 8-01, 8-03, 8-06, 8-09, 8-12, 8-13, 8-18, 8-19, AND 8-21, OF THE MAYWOOD MUNICIPAL CODE; AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL**

QUALITY ACT (CEQA) PURSUANT TO THE COMMON SENSE EXEMPTION OF
CEQA GUIDELINES SECTION 15061(b)(3)3

Mayor Aguiluz introduced public hearing item #2 and asked City Manager Vasquez to provide a report. City Attorney Diaz provided a brief report. No comments by the City Council.

Mayor Aguiluz opened public comment for this item: No public comment.
Mayor Aguiluz closed the public comment for this item.

Council Member Garcia motioned to approve Ordinance No. 25-03 and there was a second by Mayor Pro Tem Marquez (with an amendment to update the recommendation section to include the correct language). AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Public hearing item #3 was approved 5-0.

- IX. CONSENT CALENDAR – Council Member Garcia requested to pull item #11. Council Member De La Riva requested to pull item #12. Council Member De La Riva motioned to approve consent calendar items 4-10 and 13. AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Motion was approved 5-0.

4. MINUTES OF THE JANUARY 7, 2025, SPECIAL CITY COUNCIL MEETING
5. MINUTES OF THE JANUARY 14, 2025, SPECIAL CITY COUNCIL MEETING
6. MINUTES OF THE JANUARY 22, 2025, REGULAR CITY COUNCIL MEETING
7. REVENUE REPORT JANUARY 2025
8. MONTHLY CASH AND INVESTMENT REPORT TO THE CITY COUNCIL JANUARY 2025
9. CONSIDERATION OF ADOPTING RESOLUTION NO. 6402 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
10. SECOND READING AND CONSIDERATION TO ADOPT ORDINANCE NO. 25-01 OF THE CITY OF MAYWOOD, CALIFORNIA, AMENDING ARTICLE 8 AND ARTICLE 9 OF CHAPTER 2 OF TITLE 2 OF THE MAYWOOD MUNICIPAL CODE TO VEST IN THE CITY MANAGER AUTHORITY TO APPOINT THE CITY CLERK AND THE CITY TREASURER
11. CONSIDER INTRODUCTION AND FIRST READING, BY TITLE ONLY, OF ORDINANCE NO. 25-04, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, ADDING CHAPTER 47 (CONTRACTORS-PERMITS FOR LARGE PROJECTS) TO TITLE 5 (PUBLIC WELFARE, MORALS, AND CONDUCT) TO THE MAYWOOD MUNICIPAL CODE TO REQUIRE CONTRACTORS TO APPLY FOR A PERMIT FOR CERTAIN LARGE PROJECTS TO DISCLOSE LABOR VIOLATIONS"

City Council provided their comments. Council Member Garcia motioned to approved item #11 and a second by Council Member De La Riva. AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Motion was approved 5-0.

12. CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO ONYX PAVING COMPANY, INC. FOR PAVEMENT REHABILITATION PROGRAM FY 2024-2025 PROJECT NO. 6224 FOR AN AMOUNT OF \$1,123,000

City Council De La Riva provided his comments.

City Manager Vasquez provided an update to the fiscal impact:

- Project Allocations – Fund 224 – Measure R - \$365,322
- Add Fund 222 – Prop C - \$240,000
- Utilize LACMTA transfer funds from Metro \$274,678
- These amounts will be reflected in our budget.

Council Member De La Riva motion to approve item #12 and there was a second by Mayor Aguiluz. AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Motion was approved 5-0.

13. CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO YODA PAINTING, INC. FOR CITY HALL PAINTING (EXTERIOR) PROJECT, PROJECT NO. 6107 IN THE AMOUNT OF \$59,000

X. DISCUSSION/ACTION ITEMS

14. CONSIDERATION TO APPROVE RESOLUTION NO. 6403, APPROVING A LOAN AGREEMENT BY AND BETWEEN THE CITY OF MAYWOOD AND THE HUB CITIES CONSORTIUM FOR FINANCIAL ASSISTANCE

City Manager Vasquez provided a brief report on this item. No questions. Council Member Garcia motioned to approve Resolution No. 6403 and allow the City Manager to enter into the agreement in an amount not to exceed \$90,000, and there was a second by Council Member De La Riva. AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Motion approved 5-0.

15. CONSIDERATION TO APPROVE AN EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY, THE CITY OF MAYWOOD AND THE CESAR CHAVEZ FOUNDATION

City Manager Vasquez provided a brief report. Cesar Chavez Foundation Stephen Hernandez, Director of the Development. City Council provided their comments and questions. Council Member Garcia motioned to approve the NEA and Council Member Flores second, with the condition that the City Manager sign a final agreement in a form approved by the City Attorney. AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Motion approved 5-0.

16. CONSIDERATION TO APPROVE A FIVE-YEAR LEASE AGREEMENT WITH FLOCK GROUP INC. FOR AUTOMATED LICENSE PLATE READERS (ALPR) FOR PUBLIC SAFETY TECHNOLOGY SERVICES IN AN AMOUNT NOT TO EXCEED \$61,100

City Manager Vasquez provided a brief report. City Council provided their comments and questions. LASD Captain Kusayanagi and Flock Safety Group Kristen MacLeod were available to answer the City Council's questions. Council Member De La Riva motioned to approved this item and there was a second by Council Member Garcia. AYES: Aguiluz, Marquez, De La Riva, Garcia. NAYES: Flores. Motion approved 4-1.

17. CONSIDERATION OF APPROVING RECREATION PROGRAMMING FOR MAYWOOD RESIDENTS AT THE SOUTHEAST RIO VISTA YMCA (YMCA), IN THE AMOUNT OF \$76,380

City Manager Vasquez provided a brief report. City Council provided their comments and questions. Council Member De La Riva motioned to approved this items and there was a second by Council Member Flores. AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Motion approved 5-0.

18. FISCAL YEAR 2024-2025 MID-YEAR BUDGET REPORT AND CONSIDERATION TO APPROVE RESOLUTION NO. 6404 TO AMEND THE FISCAL YEAR 2024-2025 BUDGET

City Manager Vasquez introduced the item and informed the City Council that Finance Director Hanson would provide the midyear budget presentation. City Council provided their comments. Mayor Pro Tem Marquez motioned to approved Resolution No. 6404 and there was a second by Council Member Flores. AYES: Aguiluz, Marquez, De La Riva, Garcia, Flores. Motion approved 5-0.

XI. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)

The following individual participated in public comment:

1. David Perez

XII. ADJOURNMENT – Mayor Aguiluz adjourned the City Council meeting at approximately 8:30 p.m. The next Regular Meeting of the Maywood City Council is scheduled for Wednesday, March 26, 2025, at 6:00 p.m. in the City Council Chambers.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 2.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: RIMO HANSON, FINANCE DIRECTOR
RAUL HERRERA, SENIOR ACCOUNTANT

SUBJECT: REVENUE REPORT FEBRUARY 2025

RECOMMENDATION:

Staff recommends that the City Council receive and file the Revenue Report for the months of July 2024 - February 2025.

BACKGROUND:

In an effort to maintain transparency, the City's Finance Department prepares a monthly Revenue Report for the City Council's review.

DISCUSSION:

General Fund revenues are not received evenly throughout the fiscal year. During the first half of the fiscal year, there is always an issue of timing difference whereby cash receipts do not align with the projected budget forecast, but during the second half of the year the cash receipts begin to align with the projected budget. See attachment 1 and 2 for revenue details comparison between July 2023 – February 2024 and July 2024 – February 2025 and explanations in the "**Comments**" column.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENT(S)

1. July 2024 - February 2025 City of Maywood FY 2024-2025 - General Fund
2. July 2024 - February 2025 City of Maywood FY 2024-2025 - Special Revenue Fund

Year-To-Date Revenue Report-General Fund

FY 2024-2025

As of February 28, 2024

Acct #	Account Description	Adopted Budget FY 2024-25	July - February 2024	July - February 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
Taxes:							
4203/ 4302	Franchise & Collectors Fee	\$ 570,000	\$ 204,272	\$ 207,532	\$ 3,260	36.41%	Received Quarterly.
Various	Property Taxes	814,022	358,947	411,571	52,624	50.56%	Major payments receive in December and March. Variance is due to normal increases and higher property tax valuations.
4211	Utility Users Tax	1,400,000	815,931	875,373	59,442	62.53%	Received in the following month. Variance is based on normal annual increases and usage by the consumers.
4206	Transfer Tax	16,000	7,881	14,119	6,238	88.24%	Based on activities.
4202	Transient Occupancy Tax (TOT)	105,000	56,261	52,759	(3,502)	50.25%	Received Quarterly.
4212	Cannabis Sales Tax	1,750,000	355,761	469,981	114,220	26.86%	Received Quarterly. The variance is due to some quarterly tax payments were received late and there are some installment payments catching up.
4201	Sales and Use Tax (Retail Sales Ta	2,335,201	1,266,817	1,014,401	(252,416)	43.44%	Received in the following month. Overall, Sales and Use Tax is lower than prior year. Bases on the analyst from HDL, City's Sales Tax consultant, the decrease in Sales and Use Tax is happening statewide. Sales and Use Tax for the City is expected to decrease by \$178,901 in FY 24-25.
Taxes Total		\$ 6,990,223	\$ 3,065,870	\$ 3,045,736	\$ (20,134)	43.57%	
Licenses & Permits:							
4301	Compliance Program Fee	\$ 45,000	\$ -	\$ -	\$ -	0.00%	Payment received in March annually.
Various	Plumbing, Electrical & Conditional/Land Used Permits	13,600	8,382	10,542	2,160	77.51%	Permits fluctuate based on activities.
4305	Public Works Permit Fees	150,000	68,689	98,855	30,166	65.90%	Fees fluctuate based on activities. Higher activities in the current year.
Various	Other Fees & Permits	24,154	15,070	20,967	5,897	86.81%	Fees fluctuate based on activities.
4320	Occupancy Permits	600	597	1,165	568	194.23%	Fees fluctuate based on activities.
4313	Building Permits	50,000	31,452	47,291	15,839	94.58%	Fees fluctuate based on activities. Higher activities in the current year.

Year-To-Date Revenue Report-General Fund

FY 2024-2025

As of February 28, 2024

Acct #	Account Description	Adopted Budget FY 2024-25	July - February 2024	July - February 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
4751	Rental Registry Program Fees	-	-	46,620	46,620	0.00%	This is the first year of collection. The City started collecting the fees in January 2025.
4307	Commercial Cannabis Renewal Fees	74,250	14,850	14,850	-	20.00%	Five business licenses: one due in December and four due in April.
4322	Parking Permits	63,000	52,880	53,852	972	85.48%	Parking Permits issued during Sept.
4311	Apartment License	20,000	5,546	21,318	15,772	106.59%	Majority of payments are received in January-March. Variance is due to timing difference of the receipts.
4205	Business License Tax	240,000	90,657	226,554	135,896	94.40%	Majority of payments are received in January-March. Variance is due to timing difference of the receipts.
4110	Vehicle License Fees Excess	31,000	31,047	39,619	8,572	127.80%	State Allocation.
4107	Motor Vehicle License Fee (VLF) in lieu	3,639,513	1,770,019	1,833,789	63,770	50.39%	City receives two payments per year: January and May. The increase is due to higher activities, normal increases and new vehicle registrations increased by 4.8% statewide in fourth quarter 2024.
Licenses and Permits Total		\$ 4,351,117	\$ 2,089,189	\$ 2,415,422	\$ 326,233	55.51%	
Charges for Services:							
4704	Plan Check Fees	58,000	54,952	41,623	(13,329)	71.76%	Fees fluctuate based on activities.
4702	Rents & Concessions	23,800	17,861	16,081	(1,780)	67.57%	Monthly payments. Variance is due to prior year City received March payment in February 2024.
Charges for Services Total		\$ 81,800	\$ 72,813	\$ 57,705	\$ (15,109)	70.54%	
Fines and Forfeitures:							
4401	Penalties: Apartment & Business Lic	\$ 9,000	\$ 6,159	\$ 10,467	\$ 4,308	116.30%	Penalties generally occur after February. Variance fluctuates based on the number of penalties.
4404	Southeast Municipal Court (SEMC)/ Court Collections	220,000	141,510	137,598	(3,912)	62.54%	Monthly Payments.
4403	Citations: Administrative	5,000	2,700	3,700	1,000	74.00%	Code Enforcement Citations fluctuate based on activities.
4402	Citations: Parking	412,000	209,983	245,760	35,777	59.65%	Fees fluctuate based on activities. Payments are received two months after the citations are paid to third party.

Year-To-Date Revenue Report-General Fund

FY 2024-2025

As of February 28, 2024

Acct #	Account Description	Adopted Budget FY 2024-25	July - February 2024	July - February 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
Fines and Forfeitures Total		\$ 646,000	\$ 360,352	\$ 397,526	\$ 37,174	61.54%	
Leases and Concessions:							
4501	Leased Property Rental Income	\$ 61,400	\$ 39,337	\$ 37,512	\$ (1,825)	61.09%	Payments received monthly.
Leases and Concessions Total		\$ 61,400	\$ 39,337	\$ 37,512	\$ (1,825)	61.09%	
Miscellaneous:							
4817	Good Corporate Citizen Program	\$ 20,000	\$ -	\$ -	\$ -	0.00%	Payment received in March.
4803	Interest Income	475,000	298,469	374,932	76,463	78.93%	This account mainly included City's LAIF investment earned quarterly and other miscellaneous interest earning. The increase is primarily due to investment earning in current year is higher at (4.62%-4.71%) compared to prior year ranging from 3.59% to a low 4%-4.55% at year end.
4809	Miscellaneous Revenue	10,000	5,622	9,191	3,569	91.91%	
4814	Refunds & Overpayments-Reimb	10,000	26,718	46,171	19,453	461.71%	Amount received varies from year to year.
4816	Rebates & Insurance Claims Pymts	400	301	344	43	86.00%	
4819	Donations	50,000	1,750	73,352	71,602	146.70%	Donations for centennial celebration.
4850	Parks & Rec Revenues	2,500	-	-	-	0.00%	
4800	Transfer In -General	495,705	-	-	-	0.00%	Internal allocations are generally completed at the end of the Fiscal Year.
Miscellaneous Revenue Total		\$ 1,063,605	\$ 332,860	\$ 503,990	\$ 171,130	47.39%	
Pension/Retirement Fund:							
4830	Retiree Pension Levy	\$ 1,300,000	\$ 609,131	\$ 626,412	\$ 17,281	48.19%	Majority of payments are received in January & June, following the ROPS distribution.
Retiree Pension Levy Total		\$ 1,300,000	\$ 609,130.93	\$ 626,412	\$ 17,281	48.19%	
General Fund Revenue Total		\$ 14,494,145	\$ 6,569,552	\$ 7,084,302	\$ 514,750	48.88%	

Year-To-Date Revenue Report-Special Revenue Funds
FY 2024-2025
As of February 28, 2025

Fund #	Fund Description	Adopted Budget FY 2024-25	July - February 2024	July - February 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(A/C)	
212	Gas Tax Fund	\$ 721,127	\$ 413,410	\$ 441,693	\$ 28,283	61.25%	Received monthly. Variance is due to normal increases annually.
214	Transportation Development Act (TDA) Bikeway	25,213	-	-	-	0.00%	Reimbursement based on actual expenditures.
216	SB-1 Road Maintenance Rehabilitation Act Fund	643,264	315,669	291,173	(24,496)	45.27%	Received monthly.
221	Proposition A Transit Fund	690,396	448,072	434,869	(13,203)	62.99%	Received monthly.
222	Proposition C Transit Fund	582,762	374,548	362,776	(11,772)	62.25%	Received monthly.
223	Air Quality Management District (AQMD) Fund	35,300	16,234	8,314	(7,920)	23.55%	Received quarterly.
224	Measure R Transit Fund	429,999	240,107	230,353	(9,754)	53.57%	Received monthly.
225	Measure M Transit Fund	498,766	270,687	261,164	(9,524)	52.36%	Received monthly.
232	Supplemental Law Enforcement Services Fund (SLESF) Grant	100,000	100,000	100,000	(0)	100.00%	Received monthly.
243	Community Development Block Grant (CDBG)	625,365	235,789	224,157	(11,632)	35.84%	Reimbursement based on actual expenditures.
251	Street Lighting Fund	174,520	101,925	99,178	(2,746)	56.83%	Payments start in November.
261	Federal / State / County Grants	18,732,814	390,040	639,807	249,766	3.42%	Reimbursement based on actual expenditures.
272	Measure A Park Fund	784,903	48,503	-	(48,503)	0.00%	Reimbursement based on actual expenditures.
280	Measure W Safe Clean Water Program Fund	198,061	174,728	-	(174,728)	0.00%	Payment received normally by December. Staff is monitoring.
412	Sewer Enterprise Fund	326,000	216,904	215,920	(983)	66.23%	Payment starts in November.
501	PLHA Fund (Permanent Local Housing Allocation)	655,794	-	71,304	-	10.87%	Reimbursement based on actual expenditures.
611	Redevelopment Successor Agency Fund	-	286,875	273,738			
Special Revenue Funds Total		\$ 25,224,284	\$ 3,633,492	\$ 3,654,447	\$ (37,212)	14.49%	

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 3.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: RIMO HANSON, FINANCE DIRECTOR
RAUL HERRERA, SENIOR ACCOUNTANT

SUBJECT: MONTHLY CASH AND INVESTMENT REPORT TO THE CITY COUNCIL FEBRUARY 2025

RECOMMENDATION:

Staff recommends that the City Council receive and file the attached cash and investment report for February 2025.

BACKGROUND:

In accordance with the City of Maywood's Adopted Investment Policy and to provide information to the City Council, the City's Finance Department prepares a *Monthly Cash and Investment Report* for the City Council's review. The report shows the City's cash position at the month's end as well as investments.

DISCUSSION:

The cash and investment balances are across all funds of the City. The purpose of this report is to show the cash and investment balances at month end. The investment provides sufficient liquidity to meet six months of estimated expenditures. All investments are in compliance with California state code 503600 and the City of Maywood Investment Policy.

The City maintains cash in a General Account, investments in the Local Agency Investment Fund (LAIF), investments in the California Employers' Retiree Benefit Trust (CERBT) a Section 115 trust fund dedicated to prefunding other Post-Employment Benefits (OPEB), and investments in the California Employers' Pension Prefunding Trust (CEPPT). The attached report shows the cash and investments as of February 28, 2025.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact involved with approving this report.

ATTACHMENT(S)

1. February 2025 Cash and Investment Report

City of Maywood, California
Cash and Investments Report
As of February 28, 2025

Description	Type	Ending Balance as of 2/28/2025	
A - Non-Investment Cash Accounts			
US Bank - Corporate Checking	Cash	\$	3,406,238.23
Total Cash Accounts		\$	<u>3,406,238.23</u>
B - Investment Accounts			
Local Agency Investment Fund (LAIF)	Pooled Money Investment Account (PMIA)	\$	16,181,635.03
California Public Employees' Retirement System (CalPERS) California Employers' Retiree Benefit Trust (CERBT)	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	\$	1,125,511.68
California Public Employees' Retirement System (CalPERS) California Employers' Pension Prefunding Trust (CEPPT)	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	\$	1,048,008.90
Total Investment Accounts		\$	<u>18,355,155.61</u>
Total Cash and Investments		\$	<u>21,761,393.84</u>

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 4.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: RIMO HANSON, FINANCE DIRECTOR
RAUL HERRERA, SENIOR ACCOUNTANT

SUBJECT: CONSIDERATION OF ADOPTING RESOLUTION NO. 6406 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT

RECOMMENDATION:

Staff recommends that the City Council receive, approve, and file the warrant ACH registers and payroll wire transfers dated 1/24/2025 through 3/13/2025, and adopt Resolution No. 6406 approving the Warrants for Payment.

BACKGROUND:

Staff provides warrant registers and wire transfers to City Council as part of Management Controls. The City utilizes resolutions for approving warrants for payment to comply with Section 3-2.06 of the Municipal Code regarding Warrants for Payments. Exhibit A entitled Summary of Warrants and Wire Transfers/ Automated Clearing House (ACH) Transactions serves as a Management Control for complying with Section 3-2.06. Exhibit B entitled Detail of Warrants serves as evidence of Internal Controls utilized by City Finance staff that support these Management Controls for payments made by the City. These controls are carried out through the submission of all required documents supporting the invoices submitted for payment. Prior to payment, the Finance staff reviews - as an Internal Control that supports the Management Control - all disbursement documents to ensure that they meet the approval requirements.

DISCUSSION:

A - PAYMENT APPROVAL - Pursuant to paragraph 37202 of the California Government Code, demands (called Warrant Demand) against the City for payment shall be audited and thereafter submitted to the City Council for approval or rejection prior to payment, either separately or in a register of audited demands and shall have attached thereto affirmation of the City Treasurer and City Finance Director certifying the accuracy of the demands and the availability of funds for payment. This is accomplished using:

A1 - Warrants Registers or checks certified or approved by the City Treasurer and Finance Director as conforming to authorized expenditures set forth in the City Council adopted City Budget.

A1.1 Prepayments – pre-paying allows the City to take advantage of allowable prompt payment discounts and make payments on due dates of invoices. This involves the issuance of checks prior to final warrant approval. Automated Clearing House (ACH) transactions are made using a network that electronically moves money

between the City's bank accounts to a payee's bank account. This is reflected in the Summary Warrants for Payment and Wire Transfers/ACH Transactions as Accounts Payable prepaid warrants for payment. Wire Transfer is a method of electronic funds transfer from the City of Maywood to one person or organization (payrolls and fees for electronic transfers).

A1.2 Regular Payment – To avoid late fees for payments made beyond due dates of invoices, checks are prepared prior to final warrant approval by the City Council. This is reflected in the Summary Warrants for Payment and Wire Transfers/ACH Transactions as Accounts Payable regular warrants for payment. After City Council approval, the checks are signed and distributed.

B - DOCUMENTATION – The City uses a Management Control by producing a summary document (Exhibit A-Summary Warrants for Payment and Wire Transfers/ACH transactions) that represents the cash disbursements required and the City uses an Internal Control by producing a detailed document (Exhibit B – Detail Warrants for Payment) that details information about each check issued for Prepaids and or to-be-paid for Regular Payments. These “disbursements” are accounted for in the FY2024-25 budget.

B1 – SUMMARY WARRANTS FOR PAYMENT AND WIRE TRANSFERS/ACH TRANSACTIONS provide an accounting of the Accounts Payable Registers, wire transfers (method of electronic funds transfer from the City of Maywood to one person or organization), and Automated Clearing House (ACH) transactions.

B2 – DETAIL WARRANTS FOR PAYMENTS provides the detailed information of approved payments made to the City's vendors and contractors by check number, identification of prepaid, date of warrant, vendor name, check amount, transaction description, and fund source. Wire transfers also enable the City to send electronic funds to the bank accounts of the City's vendors and contractors. The warrant registers, wire transfers, and net payrolls reflect the financial obligations of the City for the above-referenced dates.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The total disbursements for Warrant Registers are \$1,755,230.58 for the period from 1/24/2025 to 3/13/2025. This amount consists of Warrant Registers of \$1,314,224.78 ACH registers of \$319,781.43, and Payroll Wire Transfers of \$121,224.37.

ATTACHMENT(S)

1. Resolution No.6406 Approving the Warrants for Register 3.26.25
2. Exhibit A Summary Warrant Demand 3.26.25
3. Exhibit B Warrant Register Detail 3.26.25

RESOLUTION NO. 6406

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD, CALIFORNIA, AND SUCCESSOR AGENCY TO
THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY
APPROVING THE WARRANTS FOR PAYMENT**

WHEREAS, the following listed demands have been reviewed by the Director of Finance,
and

WHEREAS , the Director of Finance has certified to the accuracy and availability of funds
for payment thereof, and

WHEREAS, the register of audited demands is hereby submitted to the City Council of
the City of Maywood and Successor Agency to the Maywood Community Redevelopment
Agency for approval.

NOW, THEREFORE, BE IT RESOLVED, that the listed Warrants and Wire
Transfers/Automated Clearing House (ACH) Transactions for \$1,755,230.58 are hereby
ratified:

- Exhibit A – Summary of Warrants and Wire Transfers/ACH Transactions
- Exhibit B – Detail of Warrants

PASSED, APPROVED AND ADOPTED THIS 26th day of March 2025.

Mayra Aguiluz, Mayor

ATTEST:

APPROVED AS TO FORM:

Daisy Guerrero, Deputy City Clerk

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, County of Los Angeles, State of California, do hereby certify that the foregoing Resolution, being Resolution No.6406, was duly passed, approved by not less than three members of the City Council of the City of Maywood, signed by the Mayor of said City, and attested by the Deputy City Clerk, all at a regular meeting of the City Council held on the 26th day of March, 2025, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Diasy Guerrero, Deputy City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, March 26, 2025

Accounts Payable		Amount
Accounts Payable void warrants for payment: 093213		\$ -
Accounts Payable prepaid warrants for payment: Checks No. 093112 - 093160, 093162, 093164, 093166 - 093169, 093172 - 093194, 093197 - 093199, 093201, 09203, 093205 - 093206, 093210 - 093214, 093216 - 093220		\$ 1,167,770.22
Accounts Payable regular warrants for payment: 093161, 093163, 093165, 093170 - 093171, 093195 - 093196, 093200, 093202, 093204, 093207 - 093209, 093215, 093221 - 093222		\$ 146,454.56
Accounts Payable regular warrants for payment: ACH No. 261 - 275		\$ 319,781.43
	Sub-total	\$ 1,634,006.21
 Payroll /Wire Transfer		
02/27/25 Payroll Pay Period 2/9/2025 - 2/22/2025		\$ 60,683.71
03/13/25 Payroll Pay Period 2/23/2025 - 3/8/2025		\$ 60,540.66
	Sub-total	\$ 121,224.37
	Total Demands	<u>\$ 1,755,230.58</u>

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
093112	P	2/26/2025	Amazon Capital Services	131.39	PW Dept - Toner 1/24/25	General Fund	100
		2/26/2025	Amazon Capital Services	43.77	Recreation Program Supplies 1/31/25	General Fund	100
093113	P	2/26/2025	AT&T	31.53	Emergency Elevator Phone Svcs 1/10/25-2/9/25	General Fund	100
093114	P	2/26/2025	BELL'S GLASS	1,063.55	CH & Sheriff Station Glass Door 1/23/25	General Fund	100
		2/26/2025	BELL'S GLASS	250.45	CH Glass Door Replacement 1/15/25	General Fund	100
093115	P	2/26/2025	Benefit Coordinators Corporation (BCC)	1,646.36	Dental & Vision Benefits for Mar 2025	General Fund	100
		2/26/2025	Benefit Coordinators Corporation (BCC)	133.30	Dental & Vision Benefits for Mar 2025	Gas Tax Fund	212
		2/26/2025	Benefit Coordinators Corporation (BCC)	10.17	Dental & Vision Benefits for Mar 2025	Proposition A Fund	221
		2/26/2025	Benefit Coordinators Corporation (BCC)	32.26	Dental & Vision Benefits for Mar 2025	Proposition C Fund	222
		2/26/2025	Benefit Coordinators Corporation (BCC)	15.00	Dental & Vision Benefits for Mar 2025	Measure R Fund	224
		2/26/2025	Benefit Coordinators Corporation (BCC)	51.60	Dental & Vision Benefits for Mar 2025	Measure M Fund	225
		2/26/2025	Benefit Coordinators Corporation (BCC)	124.70	Dental & Vision Benefits for Mar 2025	CDBG	243
		2/26/2025	Benefit Coordinators Corporation (BCC)	6.45	Dental & Vision Benefits for Mar 2025	Street Lighting Fund	251
		2/26/2025	Benefit Coordinators Corporation (BCC)	129.00	Dental & Vision Benefits for Mar 2025	Local Fiscal Recovery Fund	273
		2/26/2025	Benefit Coordinators Corporation (BCC)	15.16	Dental & Vision Benefits for Mar 2025	Successor Agency Fund	611
093116	P	2/26/2025	Brent Talmo	1,035.28	Retiree Medical Reimb Mar 2025	General Fund	100
093117	P	2/26/2025	Burke, Williams & Sorensen, LLP	5,487.39	Legal & Professional Svcs Dec 2024	General Fund	100
093118	P	2/26/2025	California Consulting Inc.	3,725.00	Grant Writing Svcs Feb 2025	General Fund	100
093119	P	2/26/2025	Cat Specialties Inc.	141.01	PW Dept - Banners/ Patches 2/10/25	General Fund	100
093121	P	2/26/2025	California Building Standards Commission	5.40	CA Bldg Standards Fees Qtr Apr-June 2015	General Fund	100
		2/26/2025	California Building Standards Commission	14.40	CA Bldg Standards Fees Qtr Apr-June 2017	General Fund	100
		2/26/2025	California Building Standards Commission	37.80	CA Bldg Standards Fees Qtr Apr-June 2019	General Fund	100
		2/26/2025	California Building Standards Commission	80.10	CA Bldg Standards Fees Qtr Jan-Mar 2012	General Fund	100
		2/26/2025	California Building Standards Commission	10.80	CA Bldg Standards Fees Qtr Jan-Mar 2014	General Fund	100
		2/26/2025	California Building Standards Commission	24.30	CA Bldg Standards Fees Qtr Jan-Mar 2016	General Fund	100

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
		2/26/2025	California Building Standards Commission	9.90	CA Bldg Standards Fees Qtr Jan-Mar 2017	General Fund	100
		2/26/2025	California Building Standards Commission	12.60	CA Bldg Standards Fees Qtr Jan-Mar 2019	General Fund	100
		2/26/2025	California Building Standards Commission	59.40	CA Bldg Standards Fees Qtr July-Sep 2012	General Fund	100
		2/26/2025	California Building Standards Commission	46.80	CA Bldg Standards Fees Qtr Oct-Dec 2015	General Fund	100
		2/26/2025	California Building Standards Commission	21.60	CA Bldg Standards Fees Qtr Oct-Dec 2016	General Fund	100
		2/26/2025	California Building Standards Commission	3.60	CA Bldg Standards Fees Qtr Oct-Dec 2019	General Fund	100
		2/26/2025	California Building Standards Commission	9.90	CA Bldg Standards Fees Qtr July-Sep 2014	General Fund	100
		2/26/2025	California Building Standards Commission	10.80	CA Bldg Standards Fees Qtr July-Sep 2015	General Fund	100
		2/26/2025	California Building Standards Commission	36.00	CA Bldg Standards Fees Qtr July-Sep 2016	General Fund	100
		2/26/2025	California Building Standards Commission	8.10	CA Bldg Standards Fees Qtr July-Sep 2017	General Fund	100
093122	P	2/26/2025	Christine M. Locher	697.80	Retiree Medical Reimb Mar 2025	General Fund	100
093123	P	2/26/2025	Crosstown Electrical & Data Inc.	6,446.34	Atlantic Blvd & 55th St 12/29/24	Gas Tax Fund	212
		2/26/2025	Crosstown Electrical & Data Inc.	320.19	Slauson Ave & Gifford Ave 12/18/24	Gas Tax Fund	212
		2/26/2025	Crosstown Electrical & Data Inc.	3,550.21	Slauson Ave & Woodlawn Ave 12/26/24	Gas Tax Fund	212
		2/26/2025	Crosstown Electrical & Data Inc.	233.26	Slauson Ave & Woodlawn Ave 12/9/24	Gas Tax Fund	212
		2/26/2025	Crosstown Electrical & Data Inc.	2,057.40	Street Preventive Maintenance Nov 2024	Street Lighting Fund	251
		2/26/2025	Crosstown Electrical & Data Inc.	2,057.40	Street Preventive Maintenance Sept 2024	Street Lighting Fund	251
093124	P	2/26/2025	Daily Journal Corporation	810.00	Ordinance Building Code & Fire 2/6/25	General Fund	100
		2/26/2025	Daily Journal Corporation	680.00	Notice Inviting Bids CH Painting Proj 1/23/25	Local Fiscal Recovery Fund	273
093125	P	2/26/2025	Dapeer, Rosenblit & Litvak, LLP	340.00	Municipal Code Enforcement Legal Svcs Jan 2025	General Fund	100
093126	P	2/26/2025	Dave and Frank Automotive	711.30	Vehicle Repair VIN# 06493 1/23/25	General Fund	100
		2/26/2025	Dave and Frank Automotive	220.34	Vehicle Repair VIN#10401 1/23/25	General Fund	100
		2/26/2025	Dave and Frank Automotive	30.00	Vehicle Repair VIN#42171 1/17/25	General Fund	100
093127	P	2/26/2025	Dewey Pest Control	152.50	Pest Control Svc Feb 2025	General Fund	100
093128	P	2/26/2025	Downey Import Cars Inc.	492.26	Vehicle Maint VIN. 08062 12/4/24	General Fund	100
		2/26/2025	Downey Import Cars Inc.	519.98	Vehicle Maint VIN. 08395 12/4/24	General Fund	100
		2/26/2025	Downey Import Cars Inc.	1,774.22	Vehicle Maint VIN. 08459 11/22/24	General Fund	100
093129	P	2/26/2025	Environmental Science Associates	6,490.00	Climate Action Adaptation Resilience Plan Svcs Nov 2024	Grant Fund	261

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
		2/26/2025	Environmental Science Associates	1,129.00	Climate Action Adaptation Resilience Plan Svcs Dec 2024	Grant Fund	261
		2/26/2025	Environmental Science Associates	2,114.00	Climate Action Adaptation Resilience Plan Svcs Sept-Oct 2024	Grant Fund	261
		2/26/2025	Environmental Science Associates	10,210.00	Climate Action, Adaptation, & Resilience Plan Svcs Jan 202	Grant Fund	261
093130	P	2/26/2025	Graffiti Protective Coatings Inc.	7,200.40	Citywide Graffiti Removal Dec 2024	General Fund	100
		2/26/2025	Graffiti Protective Coatings Inc.	10,020.40	Citywide Graffiti Removal Nov 2024	General Fund	100
		2/26/2025	Graffiti Protective Coatings Inc.	7,284.00	Citywide Graffiti Removal Oct 2024	General Fund	100
		2/26/2025	Graffiti Protective Coatings Inc.	8,892.40	Citywide Graffiti Removal Dec 2024	Gas Tax Fund	212
		2/26/2025	Graffiti Protective Coatings Inc.	6,768.00	Citywide Graffiti Removal Nov 2024	Gas Tax Fund	212
		2/26/2025	Graffiti Protective Coatings Inc.	10,716.00	Citywide Graffiti Removal Oct 2024	Gas Tax Fund	212
		2/26/2025	Graffiti Protective Coatings Inc.	5,232.93	Graffiti Bus Shelter Maint Jan 2025	Proposition C Fund	222
093131	P	2/26/2025	HD Supply formerly Home Depot Pro	84.28	PW Dept - Materials 1/29/25	General Fund	100
093132	P	2/26/2025	Myers & Sons Hi-Way Safety Inc.	151.29	PW Dept - Signs 2/7/25	General Fund	100
		2/26/2025	Myers & Sons Hi-Way Safety Inc.	1,050.21	PW Dept - Signs Channelizers 2/12/25	Gas Tax Fund	212
093133	P	2/26/2025	Innovative Fence Inc.	314.90	Fence Rental Svcs - 5110 District Blvd 1/9/25-2/9/25	General Fund	100
		2/26/2025	Innovative Fence Inc.	91.30	Fence Rental Svcs - 5102 Cudahy 2/1/25-3/1/25	General Fund	100
093134	P	2/26/2025	Inspector Playground	1,682.00	City Parks Annual Playground Insp Svcs 2/4/25	General Fund	100
093135	P	2/26/2025	JCL Traffic Services	1,171.65	PW Dept - Signs 1/7/25	General Fund	100
093136	P	2/26/2025	Jennifer E. Vasquez	635.69	Reimb Lodging Conference 2/5/25	General Fund	100
093137	P	2/26/2025	Just Printing	580.35	Decals Glass Doors 2/5/25	General Fund	100
093138	P	2/26/2025	Gregory Kiley dba Kiley & Associates LLC	3,900.00	Federal Legislative Advocacy Svcs 1/16/25-2/15/25	General Fund	100
093139	P	2/26/2025	L.B. Johnson Hardware #1	25.16	PW Dept - Supplies 1/24/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	38.31	CH Repair- Breakroom Light Bulbs 1/14/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	43.53	PW Dept - Supplies 1/31/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	43.78	PW Dept -Absorbent Oil 1/13/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	25.16	PW Dept- Supplies 1/14/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	38.95	PW Dept- Supplies 1/23/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	16.39	PW Dept-Keys 1/8/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	12.03	PW Dept-Spray Paint 1/28/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	148.88	PW Dept-Supplies 1/7/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	61.29	PW Dept-Supplies 2/11/25	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	(15.08)	PW Dept- Keys 2/6/25 (Credit)	General Fund	100
		2/26/2025	L.B. Johnson Hardware #1	75.53	Street Maint - Asphalt 1/29/25	Gas Tax Fund	212
093140	P	2/26/2025	Onyx Paving Company Inc	7,000.00	PW Yard Driveway Repair Dec 2024	Local Fiscal Recovery Fund	273

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
093141	P	2/26/2025	Revueltas Landscape Inc	4,500.00	Dodger Dream Field Maint Svcs Dec 2024	General Fund	100
		2/26/2025	Revueltas Landscape Inc	4,500.00	Dodger Dream Field Maint Svcs Sept 2024	General Fund	100
093142	P	2/26/2025	Robert Leach	1,005.00	Retiree Medical Reimb Mar 2025	General Fund	100
093143	P	2/26/2025	Ronald Lindsey	2,226.05	Retiree Medical Reimb Mar 2025	General Fund	100
093144	P	2/26/2025	SHERIFF'S DEPT COUNTY OF LOS ANGELES	490,860.55	Municipal Law Enforcement Svcs Jan 2025	General Fund	100
093145	P	2/26/2025	SR Window Tint Inc.	180.00	CH Glass Door Tint 1/22/25	General Fund	100
093146	P	2/26/2025	Staples Business Advantage	186.13	Various Office Supplies 2/25/25	General Fund	100
093147	P	2/26/2025	Transtech Engineers Inc	520.00	CIP Management Svcs Nov 2024	General Fund	100
		2/26/2025	Transtech Engineers Inc	18,950.50	General City Engineering Svcs Nov 2024	General Fund	100
		2/26/2025	Transtech Engineers Inc	1,247.00	General City Engineering Svcs Nov 2024	Gas Tax Fund	212
		2/26/2025	Transtech Engineers Inc	14,360.00	CIP Management Svcs Nov 2024	LACMTA Funds	227
		2/26/2025	Transtech Engineers Inc	5,524.25	CIP Management Svcs Nov 2024	CDBG	243
		2/26/2025	Transtech Engineers Inc	17,800.00	CIP Management Svcs Nov 2024	Grant Fund	261
		2/26/2025	Transtech Engineers Inc	9,746.50	CIP Management Svcs Nov 2024	Local Fiscal Recovery Fund	273
		2/26/2025	Transtech Engineers Inc	102.00	CIP Management Svcs Nov 2024	Sewer Enterprise Fund	412
093148	P	2/26/2025	U.S. Bank Corporate Payment System	11,178.05	Credit Card - 2/17/25 stmt	General Fund	100
		2/26/2025	U.S. Bank Corporate Payment System	889.00	Credit Card - 2/17/25 stmt	Local Fiscal Recovery Fund	273
093149	P	2/26/2025	UniFirst Corporation	75.40	Building Mat Svcs 1/10/25	General Fund	100
		2/26/2025	UniFirst Corporation	81.40	Building Mat Svcs 1/17/25	General Fund	100
		2/26/2025	UniFirst Corporation	81.40	Building Mat Svcs 1/24/25	General Fund	100
		2/26/2025	UniFirst Corporation	86.88	Building Mat Svcs 1/31/25	General Fund	100
093150	P	2/26/2025	United Pumping Service Inc.	1,967.50	PW Dept-Vacuum Tote Svcs 10/29/24	General Fund	100
093151	P	3/3/2025	ACC Business	829.96	Internet Svcs 1/11/25 -2/10/25	General Fund	100
093152	P	3/3/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	6,168.75	PW Yard- IT internet/Security Installation 12/27/24	General Fund	100
093153	P	3/3/2025	Tierra West Advisors, Inc	12,120.00	5102 & 5110 District Blvd. Brokerage Dec 2024	General Fund	100
		3/3/2025	Tierra West Advisors, Inc	15,500.00	5102 & 5110 District Blvd. Brokerage Jan 2025	General Fund	100
		3/3/2025	Tierra West Advisors, Inc	14,415.00	5102 & 5110 District Blvd. Brokerage Svcs Dec 2024	General Fund	100
093154	P	3/3/2025	World Private Security Inc.	14,327.60	Crossing Guard Svcs Jan 2025	Gas Tax Fund	212
093155	P	3/7/2025	Joseph Chang	18,891.60	Rental Assistance Program Mar 2025 - Mar 2026	Permanent Local Housing Allocation	501
093156	P	3/7/2025	Operation Watchtower LLC	18,645.00	Rental Assistance Program Mar 2025 - Jan 2026	Permanent Local Housing Allocation	501

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
093157	P	3/7/2025	RCK Investments, LLC	19,965.00	Rental Assistance Program Mar 2025 - Jan 2026	Permanent Local Housing Allocation	501
093158	P	3/7/2025	Sandoval Real Properties LP	0.00	Rental Assistance Program Mar 2025 - May 2027	Permanent Local Housing Allocation	501
093159	P	3/7/2025	Sandoval Real Properties LP	19,980.00	Rental Assistance Program Mar 2025 - May 2027	Permanent Local Housing Allocation	501
093160	P	3/13/2025	3Di Systems, Inc.	18,337.00	Rent Stabilization Oct 2024-Jan 2025	Local Fiscal Recovery Fund	273
093161		3/13/2025	Alta Environmental	4,985.01	Professional Svcs Feb 2025	Measure W Fund	280
093162	P	3/13/2025	Amazon Capital Services	32.71	CS Dept -Various Supplies 3/5/25	General Fund	100
		3/13/2025	Amazon Capital Services	24.16	CS Dept- Colored Paper 2/10/25	General Fund	100
		3/13/2025	Amazon Capital Services	201.11	CS Dept- Supplies 3/4/25	General Fund	100
		3/13/2025	Amazon Capital Services	23.91	HR Dept- Calendar 2/10/25	General Fund	100
093163		3/13/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	2,447.66	IT Software Subscriptions Mar 2025	General Fund	100
		3/13/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	3,630.00	IT Svcs Mar 2025	General Fund	100
093164	P	3/13/2025	AT&T	31.63	Emergency Elevator Phone Svcs Feb 2025	General Fund	100
093165		3/13/2025	Base Hill Inc.	6,172.97	CH Janitorial Svcs Feb 2025	General Fund	100
093166	P	3/13/2025	Belinda Murillo	50.00	Youth Commissioner Stipend 2/12/25	General Fund	100
093167	P	3/13/2025	BPR Consulting Group LLC	18,366.61	Professional Svcs Jan 2025	General Fund	100
093168	P	3/13/2025	Bureau Veritas Technical Assessments LLC	26,446.79	ADA Self Evaluation & Transition Plan Feb 2025	Measure R Fund	224
		3/13/2025	Bureau Veritas Technical Assessments LLC	6,097.37	ADA Self Evaluation & Transition Plan Jan 2025	Measure R Fund	224
093169	P	3/13/2025	Burke, Williams & Sorensen, LLP	810.00	Legal Svcs Aug 2024	General Fund	100
		3/13/2025	Burke, Williams & Sorensen, LLP	342.80	Legal Svcs Sept 2024	General Fund	100
093170		3/13/2025	California Consulting Inc.	3,725.00	Grant Writing Svcs Mar 2025	General Fund	100
093171		3/13/2025	California Contract Cities Association - CCCA	4,200.00	Annual Membership FY24-25	General Fund	100
093172	P	3/13/2025	California Building Standards Commission	1.80	CA Bldg Standards Fees Qtr Apr-June 2018	General Fund	100
		3/13/2025	California Building Standards Commission	17.10	CA Bldg Standards Fees Qtr Oct-Dec 2010	General Fund	100
		3/13/2025	California Building Standards Commission	5.40	CA Bldg Standards Fees Qtr Oct-Dec 2018	General Fund	100
093173	P	3/13/2025	Charter Communications Holdings, LLC	631.90	CH Internet & Phone Svcs Mar 2025	General Fund	100
		3/13/2025	Charter Communications Holdings, LLC	325.00	CY Internet & Phone Svc Mar 2025	General Fund	100
093174	P	3/13/2025	CoreLogic Solutions LLC.	150.00	Property Finder Svcs Feb 2025	General Fund	100

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
093175	P	3/13/2025	County of L.A. Dept. of Animal Control	11,577.37	Animal Control Jan 2025	General Fund	100
093178	P	3/13/2025	Crosstown Electrical & Data Inc.	1,389.83	Atlantic Ave 1/10/25	General Fund	100
		3/13/2025	Crosstown Electrical & Data Inc.	147.59	Atlantic Blvd & 55th St 1/9/25	General Fund	100
		3/13/2025	Crosstown Electrical & Data Inc.	304.02	City Hall 12/6/24	General Fund	100
		3/13/2025	Crosstown Electrical & Data Inc.	303.67	3572 E. 55th St 1/23/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	177.52	4003 Slauson Ave 1/6/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	73.80	4035 Slauson Ave 1/6/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	221.37	4851 Slauson Ave 1/6/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	295.18	5512 Maywood Ave1 /15/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	249.03	Atlantic Blvd & 55th St 12/17/24	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	4,445.22	Atlantic Blvd & 55th St 12/26/24	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	1,607.66	Atlantic Blvd & 57th St 1/26/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	3,335.90	Atlantic Blvd & 58th St 12/24/24	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	1,904.13	Atlantic Blvd & 61 St 1/27/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	317.02	Atlantic Blvd & Randolph St 12/18/24	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	1,091.11	Atlantic Blvd & Slauson Ave 1/13/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	90.78	Maywood Ave & Slauson Ave 1/13/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	406.94	Maywood Ave & Slauson Ave 1/2/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	1,305.96	Slauson Ave & Alamo Ave 1/21/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	1,255.98	Slauson Ave & Alamo Ave 1/3/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	785.80	Slauson Ave & Corona Ave 1/27/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	2,698.05	Slauson Ave & Corona Ave 12/26/24	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	502.91	Slauson Ave & Fishburn Ave 12/17/24	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	2,872.97	Slauson Ave & Heliotrope Ave 1/19/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	119.78	Slauson Ave & King Ave 12/6/24	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	197.31	Slauson Ave & Loma Vista Ave 1/7/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	168.81	Slauson Ave & Mayflower Ave 1/6/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	147.59	Slauson Ave & Mayflower Ave 1/9/25	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	119.78	Slauson Ave & Maywood Ave 12/9/24	Gas Tax Fund	212
		3/13/2025	Crosstown Electrical & Data Inc.	3,392.01	City's Street Preventive Maintenance Jan 2025	Street Lighting Fund	251
093179	P	3/13/2025	Dewey Pest Control	152.50	Pest Control Svc Mar 2025	General Fund	100
093180	P	3/13/2025	Diana Cho & Associates	1,848.00	CDBG Code Enforcement Consulting Jan 2025	CDBG	243
		3/13/2025	Diana Cho & Associates	1,452.00	CDBG Code Enforcement Consulting Nov 2024	CDBG	243
		3/13/2025	Diana Cho & Associates	528.00	Consulting Svcs Park Impv Proj FY24-25 Nov 2024	CDBG	243
		3/13/2025	Diana Cho & Associates	374.00	Consulting Svcs Sidewalk Rehab Proj FY23-24 Nov 2024	CDBG	243
		3/13/2025	Diana Cho & Associates	660.00	Consulting Svcs Sidewalk Rehab Proj FY24-25 Jan 2025	CDBG	243

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
		3/13/2025	Diana Cho & Associates	264.00	Consulting Svcs Sidewalk Rehab Proj FY24-25 Nov 2024	CDBG	243
		3/13/2025	Diana Cho & Associates	660.00	Consulting Svcs Rental Asst Prog Dec 2024	Permanent Local Housing Allocation	501
		3/13/2025	Diana Cho & Associates	616.00	Consulting Svcs Rental Asst Prog Jan 2025	Permanent Local Housing Allocation	501
		3/13/2025	Diana Cho & Associates	352.00	Consulting Svcs Rental Asst Prog Nov 2024	Permanent Local Housing Allocation	501
		3/13/2025	Diana Cho & Associates	1,232.00	Consulting Svcs Rental Asst Prog Oct 2024	Permanent Local Housing Allocation	501
093181	P	3/13/2025	Downey Import Cars Inc.	492.36	Vehicle Maint VIN. 07470 12/4/24	General Fund	100
093182	P	3/13/2025	Eliud James Gonzalez	50.00	Youth Commissioner Stipend 2/12/25	General Fund	100
093183	P	3/13/2025	Gilbert Livas	2,430.00	Community Development Consultant Jan 2025	General Fund	100
		3/13/2025	Gilbert Livas	4,062.06	Planning & Economic Development Svcs Feb 2025	General Fund	100
093184	P	3/13/2025	Global Equipment Company Inc.	465.27	HD -Office Panel 2/20/25	Local Fiscal Recovery Fund	273
093185	P	3/13/2025	Graffiti Protective Coatings Inc.	8,356.00	Citywide Graffiti Removal Jan 2025	General Fund	100
		3/13/2025	Graffiti Protective Coatings Inc.	9,644.00	Citywide Graffiti Removal Jan 2025	Gas Tax Fund	212
		3/13/2025	Graffiti Protective Coatings Inc.	5,232.93	Graffiti Bus Shelter Maint Feb 2025	Proposition C Fund	222
093186	P	3/13/2025	HD Supply formerly Home Depot Pro	52.85	PW Dept- Light Bulb 2/28/25	General Fund	100
		3/13/2025	HD Supply formerly Home Depot Pro	99.71	PW Dept- Supplies 2/12/25	General Fund	100
		3/13/2025	HD Supply formerly Home Depot Pro	159.06	PW Dept- Supplies 2/28/25	General Fund	100
		3/13/2025	HD Supply formerly Home Depot Pro	979.72	PW Dept- Various Supplies 1/3/25	General Fund	100
093187	P	3/13/2025	HdL Software LLC	3,116.43	Business License Processing Svcs Jan 2025	General Fund	100
093188	P	3/13/2025	Myers & Sons Hi-Way Safety Inc.	554.35	PW Dept- Building Signs 2/19/25	General Fund	100
093189	P	3/13/2025	Hub Cities Career Center Corporation	6,207.97	Rental Assistance Program Dec 2024	Permanent Local Housing Allocation	501
		3/13/2025	Hub Cities Career Center Corporation	5,508.63	Rental Assistance Program Jan 2025	Permanent Local Housing Allocation	501
093190	P	3/13/2025	Innovative Fence Inc.	89.35	Fence Rental - 4801 E. 58th St 1/25/25-2/11/25	General Fund	100
		3/13/2025	Innovative Fence Inc.	91.30	Fence Rental - 5102 Cudahy 3/1/25-4/1/25	General Fund	100
093191	P	3/13/2025	Jaylene Grace Martinez	50.00	Youth Commissioner Stipend 2/12/25	General Fund	100
093192	P	3/13/2025	JMG Security System	250.00	CH Access Control Svcs 1/23/25	General Fund	100
093193	P	3/13/2025	Kimley-Horn and Associates Inc.	657.42	HSIP Cycle 11 Traffic Signal Improv Jan 2025	Measure R Fund	224

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
093194	P	3/13/2025	L.B. Johnson Hardware #1	18.60	PW Dept -Screws 2/22/25	General Fund	100
		3/13/2025	L.B. Johnson Hardware #1	42.67	PW Dept- Cleaner Simple Green 2/24/25	General Fund	100
		3/13/2025	L.B. Johnson Hardware #1	84.98	PW Dept- Various Supplies 2/14/25	General Fund	100
		3/13/2025	L.B. Johnson Hardware #1	118.74	PW Dept- Various Supplies 2/27/25	General Fund	100
		3/13/2025	L.B. Johnson Hardware #1	43.76	PW Dept- Various Supplies 3/5/25	General Fund	100
		3/13/2025	L.B. Johnson Hardware #1	237.51	PW Dept- Various Supplies 3/7/25	General Fund	100
		3/13/2025	L.B. Johnson Hardware #1	210.71	PW Dept- Various Tools 2/24/25	General Fund	100
		3/13/2025	L.B. Johnson Hardware #1	18.60	PW Dept- Zip Ties 2/12/25	General Fund	100
		3/13/2025	L.B. Johnson Hardware #1	80.96	PW Dept- Signs 3/3/25	Gas Tax Fund	212
093195		3/13/2025	Regional TAP Service Center	921.60	Metro TAP Cards Feb 2025	Proposition C Fund	222
093196		3/13/2025	Maywood Car Wash	240.70	City Vehicles Fuel & Car Wash Dec 2024	General Fund	100
093197	P	3/13/2025	Maywood Mutual Water No.1	138.48	3530 E Slauson Ave 12/16/24-2/24/25	General Fund	100
		3/13/2025	Maywood Mutual Water No.1	156.88	3630 E Slauson Ave 12/16/24-2/24/25	General Fund	100
		3/13/2025	Maywood Mutual Water No.1	175.29	3728 E Slauson Ave 12/13/24-2/24/25	General Fund	100
		3/13/2025	Maywood Mutual Water No.1	64.86	4400 E Slauson Ave 12/13/24-2/20/25	General Fund	100
		3/13/2025	Maywood Mutual Water No.1	64.86	4400 E Slauson Ave 12/16/24-2/21/25	General Fund	100
		3/13/2025	Maywood Mutual Water No.1	97.07	5921 Atlantic Ave 12/16/24-2/21/25	General Fund	100
		3/13/2025	Maywood Mutual Water No.1	78.67	5961 Atlantic Ave 12/16/24-2/21/25	General Fund	100
		3/13/2025	Maywood Mutual Water No.1	175.29	6027 Atlantic Ave 12/12/24-2/20/25	General Fund	100
		3/13/2025	Maywood Mutual Water No.1	147.68	6135 Atlantic Ave 12/12/24-2/20/25	General Fund	100
093198	P	3/13/2025	Maywood Mutual Water Co. No.2	149.50	3626 E 56th St/Pixley Pk 1/1/25-3/1/25	General Fund	100
		3/13/2025	Maywood Mutual Water Co. No.2	270.40	4319 E Slauson 1/1/25 -3/1/25	General Fund	100
		3/13/2025	Maywood Mutual Water Co. No.2	36.70	4323 S Slauson Ave 1/1/25-03/1/25	General Fund	100
		3/13/2025	Maywood Mutual Water Co. No.2	132.60	5313 Pine Ave 1/1/25-3/1/25	General Fund	100
		3/13/2025	Maywood Mutual Water Co. No.2	15.60	5515 Maywood Ave 1/1/25-3/1/25	General Fund	100
		3/13/2025	Maywood Mutual Water Co. No.2	176.16	Fruitl&/Carmelita 1/1/25-3/1/25	General Fund	100
093199	P	3/13/2025	Tri-City Mutual Water Company	398.00	4618 Slauson Ave 12/17/24-2/24/25	General Fund	100
		3/13/2025	Tri-City Mutual Water Company	50.75	5000 Slauson Ave Feb 2025	General Fund	100
		3/13/2025	Tri-City Mutual Water Company	172.00	5316 Atlantic Ave 12/19/24-2/28/25	General Fund	100
		3/13/2025	Tri-City Mutual Water Company	76.00	5600 Heliotrope Ave 12/19/24-2/28/25	General Fund	100
		3/13/2025	Tri-City Mutual Water Company	2,372.00	5950 Walker Ave Feb 2025	General Fund	100
		3/13/2025	Tri-City Mutual Water Company	2,332.00	E 58th St 12/19/24-2/27/25	General Fund	100
093200		3/13/2025	Metro Transit Services	39,427.56	Express Shuttle & Dial-A-Ride Transit Svcs Feb 2025	Proposition A Fund	221
093201	P	3/13/2025	Municipal Waste Solutions, Inc.	2,992.50	Solid Waste Consulting Dec 2024 - Jan 2025	Grant Fund	261
093202		3/13/2025	Nancy Rodriguez	140.40	PARMA Conf Parking Reimb 2/23-25/25	General Fund	100
093203	P	3/13/2025	Nationwide Environmental Services	7,537.00	Street Sweeping Svcs Feb 2025	Measure W Fund	280
093204		3/13/2025	Ok Printing Design & Digital Print	160.00	CS Dept- Banner 3/2/25	General Fund	100
093205	P	3/13/2025	Phoenix Group Information Systems	308.89	Admin Citations Processing Fee Jan 2025	General Fund	100

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
		3/13/2025	Phoenix Group Information Systems	2,142.56	Parking Permit Processing Fees Jan 2025	General Fund	100
093206	P	3/13/2025	QDoxs	131.83	Copier Base Charge 3/1/25-3/31/25	General Fund	100
093207		3/13/2025	Revueltas Landscape Inc	6,020.00	Landscaping Svcs Feb 2025	General Fund	100
		3/13/2025	Revueltas Landscape Inc	4,325.00	Landscaping Svcs Feb 2025	Gas Tax Fund	212
093208		3/13/2025	Roadline Products Inc.	1,595.52	PW Dept- Various Supplies 2/6/25	Gas Tax Fund	212
093209		3/13/2025	Ron's Maintenance Inc	5,340.00	Storm Drain Maint Svcs Feb 2025	Measure W Fund	280
093210	P	3/13/2025	Roy Alexande Hernandez	50.00	Youth Commissioner Stipend 2/12/25	General Fund	100
093211	P	3/13/2025	Richards Watson & Gershon	5,737.80	Legal Svcss-0001 Jan 2025	General Fund	100
		3/13/2025	Richards Watson & Gershon	31.90	Legal Svcss-0009 Jan 2025	General Fund	100
		3/13/2025	Richards Watson & Gershon	31.90	Legal Svcss-0010 Jan 2025	General Fund	100
		3/13/2025	Richards Watson & Gershon	14,648.38	Legal Svcss-0015 Jan 2025	Grant Fund	261
093212	P	3/13/2025	Sanchez Awards	176.40	Employee Plate 2/22/25	General Fund	100
093214	P	3/13/2025	Sparkletts Drinking Water Corp	230.53	CH Drinking Water Mar 2025	General Fund	100
093215		3/13/2025	Stantec Planning & Landscape Architecture	46,715.61	Local Hazardous Mitigation Plan 2/18/25	Grant Fund	261
093216	P	3/13/2025	T-MOBILE	586.27	Cell Phone Svcs 1/21/25-2/20/25	General Fund	100
093217	P	3/13/2025	The Gas Company	346.77	4323 Slauson Ave 2/6/25 - 3/10/25	General Fund	100
093218	P	3/13/2025	Tierra West Advisors, Inc	12,809.59	5102 & 5110 District Blvd Brokerage Svcs Jan 2025	General Fund	100
		3/13/2025	Tierra West Advisors, Inc	15,810.00	Consultant Svcs 5102 & 5110 District Blvd Feb 2025	General Fund	100
093219	P	3/13/2025	Transtech Engineers Inc	18,964.00	General City Engineering Svcs Dec 2024	General Fund	100
		3/13/2025	Transtech Engineers Inc	1,407.00	General City Engineering Svcs Dec 2024	Gas Tax Fund	212
		3/13/2025	Transtech Engineers Inc	20,619.50	CIP Management Svcs Dec 2024	LACMTA Funds	227
		3/13/2025	Transtech Engineers Inc	6,202.50	CIP Management Svcs Dec 2024	CDBG	243
		3/13/2025	Transtech Engineers Inc	12,284.50	CIP Management Svcs Dec 2024	Grant Fund	261
		3/13/2025	Transtech Engineers Inc	9,409.50	CIP Management Svcs Dec 2024	Local Fiscal Recovery Fund	273
		3/13/2025	Transtech Engineers Inc	714.00	CIP Management Svcs Dec 2024	Sewer Enterprise Fund	412
093220	P	3/13/2025	ULINE INC.	182.10	HR Dept-File Bar 1/28/25	General Fund	100
		3/13/2025	ULINE INC.	168.67	HR Dept-File Bar 2/10/25	General Fund	100
		3/13/2025	ULINE INC.	319.20	PW Dept- Supplies 2/19/25	General Fund	100
093221		3/13/2025	World Private Security Inc.	15,995.23	Crossing Guard Svcs Feb 2025	Gas Tax Fund	212
093222		3/13/2025	Zumar Industries Inc.	412.30	PW Dept -Maywood Street Signs 2/11/25	General Fund	100
ACH-261		1/24/2025	Automatic Data Processing	529.90	ADP Payroll Fees Jan 2025	General Fund	100
ACH-262		1/27/2025	WELLS FARGO BANK N A	223,076.80	Maywood CDD Tax Alloc REF. 2017A1,A2,B Interest Payment	Successor Agency Fund	611
ACH-263		1/28/2025	Southern California Edison	27.92	4805 E 58th St 12/9/2024-1/8/2025	General Fund	100
ACH-264		1/28/2025	Southern California Edison	360.88	5916 King Ave/5913 Mayflower Ave 12/7/2025-1/6/2025	Gas Tax Fund	212

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
ACH-265		1/28/2025	Southern California Edison	68.06	5317 Atlantic Ave PED 12/13/2024-1/12/2025	Gas Tax Fund	212
ACH-266		2/3/2025	US Bank Fees	681.19	Bank Merchant Fees Feb 2025	General Fund	100
ACH-267		2/4/2025	8x8 Inc.	469.47	Telephone Srvs Jan 2025	General Fund	100
ACH-268		2/4/2025	California Public Employees' Retirement System	28,924.18	Health Contribution Feb 2025	General Fund	100
		2/4/2025	California Public Employees' Retirement System	2,764.28	Health Contribution Feb 2025	Gas Tax Fund	212
		2/4/2025	California Public Employees' Retirement System	277.96	Health Contribution Feb 2025	Proposition A Fund	221
		2/4/2025	California Public Employees' Retirement System	844.29	Health Contribution Feb 2025	Proposition C Fund	222
		2/4/2025	California Public Employees' Retirement System	423.06	Health Contribution Feb 2025	Measure R Fund	224
		2/4/2025	California Public Employees' Retirement System	1,027.87	Health Contribution Feb 2025	Measure M Fund	225
		2/4/2025	California Public Employees' Retirement System	2,547.93	Health Contribution Feb 2025	CDBG	243
		2/4/2025	California Public Employees' Retirement System	112.63	Health Contribution Feb 2025	Street Lighting Fund	251
		2/4/2025	California Public Employees' Retirement System	2,408.94	Health Contribution Feb 2025	Local Fiscal Recovery Fund	273
		2/4/2025	California Public Employees' Retirement System	513.23	Health Contribution Feb 2025	Successor Agency Fund	611
ACH-269		2/7/2025	California Joint Powers Insurance Authority	22,355.58	CJPIA Feb 2025	General Fund	100
ACH-270		1/24/2025	California Public Employees' Retirement System	8,198.39	Contribution 12/15/2024-12/28/2024	General Fund	100
		1/24/2025	California Public Employees' Retirement System	488.74	Contribution 12/15/2024-12/28/2024	Gas Tax Fund	212
		1/24/2025	California Public Employees' Retirement System	89.30	Contribution 12/15/2024-12/28/2024	Proposition A Fund	221
		1/24/2025	California Public Employees' Retirement System	229.08	Contribution 12/15/2024-12/28/2024	Proposition C Fund	222
		1/24/2025	California Public Employees' Retirement System	74.25	Contribution 12/15/2024-12/28/2024	Measure R Fund	224
		1/24/2025	California Public Employees' Retirement System	225.21	Contribution 12/15/2024-12/28/2024	Measure M Fund	225
		1/24/2025	California Public Employees' Retirement System	490.02	Contribution 12/15/2024-12/28/2024	CDBG	243
		1/24/2025	California Public Employees' Retirement System	22.92	Contribution 12/15/2024-12/28/2024	Street Lighting Fund	251
		1/24/2025	California Public Employees' Retirement System	444.68	Contribution 12/15/2024-12/28/2024	Local Fiscal Recovery Fund	273

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
		1/24/2025	California Public Employees' Retirement System	167.29	Contribution 12/15/2024-12/28/2024	Successor Agency Fund	611
ACH-271		2/14/2025	Colonial Life	225.30	Colonial Life Dec 2024 - Jan 2025	General Fund	100
ACH-272		2/14/2025	US Bank Fees	120.00	Analysis Svc Charges Feb 2025	General Fund	100
ACH-273		2/19/2025	American Family Life Assurance Company of Columbus (AFLAC)	657.57	Aflac payment Jan 2025	General Fund	100
ACH-274		2/6/2025	California Public Employees' Retirement System	8,242.96	Contribution 12/29/2024-1/11/2025	General Fund	100
		2/6/2025	California Public Employees' Retirement System	412.00	Contribution 12/29/2024-1/11/2025	Gas Tax Fund	212
		2/6/2025	California Public Employees' Retirement System	75.79	Contribution 12/29/2024-1/11/2025	Proposition A Fund	221
		2/6/2025	California Public Employees' Retirement System	256.33	Contribution 12/29/2024-1/11/2025	Proposition C Fund	222
		2/6/2025	California Public Employees' Retirement System	74.25	Contribution 12/29/2024-1/11/2025	Measure R Fund	224
		2/6/2025	California Public Employees' Retirement System	156.28	Contribution 12/29/2024-1/11/2025	Measure M Fund	225
		2/6/2025	California Public Employees' Retirement System	468.09	Contribution 12/29/2024-1/11/2025	CDBG	243
		2/6/2025	California Public Employees' Retirement System	22.92	Contribution 12/29/2024-1/11/2025	Street Lighting Fund	251
		2/6/2025	California Public Employees' Retirement System	444.68	Contribution 12/29/2024-1/11/2025	Local Fiscal Recovery Fund	273
		2/6/2025	California Public Employees' Retirement System	154.56	Contribution 12/29/2024-1/11/2025	Successor Agency Fund	611
ACH-275		2/11/2025	California Public Employees' Retirement System	8,311.29	Contribution 1/12/2025-1/25/2025	General Fund	100
		2/11/2025	California Public Employees' Retirement System	543.72	Contribution 1/12/2025-1/25/2025	Gas Tax Fund	212
		2/11/2025	California Public Employees' Retirement System	90.44	Contribution 1/12/2025-1/25/2025	Proposition A Fund	221
		2/11/2025	California Public Employees' Retirement System	274.90	Contribution 1/12/2025-1/25/2025	Proposition C Fund	222
		2/11/2025	California Public Employees' Retirement System	74.25	Contribution 1/12/2025-1/25/2025	Measure R Fund	224
		2/11/2025	California Public Employees' Retirement System	212.72	Contribution 1/12/2025-1/25/2025	Measure M Fund	225
		2/11/2025	California Public Employees' Retirement System	484.44	Contribution 1/12/2025-1/25/2025	CDBG	243
		2/11/2025	California Public Employees' Retirement System	22.92	Contribution 1/12/2025-1/25/2025	Street Lighting Fund	251
		2/11/2025	California Public Employees' Retirement System	444.68	Contribution 1/12/2025-1/25/2025	Local Fiscal Recovery Fund	273

Check NO.	Prepaid (P)	Date	Name	Check Amount	Transaction Description	Fund Title	Fund #
		2/11/2025	California Public Employees' Retirement System	167.29	Contribution 1/12/2025-1/25/2025	Successor Agency Fund	611
			Total ACH and Warrant Registers	1,634,006.21			
		2/27/2025	Payroll Transfer	60,683.71	Payroll Pay Period 2/9/2025 - 2/22/2025		
		3/13/2025	Payroll Transfer	60,540.66	Payroll Pay Period 2/23/2025 - 3/8/2025		
			Total ACH, Warrant Registers and Payroll Transfer	1,755,230.58			

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 5.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: KAREN INIGUEZ, ADMINISTRATIVE ANALYST

SUBJECT: SECOND READING AND CONSIDERATION TO ADOPT ORDINANCE NO. 25-04, "AN ORDINANCE OF THE CITY OF MAYWOOD ADDING CHAPTER 47 (CONTRACTORS-PERMITS FOR LARGE PROJECTS) TO TITLE 5 (PUBLIC WELFARE, MORALS, AND CONDUCT) TO THE MAYWOOD MUNICIPAL CODE TO REQUIRE CONTRACTORS TO APPLY FOR A PERMIT FOR CERTAIN LARGE PROJECTS TO DISCLOSE LABOR VIOLATIONS"

RECOMMENDATION:

Staff recommends that the City Council adopt Ordinance No. 25-04, adding Chapter 47 to Title 5 to the Maywood Municipal Code to require contractors to apply for a permit for certain large projects to disclose labor violations.

BACKGROUND:

On February 26, 2025, the City Council introduced Ordinance No. 25-04 for a first reading. Ordinance No. 25-04 requires contractors to apply for a permit for certain large projects to disclose labor violations.

DISCUSSION:

Ordinance No. 25-04 requires contractors currently working or about to work in the City on large projects to disclose any pending or final determinations related to state or federal labor violations. The proposed regulations would apply only to projects involving 20 or more residential dwelling units or 20,000 or more square feet of commercial or industrial development.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Fiscal impact is expected to be minimal as the City, historically, has not seen many developments that hit the thresholds of the proposed regulation.

ATTACHMENT(S)

1. Ordinance No.25-04 Ordinance to Require Contractors to Apply for a permit for Certain Large Projects (2)

ORDINANCE NO. 25-04

AN ORDINANCE OF THE CITY OF MAYWOOD ADDING CHAPTER 47 (CONTRACTORS-PERMITS FOR LARGE PROJECTS) TO TITLE 5 (PUBLIC WELFARE, MORALS, AND CONDUCT) TO THE MAYWOOD MUNICIPAL CODE TO REQUIRE CONTRACTORS TO APPLY FOR A PERMIT FOR CERTAIN LARGE PROJECTS TO DISCLOSE LABOR VIOLATIONS

WHEREAS, the City of Maywood (the “City”) fosters a culture of accountability and safety among companies and organizations that transact business in the City and

WHEREAS, the City strives to protect human rights and workers’ rights and eradicate labor exploitation by identifying and addressing labor violations, including but not limited to wage theft and

WHEREAS, the City recognizes that companies and organizations’ compliance with labor standards enhances public health, safety, and welfare and is in the best interest of the City and its community and

WHEREAS, the City desires to require contractors to disclose any pending or final determinations for state or federal labor violations within the prior five (5) years and make the same disclosures applicable only to projects involving 20 or more residential dwelling units or 20,000 or more square feet of commercial or industrial development; and

WHEREAS, these disclosures are intended to uphold fair labor and business practices for contractors undertaking certain projects.

WHEREAS, the proposed Ordinance will adopt Chapter 47 (Contractors) of Title 5 (Public Welfare, Morals, And Conduct) of the Maywood Municipal Code, requiring contractors to apply for a permit to disclose labor violations on certain large projects.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

Section 1. A new Chapter 47 entitled “Contractors - Permits for Large Projects” is hereby added to Title 5 (Public Welfare, Morals, and Conduct) of the Maywood Municipal Code to read as follows:

“Chapter 47- CONTRACTORS - PERMITS FOR LARGE PROJECTS

5-47.01- Definitions.

Unless otherwise apparent from the context, certain words and phrases used in this chapter shall be defined as follows:

“City” shall mean the City of Maywood.

“Contractor” shall mean any Person who undertakes, or offers to undertake, or does himself or through others, the construction, alteration, repair, excavation, addition to, subtraction from, improvement, moving, wrecking or demolishing of any building or other structure, project, development or improvement, or any part thereof, including the erection of scaffolding, or other structures, or works in connection therewith. Contractor shall include specialty contractor, but shall not include anyone who merely furnishes materials or supplies without fabricating them into, or consuming them in the performance of, the work of the contractor.

“Permit” shall mean an official document issued by the City under this Chapter.

“Person” shall mean any natural person, firm, company, corporation, partnership, association, any public corporation, trust, estate, joint venture, club, joint stock company, business trust, domestic or foreign corporation, association, syndicate, society or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit or otherwise.

“Project” shall mean any development project within the City consisting of 20 or more residential dwelling units or 20,000 or more square feet of commercial or industrial development.

“Subcontractor” shall mean any Person who undertakes, or offers to undertake, or does by himself or through others, for a Contractor, the furnishing of any labor or service in constructing, altering, repairing, excavating, adding to, subtracting from, altering, moving, wrecking, or demolishing any building or other structure, project, or development, or improvement, including the erection of scaffolding, or other structure, or works in connection therewith.

5-47.02- Permit: Required

Any Contractor, Subcontractor or Person working on and/or proposed to provide work on a Project, as defined in Section 5-47.01, shall obtain a Permit prior to commencement of any work on the Project.

5-47.03- Permit: Requirements

No Contractor, Subcontractor or Person shall be issued a Permit unless the Person is:

- (a) A licensed Contractor licensed by the California Contractors State License Board.
- (b) An employee, agent, or authorized representative of a licensed Contractor.
- (c) The property owner performing their work; or

(d) An employee of the owner, provided that the owner shows evidence of workers' compensation insurance required by state and City laws and their federal tax identification number.

5-47.04- Permit: Application Information

A Contractor, Subcontractor or Person applying for a Permit shall submit the following information as part of the Permit application and prior to the commencement of work:

(a) The applicant shall provide a list of all Contractors and Subcontractors that conduct work and/or hired to conduct work or are proposed to conduct work or proposed to be hired on the Project. Information for such Contractors and Subcontractors on the list shall include documents that verify evidence of each Contractor's and Subcontractor's workers' compensation insurance and their state contractor license and license category, City business license, and federal tax identification number. If the applicant is the Contractor or Subcontractor, they shall provide the information required herein for their business on the application. No Person shall contract or subcontract construction work without a valid Contractor's license pursuant to applicable provisions of the California Business and Professions Code.

(b) For each Contractor and Subcontractor on the list provided in paragraph (a) above, the applicant shall provide a disclosure of any pending or final determinations pertaining to state or federal labor violations and any penalties paid to any government agencies related to such violations within the prior five (5) years from the date of the application for each Contractor and Subcontractors on the Project. If the applicant is the Contractor or Subcontractor, they shall provide this disclosure for themselves on the application as required herein.

5-47.05- Permit: Amendment or Changes

(a) If at any time after the Permit is issued and a change occurs in any information submitted to the City pursuant to this Chapter, the Permittee shall submit updated information to the City within three business days of the Permittee acquiring knowledge of such change.

(b) If the Permittee is a Contractor that hires a new Subcontractor after the issuance of their Permit, the Contractor shall within three business days of such hiring, either update the information submitted to the City pursuant to this Chapter to include the information regarding the Subcontractor, or require the Subcontractor to obtain a permit under this Chapter.

(c) If a new Contractor or new Subcontractor begins work commences on the Project, the Contractor or Subcontractor shall submit an application for a Permit to the City within 3 business days of commencing work on the Project.

5-47.06- Permit: Suspension and revocation

In the event that the applicant cannot provide the complete list of valid subcontractors and the information required above upon Permit application, the applicant shall provide to the City within a reasonable period after issuance of each Permit but prior to commencement of any work pursuant to said Permit, all information required by Section 5-47.04. Failure to comply with the provisions of this Chapter, including Sections 5-47.04 and 5-47.05, may result in one or more of the following:

- (1) Issuance of a Stop Work Order;
- (2) Revocation of the Permit;
- (3) The Permit applicant paying a penalty for default to the City in an amount equal to the original Permit fee for each violation to defray City costs of enforcement of this Chapter; or
- (4) The issuance of an administrative citation pursuant to Section 6-4.30 or the penalties set forth in Maywood Municipal Code Section 1-2.01 of this Code.

5-47.07- Conducting Business without a Permit

Any work performed before satisfying this Chapter's requirements shall be deemed performed without the required Permit.

5-47.08- Administrative Regulations.

To implement the provisions of this Chapter, the City Manager may adopt administrative procedures, regulations and guidelines consistent with the provisions of this Chapter. These administrative procedures, regulations and guidelines shall have the force and effect of law and may be relied upon by the parties to determine their rights and responsibilities under this Chapter. Such administrative procedures, regulations and guidelines shall be posted at City Hall or on the City's website or made available by the City when so adopted."

Section 2. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional.

Section 3. CEQA. This Ordinance has been reviewed by the City Council concerning applicability of the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines (California Code of Regulations, Title 14, §§ 15000 *et seq.*, hereafter the "CEQA Guidelines"), and any applicable local CEQA policies and procedures and City has determined that this Ordinance is not a "project" for purposes of CEQA, as that term

is defined by CEQA Guidelines Section 15378, because City has determined, in its discretion and based on substantial evidence, that this Ordinance concerns organizational or administrative activities and presents no potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Section 4. Effective Date. This ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

Section 5. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED, AND ADOPTED, this 26th day of March, 2025.

Mayra Aguiluz, Mayor

ATTEST:

Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF MAYWOOD)

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, County of Los Angeles, State of California, do hereby certify that the foregoing Ordinance, being Ordinance No. 25-04, was duly passed, approved by not less than three members of the City Council of the City of Maywood, signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of the City Council held on the 26th day of March, 2025, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAIN:

Daisy Guerrero, Deputy City Clerk

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 6.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: JERRY GOMEZ, PUBLIC WORKS SUPERINTENDENT

SUBJECT: CONSIDERATION OF AWARD FOR CITY-WIDE TRAFFIC SIGNAL, SIGN AND STREETLIGHT MAINTENANCE SERVICE AGREEMENT TO CROSSTOWN ELECTRICAL AND DATA, INC. IN A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$361,050

RECOMMENDATION:

Staff recommends that the City Council approve and award an agreement to Crosstown Electrical and Data, Inc. for citywide Traffic Signal, Signs and Streetlight Maintenance Services for a three-year term with two one-year optional extensions in a not-to-exceed amount of \$361,050 and authorize the City Manager to execute the contract.

BACKGROUND:

On January 14, 2020, the City entered into an agreement with the contractor Crosstown Electrical & Data, Inc. (formerly Computer Services Co.) for Traffic Signal, Sign and Streetlight Maintenance Services. The agreement consisted of a three-year term with two one-year extensions. The three-year term of the agreement expired on January 7, 2023. The City then entered into two one-year extensions with Crosstown Electrical & Data, Inc.

DISCUSSION:

On January 24, 2025, City staff released the Request for Proposals (RFP) for Traffic Signal, Signs and Streetlight Maintenance Services. A total of three electrical contractors submitted bids.

Contractors	Quarterly Cost for 21 Intersections	Annual Cost for 21 Intersections	Annual Cost for Streetlight Inspections
Crosstown Electrical and Data, Inc.	\$800.00	\$13,860.00	\$3,200.00
Yunex Traffic LLC	\$1,302.00	\$5,208.00	Time & Material \$215.00 per hour
Econolite Systems, Inc.	\$3,137.78	\$37,653.37	\$2,561.46

Upon review of proposals, staff recommends moving forward with Crosstown Electrical and Data, Inc. Crosstown Electrical and Data, Inc. is the City's current traffic signal, sign, and streetlight maintenance provider

and has provided services to the City for five years. Crosstown Electrical and Data, Inc. is familiar with and has background knowledge and history of the City's electrical system and equipment. Crosstown Electrical and Data, Inc. met and completed the criteria set in the Request for Proposal (RFP). Crosstown Electrical and Data, Inc. provided its organizational information, references, approach to work, and license, Class C10 (Electrical Contractor) as required. Travel time and truck usage are included in the numbers presented by Crosstown Electrical and Data, Inc.

Crosstown Electrical and Data, Inc. provides quality traffic signal, signs, and streetlight maintenance services as well as miscellaneous services such as hanging banners and putting up Christmas decorations. Crosstown Electrical and Data, Inc. is able to support the City of Maywood quickly and efficiently with any traffic signal or issues that may arise and can pull from their team of resources for anything extraordinary. They have maintenance contracts in several neighboring cities as well, which allows for a fast response with equipment and availability to make repairs quickly.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The Traffic Signal, Signs and Streetlight Maintenance Services are budgeted from the General Fund at an amount of \$120,350 each year. For three years at a cost of \$361,050. The breakdown is as follows:

Year 1-General -\$100,350.00 + Contingency-\$20,000.00=\$120,350

Year 2-General -\$100,350.00 + Contingency-\$20,000.00=\$120,350

Year 3-General -\$100,350.00 + Contingency-\$20,000.00=\$120,350

The City's General Fund is recommended as it will satisfy the State's maintenance-of-effort (MOE) requirement to receive SB1, Road Maintenance and Rehabilitation Account (RMRA) funds. The City's MOE is \$98,400.00.

The City appropriately budgeted for the streetlight maintenance service in FY24-25.

ATTACHMENT(S)

1. RFP for Traffic Signal Sign and Streetlight Maintenance Services
2. 25084 - Maywood - RFP Traffic Signal Maintenance - Crosstown
3. Maywood - Maintenance Services Agreement w Crosstown



City of Maywood
Request for Proposals
for
Traffic Signal, Sign and Streetlight Maintenance
Services

PROPOSALS MUST BE RECEIVED NO LATER THAN **3:00 PM,**
February 21, 2025, AND SHALL BE SUBMITTED IN
SEARCHABLE PDF FORMAT ON THE CITY'S PORTAL ON
PLANETBIDS AT THE FOLLOWING WEBSITE:

<https://pbsystem.planetbids.com/portal/64496/portal-home>

Date of Issuance: January 24, 2025

Attention: Jerry Gomez, Public Works Superintendent

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I. PURPOSE

The purpose of this Request for Proposals (RFP) is to select the most-qualified Consultant to Provide Traffic Signal, Sign and Streetlight Maintenance Services for the City of Maywood. The City wishes to obtain Traffic Signal, Sign and Streetlight Maintenance Services under a Professional Services Agreement. The City will award no more than one contract on a not-to-exceed basis.

II. BACKGROUND

The City of Maywood is issuing this Request for Proposals (RFP) for Traffic Signal, Sign and Streetlight Maintenance Services. The City of Maywood is a General Law City, with a Council/Manager form of government. The City is located in the southeast region of Los Angeles County, is 1.18 square miles and is bordered by the cities of Bell, Vernon, Huntington Park, and Commerce.

III. GENERAL REQUIREMENTS

Contractors wishing to have their bid proposals considered for this project shall submit a statement of firm's qualifications applicable to this project, including the following as a minimum:

1. **Experience.** Respondents shall have at least five (5) years of consecutive experience in municipal traffic signal, sign and streetlight work.
2. **Appropriate Licenses or Certifications.** The individual or Contractor must obtain all required City of Maywood licenses and shall hold a valid State of California Contractor's License (C-10) at the time of proposal submittal
3. **Minimum Education:** N/A
4. **Insurance.** The following are the legal and insurance requirements of the City of Maywood for the selected Contractor:
 - a) Time for Compliance. Contractor 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, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section.
 - b) Minimum Requirements. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and

maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

1. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
2. Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease. The policies of insurance shall be issued by an insurer admitted in the State of California and with a rating of at least B+;VII in the latest edition of Best's insurance Guide.

5. **Prevailing Wage.** In accordance with Labor Code Section 1770 et seq., the services to be provided by the successful proposer is a "public work" and thus required to pay and comply with the prevailing wage requirements of the California Labor Code as described in Attachment 2. Said attachment shall be incorporated into the awarded contract.

6. **Payment Bond.** The successful proposer shall be required to submit a payment bond in the form described in Attachment 3 concurrently with the signing of the contract. The surety who provides the bond must be authorized by the Insurance Commissioner to transact business of insurance in the State of California.

7. **Familiarity with Work.** All respondents are advised to become familiar with all conditions, instructions and specifications of this RFP. By submitting a proposal, Respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that Bidder has conducted such additional investigation as it deems necessary and convenient (i.e. visiting the locations), that Respondent is capable of providing the equipment, goods and services necessary to furnish landscape maintenance in a manner that meets the City's objectives in this RFP. Once the contract has been made, a failure to have read the conditions or conduct any investigations of the properties shall not be cause to alter the contract or for Respondent to request additional compensation.

The City of Maywood hereby notifies all firms that it will affirmatively insure that in any contract entered into pursuant to this invitation, the City will not discriminate against

any firm on the grounds of race, color, sex, or national origin in consideration for the award. All persons responding to this invitation shall be aware that their proposals are deemed public records and may be subject to disclosure upon request. The City reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the proposals received.

The City shall select an Individual/Consultant based on a combination of factors, such as: responsiveness and comprehensiveness of the Proposer with respect to this Request for Proposals (RFP); technical background and experience; the number and nature of exceptions taken to the agreement (Attachment 1); previous work performed for other public agencies; information obtained from references; and cost, in addition, the following factors will be considered:

- a. Completeness of the proposal and ability of the Proposer to comply with the mandatory requirements proposed under this RFP.
- b. Whether the Contractor has the financial resources and facilities to perform or provide the required services promptly, or within the time specified without delay or interference.
- c. Experience implementing similar programs and projects.
- d. Recommendations from prior clients and record of performance on previous contracts or services.
- e. Cost reasonableness
- f. The City is not liable for any expenses incurred by any proposer prior to issuing the contract.
- g. The submittal should be typed and as brief as possible while adequately describing the qualifications of the Contractor.
- h. Proposals are to be submitted in the same envelope, clearly marked with the Contractor name, address and phone number. Only one proposal per Contractor will be considered.
- i. All work product generated by the Agreement will be owned by the City.

IV. SCOPE OF SERVICES

EXPERIENCE

The CITY OF MAYWOOD (City) is soliciting Request for Proposals (RFP) from qualified electrical contractors to provide traffic signal, sign, streetlight and intersection street light maintenance, emergency repair, and non-emergency routine inspections. The City operates and maintains twenty-one (21) traffic signals with a variety of traffic signal controllers. The City is seeking a contractor whose combination of experience and personnel will provide timely, cost effective, and quality professional services to the City. The selected Contractor will be required to have qualified traffic technicians that have demonstrated experience with traffic signal, streetlight, and other electrical work. The Contractor shall also have the ability to troubleshoot and diagnose problems with all of the City's traffic signal related electrical operation systems.

The total amount of work available will be a function of routine traffic signal maintenance plus the amount of work that is required due to normal “wear and tear”, collision damage, vandalism, and other factors that may result in the need for emergency responses maintenance services. The City expects traffic signal technicians to be regularly assigned to the City as necessary to provide preventive maintenance and to respond to unscheduled/emergency work. **See Scope of Services and Cost Proposal Schedule pages for details.**

EMERGENCY CALLS

1. The Contractor shall have the capability to receive and to respond immediately to calls of an emergency nature during normal working hours and during hours outside of normal working hours. Calls of an emergency nature received by the City shall be referred to the Contractor for immediate disposition.
2. Contractor shall respond to emergency calls within two (2) hours from the time of notification.
3. Contractor must designate a person within his company who will respond to emergency calls 24 hours a day.
4. Contractor shall submit telephone number to the City that can be used to obtain emergency service on a 24- hour basis. The Contractor's name and telephone number will also be listed with the Los Angeles County Sheriff.
5. Upon arriving at an emergency situation, it shall be the responsibility of the Contractor to eliminate all unsafe conditions which would adversely affect the health, safety, or welfare of the public.
6. Failure to respond within two (2) hours of attempt to contact may result in a \$500.00 penalty per incident. Failure to respond to an emergency at any level will subject the Contractor to any primary or secondary cost arising from said emergency and may result in termination of contract.

SAFETY REQUIREMENTS

1. All work performed under this contract shall be performed in such a manner as to provide maximum safety to the public, and where applicable, comply with all safety standards required by CAL- OSHA, the Work Area Traffic Control Handbook (W.A.T.C.H), and the State of California Manual of Traffic Controls. The City reserves the right to issue, restrain, cease and desist order to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this contract.

HAZARDOUS CONDITIONS

The Contractor shall maintain all work sites free of hazards to persons and/or property resulting from his operations. Any hazardous condition noted by the Contractor, which is not a result of his operations, shall be reported immediately to the City.

TRAFFIC CONTROL

During the progress of the work, adequate provision shall be made by the Contractor to accommodate the normal traffic flow on public streets and park roadways so as to cause a minimum of inconvenience to the public and shall hold the City harmless from all claims arising from any act or omission on his pertaining to any injury, death, or damage to any person or property by reason of any use of any street by anyone while the Contractor is working or has any equipment or barricades thereon.

SOUND CONTROL REQUIREMENTS

The Contractor shall comply with all local sound control and noise level rules, regulations, and ordinances which apply to any work performed pursuant to the contract. No pruning operations equipment or tools shall start work before 7:00 am. Each internal combustion engine used for any purpose on the job shall be equipped with a muffler of a type recommended by the manufacturer of such equipment.

VEHICLE REGISTRATION

Contractor is allowed to drive on walkways to facilitate maintenance. At all times, Contractor shall employ extreme caution and courtesy to the public when operating equipment or vehicles in City parks. Vehicles that leak oil or other liquids are banned from accessing park property. At no time shall the Contractor drive trucks on park turf or shrub beds unless authorized by the City. Damage created by Contractor's vehicles shall be repaired immediately at the Contractors expense.

PROTECTION AND PRESERVATION OF PROPERTY

The Contractor will be held responsible for the preservation of all public and private property along and adjacent to the work areas and will be required to exercise due caution to avoid and prevent any damage or injury thereto, as a consequence of his/her operation. Any damage resulting from Contractor neglect shall be repaired/ replaced at the Contractors expense and to the satisfaction of the City. Any damage to public or private property caused by the Contractor shall be reported to the City immediately.

PUBLIC RELATIONS

Contractor and his employees are required to maintain good public relations at all times. All work shall be conducted in a manner which causes the least possible interference or annoyance to the public.

PARKING

The City of Maywood will make every attempt to identify a suitable space for parking of vehicles and equipment for the purpose of this contract, on preauthorized specific jobs. The vendor will hold the City of Maywood harmless and release the City of liability for the result of theft or vandalism. Should a site not be available, then the vendor may park on City right-of-way near the project area(s).

INVOICES

Contractor shall be required to submit invoices via U.S. Postal Service and email on a monthly basis. The invoice must reflect activity in a bi-weekly breakdown, i.e. 1st - 15th, 15th - end of month. Invoice format shall include but not be limited to a itemize list of services rendered during the billing period, hourly rates charged, if applicable, and the amount due. The City shall review each invoice and notify Contractor in writing within ten Business days of receipt of any disputed invoice amount. Failure to submit invoices in this format may result in non-payment until these requirements are met.

INSPECTIONS

The City of Maywood or its designated representative, shall, at all times, have access to the work and shall be furnished with every reasonable facility for ascertaining full knowledge respecting the progress, workmanship, and character of materials and equipment used and employed in the work.

WITHHOLDING PAYMENT

The City may withhold payment to such extent as may be necessary to protect the City from loss due to one or more of the following reasons:

- Defective or inadequate work not corrected.
- Claims filed, or reasonable evidence indicating probable filing of claims.
- A reasonable doubt that the contract can be completed for the balance unpaid.

1) MINOR MODIFICATIONS AND/OR ADDITIONAL WORK

- a. The City may modify these specifications with the joint approval of the Contractor, the City Manager, and the Public Works Superintendent. All modifications shall be in writing.
- b. In the event that the City of Maywood should require additional work beyond the requirements of these specifications, the Contractor shall perform all work at a competitive price.
- c. Additional work may be added to the contract work as the need arises. The Contractor shall perform all specified and approved

additional work at the unit prices submitted with this bid proposal.

- d. The Contractor must be willing to provide a competitive price for additional work that may be added to the contract. Contractor will be required to demonstrate the ability to properly execute the expanded workload with the necessary increase in labor, materials and equipment needed to complete the additional work in a timely manner.
- e. The Contractor must have the ability to receive and respond to emergency situations and must respond to emergency call outs within one hundred twenty (120) minutes of receipt of the call.

2) COOPERATIVE PURCHASING

It is intended that other public agencies (i.e., city, county, school district, special district, public authority, public agency, and other political sub-division of the State of California) and/or other City departments shall have the option to participate in any agreement created as a result of this Request for Proposal with the same terms and conditions as to the price of the product and/or service. The City of Maywood shall incur no financial responsibility in connection with a purchase order from another public agency. Any public agency that "piggy-backs" on any negotiated contract between the City of Maywood and vendor shall accept sole responsibility for negotiating, placing orders and making payment to vendor. The vendor may or may not agree to the cooperative purchasing clause.

3) REQUESTS FOR CLARIFICATION

If any bidder, prior to submitting their bid should find any discrepancies and/or omissions from the specifications or other contract documents, or if they should be in doubt as to the true meaning of any part thereof, they shall at once make a written request to the City Manager and/or the City of Maywood Public Works Superintendent for corrections, clarification, or interpretation of the points in question. **The person submitting such request shall be responsible for its prompt delivery TBD**

In the event that the Public Works Superintendent receives a request, and it should be found that certain essential information is not clearly and fully set forth, or if the City discovers errors, omissions, or points requiring clarification in these documents, a written addendum will be mailed to each person to whom a set of bid documents has been delivered. The City will not be responsible for any instructions, explanations, or interpretations of the documents presented to bidders in any manner other than written addendum.

V. SCHEDULE

Release of Requests for Proposals

Submittal of Questions

Response to Questions

Proposal Due Date

Proposal Review/Evaluation

Optional Interview (if required)

Tentative City Council award

Tentative Start date

* These dates are anticipated and may change.

DEADLINES

January 23, 2025

February 3, 2025, by 3:00pm

February 7, 2025, by 4:00pm

February 21, 2025, by 3:00pm

Week of February 24, 2025

Week of March 3, 2025

Week of March 26, 2025

Week of March 26, 2025

VI. QUESTIONS

All inquiries regarding this request must be submitted to PlanetBids. City will post responses to questions on PlanetBids.

VII. SUBMITTAL PROCEDURES

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure rendering the proposal non-responsive and may serve as grounds for rejection of the proposal at the City's sole discretion. The submittal shall contain the name of this RFP.

Proposals shall be submitted in searchable PDF format on the City's portal on PlanetBids at the following website: <https://pbsystem.planetbids.com/portal/64496/portal-home>

Please address the Proposals to:
City of Maywood
Attention: Jerry Gomez
4319 Slauson Avenue
Maywood, CA 90270

Separate files shall be submitted for Technical and Cost Proposals. Submittals received after the specified date and time will be considered late and will not be considered for further evaluation.

VIII. SUBMITTAL FORMAT

All Respondents must submit qualifications according to the specifications set forth below. Proposals should be prepared in such a way as to provide a straightforward,

concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Respondent's demonstrated capability to perform work of this type. Proposals shall be valid for a minimum of 90 days following submission. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. EMPHASIS SHOULD BE ON COMPLETENESS AND CLARITY OF CONTENT. The proposal shall not exceed 20 pages. The City reserves the right to request additional information that, in the City's opinion, is necessary to ensure that the Proposer's competence, qualified employees, business organization and financial resources are adequate for the performance of the services under this RFP.

A. WORK PROPOSAL

1. Cover Letter

- a. Provide a cover letter including the Respondent's name, address and telephone number of the contact person(s) who is authorized to submit the proposal on behalf of the Respondent. The cover letter shall include a brief general statement of intent to perform the services and correspondent that all elements of the RFP have been reviewed and understood. The letter should include a brief description of the Respondent's Respondent. The letter should be signed by an individual who can bind the Respondent contractually.
- b. There shall be one person from the Respondent identified in the proposal who shall be the Respondent's designated representative and who is responsible for the services listed in "Section IV - Scope of Services" of this RFP ("Point of Contact").
- c. If applicable, Respondent shall acknowledge receipt of any addendum to the RFP.

2. Table of Contents

- a. Include a table of content identifying the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.

3. Experience and Qualifications

- a. Describe the Respondent, its size and organization, the number and location of offices, and general operational structure, as well as its management and key personnel. Provide a description of the Respondent's Respondent, its size and organization, the number and location of offices and general operational structure. Include a discussion demonstrating that the Respondent has the resources (financial, equipment, labor and capacity) available to provide services under this RFP from the first day at the start of the work.
- b. Provide a summary of Respondents qualification and experience in drone shows and programming. At a minimum, Respondent should have at least five (5) years consecutive experience.
- c. Provide at least three references that received similar services from your Respondent at a minimum over the last five years. Include name of organization, contact name, telephone number and email address.

- d. Demonstrate the qualifications of all personnel to be assigned to the City, including key personnel, by providing resumes and/or relative experience summaries describing their education, credentials, licensing, training and related experience and their proposed roles for this contract.
 - e. Provide an organization chart of the proposed team, including a contingency plan should a member of the proposed team be unable to fulfill their responsibilities.
 - f. Respondent shall hold the required license(s) to perform the work and provide proof of required license for itself and its personnel.
4. Approach to Scope of Services
- a. This section should set forth a comprehensive description of the approach to providing the Scope of Services and should clearly demonstrate an understanding of the City's requirements, the work to be done and the objectives to be accomplished.
 - b. Provide a description of the work plan for the services describing how each task under the Scope of Services will be accomplished. This may be used as an Exhibit for the Scope of Services to the agreement.
 - c. Provide any other information or tasks that Respondent believes necessary to complete the Scope of Services.
5. Proposed Materials and Services
- a. Proposal should indicate the company's availability to provide the items listed in Attachment 1 and any other relevant materials and services for this proposal.
6. Substitutions
- a. If you are unable to provide all the requested items, please indicate comparable substitutions and/or submit bid proposal for partial equipment. Pricing must be itemized for each individual item and include tax and delivery/takedown.

B. COST PROPOSAL

1. Detailed Cost Proposal
- a. Respondent shall submit a detailed cost proposal that shall include all tasks required to perform the Scope of Services. The cost proposal shall indicate how the City will be charged for services (i.e. unit, hourly or flat rate basis as appropriate) for the term of the contract. Costs should include all services and materials, if any, needed to perform the Scope of Services.
 - b. As it relates to the services under this RFP, if Respondent is proposing to provide the services on an hourly basis, the cost proposal shall identify the hourly rate for the personnel needed to complete the Scope of Services.
 - c. In addition, Respondent shall also submit the rates/compensation for any "additional services" that Respondent can provide.
 - d. Provide a PDF file of the cost proposal and make clear all extra fees.

IX. AGREEMENT FOR PROFESSIONAL SERVICES

The City of Maywood's Agreement for Professional Services (Attachment 1) is included for review and comment. The Respondent's submission of a proposal indicates Respondent's compliance of such terms, unless the proposal indicates that compliance is not possible. Proposed revisions should be addressed in the cover letter; however, the City maintains discretion to accept or reject the Respondent's request for revisions. The City reserves the right to make any revisions to the proposed professional services agreement.

X. GENERAL ADMINISTRATIVE INFORMATION

All respondents are advised to become familiar with all conditions, instructions and specifications of this RFP. By submitting a proposal, Respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that the Respondent has conducted such additional investigation as it deems necessary and convenient (i.e. visiting the locations), that Respondent is capable of providing the equipment, goods and services necessary to furnish landscape maintenance in a manner that meets the City's objectives in this RFP. Once the contract has been made, a failure to have read the conditions or conduct any investigations of the properties shall not be cause to alter the contract or for Respondent to request additional compensation.

Each Respondent understands and agrees that the City, its departments, its officers, employees or agents are not responsible for:

- Any costs incurred by a Respondent in the preparation, delivery or presentation of a proposal.
- Any costs incurred by a Respondent in meeting the criteria as a result of making or submitting a proposal or subsequently in entering into a formal agreement with the City; and
- Any errors, inaccuracies or misstatements related to the information or data supplied to any contractor by the City. The use of such information or data provided by the City, its officers, employees, or agents is intended to be used at the sole discretion and risk of the Respondent in the preparation of a proposal pursuant to this Request for Proposals only.

The selected Respondent shall comply with any and all Federal and State laws applicable to the services. All proposals submitted to the City of Maywood in response to this RFP shall become the property of the City and will not be returned and such proposals, after the agreement is awarded, are subject to the California Public Records Act.

The City reserves the right to accept, reject, modify, or cancel in whole or in part, this RFP. The City reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive irregularities and technical defects in the

proposal process, all in its sole discretion. The City has no obligation, express or implied, to make an award.

The City may reject proposals from Respondents who cannot satisfactorily provide the experience and qualifications required by this RFP and/or provides the scope of services required herein. The City reserves the right to seek new proposals when it determines that it is in the best interest to do so.

XI. SUBMITTAL DUE DATE

The submittal package must be received prior to the submittal date specified in "Section IV - Schedule" of this RFP. Respondents mailing a proposal must allow sufficient delivery time to ensure timely receipt of the proposal by the date and time specified. Submittals arriving after the deadline will not be considered.

XII. SELECTION PROCESS

All proposals timely received shall be reviewed to verify that the proposal meets the minimum requirements and qualifications. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the professional services agreement, may be eliminated from further consideration at the discretion of the City. Proposals will be reviewed and evaluated by an evaluation committee comprised of City of Maywood personnel.

The City will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The City's final selection will not be dictated on any single factor or criteria including price. The City reserves the right to award the contract(s) in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion, notwithstanding the criteria set forth herein, including negotiating with one or more of the Respondents for the same services.

City will evaluate the proposals provided in response to this RFP based on the following criteria:

1. The City will evaluate Respondents based on meeting all of the City's requirements and who offers the most advantageous combination of cost and high quality service. In addition to cost, however, the City will consider the quality of services proposed, the financial qualification of, and the work experience of the proposer in determining the best value to the City.
2. Other criteria shall include, but not be limited to:
 - a. Quality and completeness of proposal
 - b. Qualifications and experience of proposer, including experience and qualifications of key personnel and staff
 - c. Similar experience and expertise in the type of work required, with the City or with other public agencies
 - d. Demonstrated understanding of the scope of services requested as well as capacity of respondent

- e. References
- f. Financial stability of proposer
- g. Cost to the City
- h. Oral interviews, if applicable.
- i. Any other factors determined by the City to be relevant to the performance of these services.

XIII. AUTHORITY TO WITHDRAW

The City of Maywood reserves the right to withdraw this Request for Proposals without prior notice. The City of Maywood makes no representation that any agreement will be awarded to any Respondent as a result of having responded to this request. All proposals submitted to the City of Maywood in response to this RFP shall become the property of the City and will not be returned.

XIV. AWARD OF CONTRACT

Based on the outcome of the evaluation committee's evaluation of the proposals, a recommendation will be submitted to the City Council for consideration of award. An award of a contract occurs when the contract is approved by the Maywood City Council. Selection of a respondent with whom the City enters into contract negotiations with or a recommendation of an award by the evaluation committee or any other party, does not constitute an award of a contract. The contract shall be in accordance with the attached Agreement.

XV. ATTACHMENTS

- Attachment 1. Exhibit A Scope of Work
- Attachment 2. Exhibit B Form Maintenance Services Agreement
- Attachment 3. Exhibit C Terms for Compliance with California Labor Law Requirements
- Attachment 4. Exhibit D Payment Bond

EXHIBIT A

Scope of Work

SCOPE OF WORK

1. SERVICES TO BE PROVIDED The City desires to retain a contractor to provide full services for maintenance and repair of the City's 21 traffic signal intersections on a routine basis. Service for signs and streetlights to be provided on an as needed basis. Services are to include:

A. Monthly inspection and testing of controller, actuation system (traffic loops or other traffic sensing system), indicator lamps (standard and Light Emitting Diode), reflectors, pedestrian signals, and pushbuttons. Contractor shall test all components through at least three cycles during each monthly testing period. At least one inspection cycle per 90-day period shall be done at night and shall include illuminated street name signs, street and safety lighting.

B. Monthly inspection, cleaning and adjustment of control unit and cabinet, including removal of accumulated dirt and debris, inspection and cleaning of seals and drains, and removal of any graffiti, stickers or other non-official markings on the exterior of the controller cabinet. Exterior of cabinet shall be repainted in original colors, if appropriate, to remove markings.

C. Quarterly cleaning and inspection of all indicator lamps, cleaning of hoods, targets, lenses and reflectors as needed, and verification of focus and aim of individual indicators and signal head assembly. Contractor shall thoroughly clean, inspect and polish each lamp and reflector at each intersection a minimum of once per calendar year and replacement of failed lamps. Contractor shall document date and time of annual cleaning and polishing.

D. Replacement of any failed lamp as identified during inspection or within one business day of notification if two or more lamps remain operating in the direction of travel: if less than two lamps are operating, Contractor shall respond within 24-hours of notification.

E. Repair or replacement of any failed critical system component as identified during inspection or within 2-hours of notification of Contractor by City.

F. Maintain a record of all inspections on a report to be kept in each controller cabinet in a format acceptable to the City Engineer.

G. Provide a monthly report to the city of all inspections including corrective actions taken at each traffic signal.

H. Extraordinary work such as putting up signs, hanging flags, hanging banners, and hanging holiday lighting/decorations.

2. FREQUENCY AND QUANTITY OF SERVICE. The City currently has 21 traffic signals located at various intersections throughout the City. City desires to have each signal

placed on an inspection schedule to ensure that each signal is inspected once every 90 days.

3. **CONTRACTOR TO PROVIDE.** Contractor shall furnish all necessary personnel, vehicles, equipment, supplies and tools needed in support of the scope of services contained within this bid. Nothing in the specification shall implicitly or explicitly require the City to provide any personnel, vehicles, equipment, supplies or tools to the Contractor in performance of scope of work. City shall reserve the right to have City crews place any additional traffic control devices, including temporary stop signs at any signal location determined as necessary by the City Engineer.

4. **VEHICLE CONDITIONS.** All vehicles and equipment shall be kept in a clean and well maintained condition while operating within the city. Contractor shall ensure that each vehicle is inspected daily for safety related items, and that a record of the vehicle inspection shall be kept with the vehicle at all times the vehicle is operating within the city. City shall have the right to review vehicle inspection records at any time that the vehicle is operating within the City limits, upon verbal request of the operator of the vehicle by City representative. Failure to maintain vehicles in a clean and safe condition or the refusal to produce said vehicle inspections will be formally documented by the City subject to further administrative action by the City, up to and including termination of any purchase order, contract or agreement between the Contractor and the City.

5. **AIR QUALITY REQUIREMENTS.** Contractor shall meet all applicable local, state and Federal air quality laws, rules and regulations including but not limited to those promulgated by the SCAQMD at the time of award.

6. **NPDES REQUIREMENTS.** Contractor shall meet all applicable local, state and Federal clean water laws, rules and regulations including but not limited to all conditions set forth in the Los Angeles County National Pollution Discharge Elimination System Permit as it relates to tree trimming and removal practices, and all Best Management Practices set forth by the City in compliance with NPDES requirements. Contractor shall not discharge any water containing trash, debris, pollutants, fuels, oils, soaps or other non-allowable constituents from its vehicles upon any city street, to any storm drain or any non-permitted outlet. Contractor shall not allow any trash, soils or debris to remain upon any street or public right-of-way in such a manner that could result in entry into any storm drain during a rain event. Contractor shall comply with all NPDES requirements at its maintenance facilities, storage yards and company facilities. Failure to comply with this section may result in termination for cause by the City of any contract resulting from this solicitation.

7. **COURTEOUS OPERATION.** Contractor shall perform all traffic signal maintenance operations in a manner that causes a minimum inconvenience to the residents and businesses within the city. The Contractor shall ensure that traffic signal maintenance staff conduct their activities in a professional and courteous manner. Contractor shall formally investigate any complaints received by the City in a prompt and expedient manner, and shall provide a written report to the City regarding the resolution of said complaint within seven business days from the date the complaint is forwarded to Contractor. Contractor shall ensure that equipment and vehicles do not create

unnecessary noise or dust during routine operations, and shall be sensitive to performing traffic signal maintenance operations in residential areas prior to 7:00 AM.

8. CLAIMS FOR DAMAGES. Contractor shall promptly investigate any and all reports of damage to private vehicles or property resulting from Contractor's activities within the City, and address said claims in a prompt and expedient manner. Contractor shall provide a written report to the City regarding the findings and probable resolution of said claims within seven business days from the date the claim is made to either directly to the Contractor or forwarded from the City to the Contractor.

9. COMPLIANCE WITH WASTE DIVERSION AND RECYCLING. Contractor shall be responsible for the collection, hauling and disposal of all materials collected during the course of the daily traffic signal maintenance operations. The City is under State Mandate to comply with waste diversion requirements that require the city to divert 65% of the waste stream from landfilling. As part of their response to this request for bid, the Contractor shall describe their proposed collection, hauling and disposal activities, including identifying proposed waste disposal facilities receiving collected debris and materials. Contractor shall also describe how they shall handle any hazardous materials generated during the course of traffic signal maintenance activities, including identification of proposed Contractors for disposal of any hazardous materials. In addition, Contractor shall describe in detail the waste diversion and recycling activities Contractor shall undertake to ensure that 65% of the materials and debris collected during the course of traffic signal maintenance operations shall be diverted from landfilling or recycled. Contractor shall identify any diversion or recycling facilities proposed for receiving said materials. Contractor shall prepare and submit a report documenting tonnage delivered to each facility and copies of weight tickets for each load. Reports shall be submitted for each calendar quarter and shall be provided to the City by the 20th of the month following the end of the calendar quarter.

10. ACCIDENTS REPORTS. Contractor shall provide a copy of any and all accidents involving Contractor's vehicles, personnel and equipment while operating within the City, to the City within seven days from the date of the accident. Said report shall include the date and time of the accident, and a copy of any law enforcement reports resulting from the accident.

11. QUALITY OF WORK. Contractors shall ensure that all traffic signal maintenance shall be done to the highest standards of workmanship. Components and lamps used for replacement shall provide the highest value to the city in terms of life cycle in order to minimize repetitive failures. Contractor shall secure appropriate standard-manufacturer warranties on all components and materials purchased for and used within City traffic signals. Said warranties shall be the longest practical without incurring additional costs for components. Contractor shall vigorously pursue warranty claims in order to ensure minimum cost to the city in the event of component failures and shall apply any credits received for warranted defects as credits against Contractor's costs for components to the City. City reserves the right to review product warranties and technical specifications of all components provided by Contractor prior to reimbursement to Contractor.

EXHIBIT B

Form Maintenance Services Agreement

EXHIBIT C

Terms for Compliance with California Labor Law Requirements

EXHIBIT C

TERMS FOR COMPLIANCE WITH CALIFORNIA LABOR LAW REQUIREMENTS

1. This Agreement calls for services that, in whole or in part, constitute "Public Works" as defined in Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code ("Chapter 1"). Further, Contractor acknowledges that this Agreement is subject to (a) Chapter 1 and (b) the rules and regulations established by the Department of Industrial Relations ("DIR") implementing such statutes. Therefore, as to those Services that are "public works", Contractor shall comply with and be bound by all the terms, rules and regulations described in 1(a) and 1(b) as though set forth in full herein.
2. California law requires the inclusion of specific Labor Code provisions in certain contracts. The inclusion of such specific provisions below, whether or not required by California law, does not alter the meaning or scope of Section 1 above.
3. Contractor shall be registered with the Department of Industrial Relations in accordance with California Labor Code Section 1725.5, and has provided proof of registration to City prior to the Effective Date of this Agreement. Contractor shall not perform work with any subcontractor that is not registered with DIR pursuant to Section 1725.5. Contractor and subcontractors shall maintain their registration with the DIR in effect throughout the duration of this Agreement. If the Contractor or any subcontractor ceases to be registered with DIR at any time during the duration of the project, Contractor shall immediately notify City.
4. Pursuant to Labor Code Section 1771.4, Contractor's Services are subject to compliance monitoring and enforcement by DIR. Contractor shall post job site notices, as prescribed by DIR regulations.
5. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to perform the Agreement are on file at City Hall and will be made available to any interested party on request. Contractor acknowledges receipt of a copy of the DIR determination of such prevailing rate of per diem wages, and Contractor shall post such rates at each job site covered by this Agreement.
6. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to City, forfeit \$200.00 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the

work or craft in which the worker is employed for any public work done pursuant to this Agreement by Contractor or by any subcontractor.

7. Contractor shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Contractor and each subcontractor to: keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform City of the location of the records.

8. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6 and 1777.7 and California Administrative Code title 8, section 200 et seq. concerning the employment of apprentices on public works projects. Contractor shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Contractor shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within 60 days after concluding work pursuant to this Agreement, Contractor and each of its subcontractors shall submit to City a verified statement of the journeyman and apprentice hours performed under this Agreement.

9. The Contractor shall not perform Work with any Subcontractor that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. The Contractor and Subcontractors shall not be debarred or suspended throughout the duration of this Contract pursuant to Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. If the Contractor or any subcontractor becomes debarred or suspended during the duration of the project, the Contractor shall immediately notify City.

10. Contractor acknowledges that eight hours labor constitutes a legal day's work. Contractor shall comply with and be bound by Labor Code Section 1810. Contractor shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Contractor shall, as a penalty to City, forfeit \$25.00 for each worker employed in the performance of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Contractor in excess of eight hours per day, and 40 hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay.

11. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

12. For every subcontractor who will perform work on the project, Contractor shall be responsible for such subcontractor's compliance with Chapter 1 and Labor Code Sections 1860 and 3700, and Contractor shall include in the written contract between it and each subcontractor a copy of those statutory provisions and a requirement that each subcontractor shall comply with those statutory provisions. Contractor shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a periodic review of the certified payroll records of the subcontractor and upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Contractor shall diligently take corrective action to halt or rectify any failure.

13. To the maximum extent permitted by law, Contractor shall indemnify, hold harmless and defend (at Contractor's expense with counsel reasonably acceptable to City) City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers from and against any demand or claim for damages, compensation, fines, penalties or other amounts arising out of or incidental to any acts or omissions listed above by any person or entity (including Contractor, its subcontractors, and each of their officials, officers, employees and agents) in connection with any work undertaken or in connection with the Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses. All duties of Contractor under this Section shall survive the termination of the Agreement.

EXHIBIT D

Payment Bond

EXHIBIT D
PAYMENT BOND

Bond No. _____

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Maywood ("City"), State of California, has awarded to _____ ("Principal") a contract (the "Contract") for _____.

WHEREAS, under the terms of the Contract, the Principal is required before entering upon the performance of the work, to file a good and sufficient payment bond with the City to secure the claims to which reference is made in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code.

NOW, THEREFORE, we, the undersigned Principal, and _____

(Name and address of Surety)

("Surety") a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the City and all contractors, subcontractors, laborers, material suppliers, and other persons employed in the performance of the Contract and referred to in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code in the penal sum of _____ (\$ _____), for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to this work or labor, that the surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by City in successfully enforcing this obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this Bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this Bond.

Upon expiration of the time within which the California Labor Commissioner may serve a civil wage and penalty assessment against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1741, and upon expiration of the time within which a joint labor management committee may commence an action against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1771.2, if the condition of this Bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

The Surety hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or the specifications accompanying the same shall in any manner affect its obligations on this Bond, and it does hereby waive notice of any such change, extension, alteration, or addition.

IN WITNESS WHEREOF, two identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

“Principal”

“Surety”

By: _____
Its: _____

By: _____
Its: _____

(Seal)

(Seal)

Note: This Bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached. IF CONTRACTOR IS A PARTNERSHIP, ALL PARTNERS MUST EXECUTE BOND. DATE OF BOND MUST NOT BE PRIOR TO DATE OF CONTRACT. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.

PROPOSAL FOR
City of Maywood
REQUEST FOR PROPOSALS (RFP)
FOR
TRAFFIC SIGNAL, SIGN, AND STREETLIGHT MAINTENANCE SERVICES

SUBMITTED BY:
Crosstown Electrical & Data, Inc.



PROPOSAL DUE:
FEBRUARY 25, 2025
AT 3:00 PM

February 21, 2025

City of Maywood
Attention: Jerry Gomez
4319 Slauson Avenue
Maywood, CA 90270

Dear Mr. Gomez:

Crosstown Electrical and Data Inc. ("Crosstown") is pleased to submit this proposal in response to the City of Maywood's request for proposal for Traffic Signal, Sign, and Streetlight Maintenance Services project.

Crosstown is a Southern California based Electrical & General Contractor specializing in Traffic Signal Maintenance, installation of Electrical and ITS Infrastructure, fiber optics, copper, wireless, communications, closed circuit television systems, traffic signal installations and modifications. Crosstown is an extremely strong team that provides quality traffic signal maintenance services as well as maintaining construction, fiber optic and intelligent transportation system divisions of our company. Crosstown is able to support the city quickly and efficiently with any traffic signal or issue that may arise, and we can pull from our team of resources for anything extraordinary. We are the city's current traffic signal maintenance provider and have enjoyed the relationship in working with the City of Maywood over the past five years. Crosstown has maintenance contracts in several neighboring cities as well which allows us to respond with equipment and be available locally to make repairs quickly.

Crosstown's Traffic Signal Maintenance division currently employs professional IMSA certified traffic signal/street light electricians and an operational staff consisting of dispatchers, billing specialists, customer service representatives, purchasing agent, and management team. Crosstown intends to use in-house personnel and equipment required to service the City of Maywood's (21) signalized intersections. We support the International Municipal Signal Association (IMSA) training procedures with all of our technicians obtaining advanced certification through in-house training and participation in IMSA certification courses. The specialized experience and professional competence of Crosstown's personnel is identified in the personnel section of this response. Our team has the ability to trouble shoot and diagnose problems for all of the City's traffic signal related electrical operation systems.

Please note that Crosstown maintains an A & C-10 License, No. 756309. We are also registered with the Department of Industrial Relations, No. 1000000155. Our main office is in the city of Irwindale.

I, David Heermance, as the CEO and owner, am authorized to submit this proposal on behalf of Crosstown Electrical & Data, Inc. All elements of the RFP have been reviewed and are understood. The project manager will be Mr. Jerry Davis and his contact information follows this cover letter and he will be the designated representative responsible for services listed in the Scope of Services of this RFP.

Addendum #1 is received and acknowledged. Crosstown agrees to meet all insurance requirements stated in this RFP. Prevailing wages will be paid. A payment bond will be provided upon successful execution of the agreement for this project.

Our firm is very confident that we can provide superior service and that we have the experience necessary to meet all of the expectations set forth in the Service Scope provided. Thank you for your time and consideration and we look forward to continuing to serve the City of Maywood as their Traffic Signal Sign, and Streetlight Maintenance Services Team.

Best Regards,



Dave Heermance
President / CEO / Owner
Phone: (626) 813-6693
Dave@crosstowndata.com

A. WORK PROPOSAL

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EXPERIENCE AND QUALIFICATIONS

COMPANY INFORMATION / BACKGROUND

Crosstown Electrical & Data, Inc. was incorporated in 1998 and has been providing Electrical, ITS and traffic signal services successfully for the past 26 years. Crosstown is 100% owned and operated by Mr. David Heermance. We currently have 135 employees with the qualified staff necessary to perform the tasks and services required of this request for proposal.

Crosstown has good relationships with many cities throughout California and multiple traffic signal maintenance contracts currently in effect that are similar to this RFP, such as the city of San Dimas, Maywood, and Downey. See reference section for additional projects and details. Crosstown maintains a Class "A" General Construction license and a class "C-10" Electrical license, No. 756309, Expires 11/30/24. We are registered with the Department of Industrial Relations, DIR # 100000155. Crosstown complies with the California Labor Code. Pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of California Prevailing Wage Rates, respectively. Crosstown complies with the Copeland Anti- kickback Act (18 USC 874 C) and the implementation regulation (29 CFR 3) issued pursuant thereto, and any amendments thereof.

Company Name:	Crosstown Electrical & Data, Inc.
Legal Form of Company:	Corporation
License no.:	756309
Federal Employer ID #:	22-3611877
DIR #:	1000000155
Primary Project Contact:	Jerry Davis: Senior Operations Manager
Telephone Number:	(951) 738-1444
Cell Phone:	(951) 260-3694
Email:	jdavis@crosstowndata.com
Corporate Office:	5454 Diaz Street Irwindale, CA. 91706 (626) 813-6693

STATEMENT OF QUALIFICATIONS

Crosstown's technicians are skilled and regularly engaged in traffic signal maintenance as well as performing underground Service alerts (USA's). References from other cities in which we provide Traffic Signal Maintenance services is provided below. Crosstown has the resources and experience to provide cost effective and quality professional services to the city of Maywood.

KEY PERSONNEL / EXPERIENCE / QUALIFICATIONS

A. Crosstown's Qualified Maintenance Personnel

Crosstown will maintain an adequate level of labor resources as required by the Scope of Work. The designated manager will have full involvement in the work effort. The following key personnel and support team will be associated with the fulfillment of this Scope of Work and performance of specified tasks.

Our main technicians assigned to this project will be Harry Vaidya and Shea Grotke with back-up by Jesus Sanchez. Each of our technicians are skilled and meet the standards set forth in the city's request for proposal with the following qualifications:

- a. **Shea Grotke- Maintenance Technician / IMSA Field Technician Level III:** Shea has a Bachelor of Arts in Computer Science from Cal State San Bernardino. He has experience as a General Maintenance Supervisor of a Building Complex and working in General Construction for Shimmick. Shea joined Crosstown in March of 2020 and has his IMSA Work Zone Safety and Traffic Signal Level I, II, and III certifications. Shea is also an IBEW Union Traffic signal Maintenance Technician, he is bucket truck certified, and trained in Iiteris Video Detection systems, Gridsmart Video Detection systems, and Econolite Controller Programming. He has currently been providing Maintenance services in the cities of Laguna Hills, West Hollywood, Maywood and Los Alamitos. Please see attached resume for additional information.
- b. **Haresh (Harry) Vaidya – Maintenance Technician / Journeyman Electrician / IMSA Field Technician Level III:** Mr. Vaidya possesses strong technical skills and the ability to collaborate with others. He has over 30 years of experience in the industry and his strengths include the installation, repair, and replacement of complex electrical and electronic equipment in the field and in production settings. Please see attached resume for additional information.
- c. **Jesus Sanchez - Maintenance Technician / IMSA Field Technician Level III:** Mr. Sanchez has over 40 years of experience in the traffic signal maintenance industry and has a great reputation for troubleshooting and solving complex issues. His work ethic and knowledge is a true asset to Crosstown and each city that Mr. Sanchez is able to work with. Please see attached resume for additional information.

B. Crosstown's Management Contacts and Support Staff

- a. David Heermance, President** - Mr. Heermance is the President and CEO of Crosstown Electrical & Data, Inc. which has been providing Electrical and communication services since 1998. He holds a General Construction Class A license as well as an Electrical Class C-10 License and has led Crosstown to experience continual growth and success each year. Mr. Heermance brings over 40 years of overall experience in the installation, operation, maintenance and management of electronic equipment, communications, traffic signals and fiber optic systems to his team. He has in-depth knowledge and understanding of data communications, fiber optics, video, and their application to traffic signals and Intelligent Transportation Systems. Furthermore, Mr. Heermance has developed exceptional management skills in relation to construction and maintenance and ensures that each project is completed successfully and with a satisfied customer.
- b. Jerry Davis – Senior Traffic Signal Maintenance Operations Manager:** As Senior Operations Manager Jerry is also the Contact Compliant Manager for this contract. He is responsible for providing strong strategic leadership for the company by working with other management staff and ownership to establish long-range goals, strategies, plans and policies. As well as plan, develop, organize, implement, direct, and evaluate the organization's fiscal function and performance, Jerry works closely with our entire team as well as our clients. He is responsible for the day-to-day direction, oversight and quality control of and delivery of service on this contract. Jerry has over 35 years of experience in traffic signal construction, maintenance, and service operations, many of those years have been spent in high profile leadership roles. Jerry worked many of his years in this industry as an IBEW Union journeymen electrician, foreman, and general foremen and as a Project Engineer for Steiny & Co. Jerry came to CSC in early 2013 to oversee all aspects of the company's operations and now manages all Traffic Signal Maintenance operations at Crosstown. He is an active IMSA Member and holds his IMSA Work Zone Safety, Level I and Level II Traffic Signal Field Technician Certifications.
- c. Ralph Maciel – Inventory / Warehouse Manager:** Ralph has been in the industry working at CSC for 19 years before coming to Crosstown in 2020. Ralph is in charge of ordering the equipment that is needed on a day-to-day basis and ensuring that the supplies stay well stocked. His knowledge of traffic signal equipment has been a vital asset in keeping our warehouse stocked with all the equipment, tools, and supplies needed to keep our city's intersections running and looking great.
- d. Dan Bylund – Purchasing / IT System Administrator:** Dan has a BA in Business and is a Certified Microsoft Professional. He has been with the company for over 5 years and is currently working with our Web-based Maintenance Management System (MMS). This real time work monitoring program (Sales Force) allows the cities to see how the preventative and response maintenance is going on a day-to-

day, hour-by-hour time basis. Dan is our liaison with the companies we purchase our equipment through. He also is involved with our monthly invoicing to the cities.

C. Subcontractor (As-Needed)

Smithson Electric – Loop installation
Chris Zell
1938 E. Katella Avenue
Orange, CA 92867
chris@smithsonelectric.com

PAST EXPERIENCE/ REFERENCES

A. List of Past/Current Representative Projects and Contact information.

City of Downey (101 Intersections, Traffic Signal Maintenance & Emergency on Call Services)
Edwin Norris, Deputy Director of Public Works
11111 Brookshire Ave., Downey, CA 90241
(562) 904-7110
enorris@downeyca.org

City of San Dimas (36 Intersections, Traffic Signal Maintenance & Emergency on Call Services)
Chase Buckelew, Public Works Maintenance Superintendent
245 East Bonita Avenue, San Dimas, CA 91773
(909) 394-6270
cbuckelew@ci.san-dimas.ca.us

City of Laguna Hills (49 Intersections, Traffic Signal Maintenance & Emergency on Call Services)
Kenneth Rosenfield, Director of Public Works
24035 El Toro Road, Laguna Hills, CA 92653
(949) 707-2655
kronsenfield@ci.laguna-hills.ca.us

City of El Monte (73 Intersection, Traffic Signal Emergency on Call Services)
Frank Drevdahl, Public Works Administrative Analyst
3990 Arden Drive, El Monte, CA 91731
fdrevdahl@elmonteca.gov

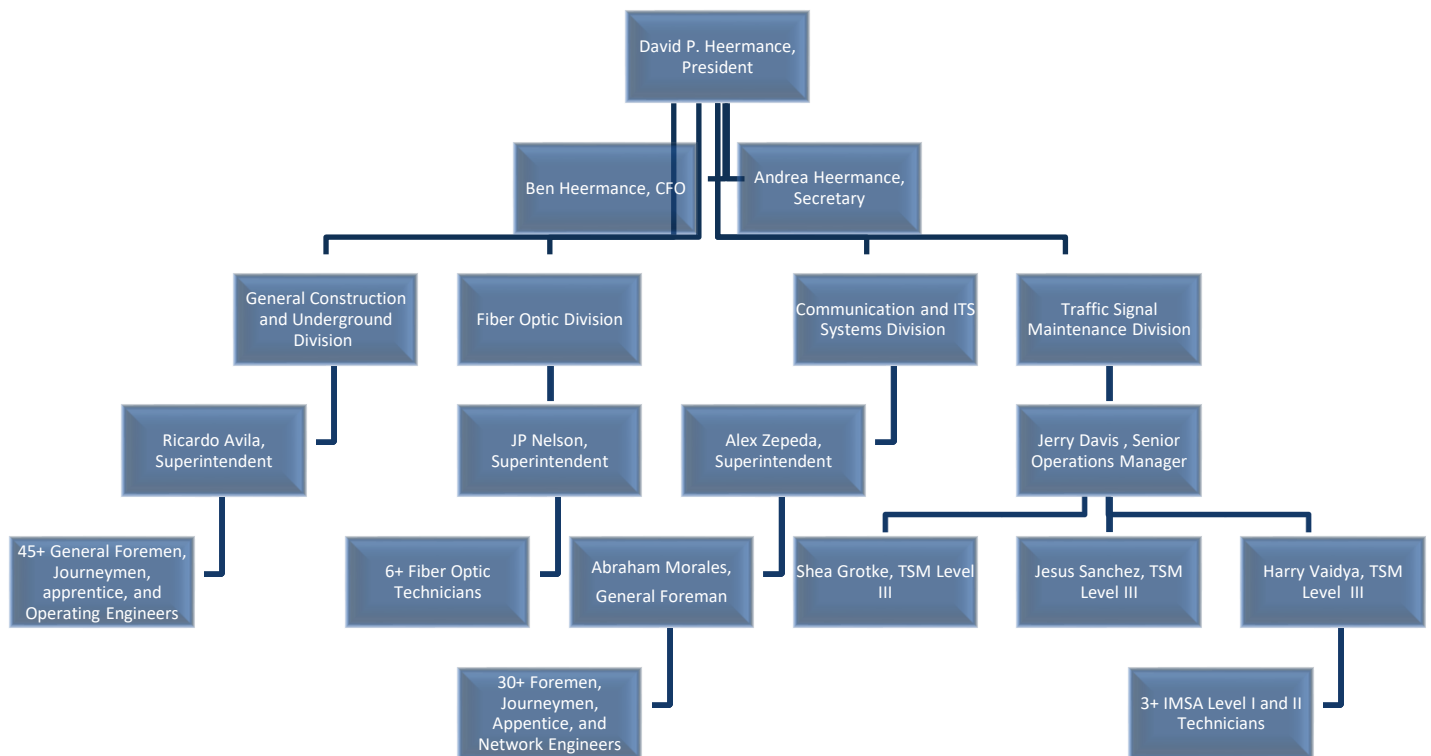
City of Monterey Park (63 Intersections, Traffic Signal Maintenance & Emergency on Call Services)

Cesar Vega, Civil Engineer Associate
320 W. Newmark Avenue, Monterey Park, CA 91754
(626) 307-1320
cvega@montereypark.ca.gov

City of Hemet (41 Intersections, Traffic Signal Maintenance & Emergency on Call Services)

Matt Devore, Facilities Maintenance Technician
3777 Industrial Avenue, Hemet, CA 92545
(951) 765-3710
mdevore@cityofhemet.org

CROSSTOWN CORPORATE STRUCTURE



This project will be managed by our “Traffic Signal Maintenance Division”, led by Jerry Davis. Our team works together extremely well, and in the event a member of the proposed team is unable to fulfill their responsibilities, we have several other members of our team ready to back them up and/ or cover their responsibilities.

UNDERSTANDING AND APPROACH TO THE SCOPE OF WORK

The following sets forth Crosstown Electrical & Data's (Crosstown's) approach and understanding to accomplishing the tasks outlined in the Scope of Work (SOW).

General

Crosstown will have all required tools, materials, equipment, apparatus, facilities and skilled labor services available to perform all work necessary for this RFP, including but not limited to maintain and repair the traffic signals and safety lights in the City in compliance with current City standards and specification. A hydraulic bucket truck capable of reaching a height of at least 35 feet above the roadway surface will be available. A computer laptop for programming, maintenance and testing of traffic signal controllers and equipment will be provided to our technicians.



Crosstown will provide all vehicles and traffic control necessary by our Technicians and vehicles will be equipped with permanently mounted warning beacon/strobe lights, traffic cones, construction warning signs. Traffic control/lane closures will conform to the California Manual on Uniform Traffic Control Devices.

Crosstown will maintain a valid Class A and Class C-10 contractor license. Contractor license No. 756309 which expires on 11/30/24. We will also apply for and maintain a current City of Maywood Business license throughout the duration of the agreement. Crosstown will pay prevailing wages pursuant to Labor Code section 1771 and is registered with the Department of Industrial Relations, DIR #1000000155.

Crosstown's assigned signal technician will be available to meet with the City's designated representative as needed and agreed upon mutually, to discuss signal maintenance activities.

Crosstown will provide and maintain emergency service response to the City's traffic signals and safety street lights on a 24 hour a day, seven days a week basis, including all holidays. Crosstown will provide emergency contact information to the city and will provide technicians with appropriate communications for dispatch.

Crosstown will provide a nighttime inspection each 90 day period to include illuminated street name signs and street/safety lighting. We will also be available for any additional services required by the City. Crosstown is able to self perform most work, except loops, and has the staff and resources to gear up quickly should the need arise. It is understood that response must be made within two hours.

SCOPE OF WORK

Crosstown will provide a full service repair and maintenance routine for the City's 21 traffic signal intersections on a routine basis. This program will help to minimize the incidence of outages and malfunction, and extend the useful life of the traffic signal equipment.

Crosstown will include inspections at each signalized intersection as required. Per the RFP, the scope of work is defined by the following:

A. Monthly inspection and testing of controller, actuation system (traffic loops or other traffic sensing system), indicator lamps (standard and Light Emitting Diode), reflectors, pedestrian signals, and pushbuttons.

- Crosstown will test all components through at least three cycles during each monthly testing period. At least one inspection cycle per 90-day period shall be done at night and shall include illuminated street name signs, street and safety lighting.

B. Monthly inspection, cleaning and adjustment of control unit and cabinet, including removal of accumulated dirt and debris, inspection and cleaning of seals and drains, and removal of any graffiti, stickers or other non-official markings on the exterior of the controller cabinet. Exterior of cabinet will be repainted in original colors, if appropriate, to remove markings.

C. Quarterly cleaning and inspection of all indicator lamps, cleaning of hoods, targets, lenses and reflectors as needed, and verification of focus and aim of individual indicators and signal head assembly.

- Crosstown will thoroughly clean, inspect and polish each lamp and reflector at each intersection a minimum of once per calendar year and replacement of failed lamps.
- Crosstown will document date and time of annual cleaning and polishing.

D. Replacement of any failed lamp as identified during inspection or within one business day of notification if two or more lamps remain operating in the direction of travel:

- if less than two lamps are operating, Crosstown will respond within 24-hours of notification.
- Crosstown will maintain a record in each controller cabinet showing the date and time checked. Monthly inspections will include items shown on the sample standard checklist below and any additional items appropriate for the intersection and/or requested by the City.

E. Crosstown will repair or replace any failed critical system component as identified during inspection or within 2-hours of notification by City.

F. Crosstown will maintain a record of all inspections on a report to be kept in each controller cabinet in a format acceptable to the City Engineer.

G. Crosstown will provide a monthly report to the city of all inspections including corrective actions taken at each traffic signal.

H. Crosstown will perform extraordinary work such as putting up signs, hanging flags, hanging banners, and hanging holiday lighting/decorations.

- Crosstown will use their bucket truck to hang the holiday lights and banners for special events throughout the city and we will remove them after the event as well.

Below is sample Maintenance Report that may be used and/or adjusted to meet the City's approval:




PREVENTIVE MAINTENANCE REPORT

Date: _____

Arrive: _____

Depart: _____

Follow-up required? ☐ Yes ☐ No

Description of follow-up required: _____

Comments / Recommendations: _____

Battery Back-up?
Yes / No
(circle)

Tech: _____

Check Box

☐ Albert

☐ Galt

☐ Michael

☐ Shea

☐ Other: _____

Check	Inside Cabinet	Check	Outside Cabinet
☐	Clean cabinet of dirt/dust	☐	Condition of cabinet exterior
☐	Controller lamp and door switch	☐	All lamps including ped indications
☐	Conflict Monitor indications	☐	All ped push buttons
☐	Recall all phases 1 cycle	☐	All ped directional plates
☐	Fan/Thermostat operation	☐	Pole condition
☐	Filter ☐ Replace Date: _____	☐	Hand hole covers
☐	Doors fit/Gaskets	☐	Backplate conditions
☐	Locks/Hinges	☐	Visor conditions
☐	Visual check detector operations	☐	Alignment of heads
☐	Verify timing sheet	☐	Missing hardware
☐	Field block terminal tightened	☐	Visual inspection of loops/camera
☐	Logged in visit	☐	Visual inspection for pot holes & blacktop
☐	Battery ☐ Replace Date: _____	☐	Visual inspection of regulatory signs
☐	CCTV Camera JAN APR JUL OCT	☐	Visual inspection of T/S pull boxes

NOTE: Mark each box individually. December 2020-006

Currently, all maintenance and repairs re documented and kept in each cabinet. We work closely with the city to provide detailed invoicing and maintenance records and we have a good understanding of what is needed for monthly billing. Copies of all maintenance sheets are provided with invoices and service calls and repair records are provided as a service log with extraordinary work invoices.

EMERGENCY RESPONSE WORK

Crosstown understands that the City may request emergency response work to the traffic control system. Crosstown will provide and maintain emergency service response on a twenty-four (24) hour a day, seven (7) days per week basis (24/7), including all holidays. This work will be performed on a time and materials basis in accordance with the unit cost provided in the Cost Proposal. Crosstown will provide the City with a contact name and phone number of personnel responsible for 24/7 services. Crosstown will respond within two hours.

QUALITY OF WORK AND WARRANTY

Crosstown will ensure that all traffic signal maintenance shall be done to the highest standards of workmanship.

- Components and lamps used for replacement shall provide the highest value to the city in terms of life cycle in order to minimize repetitive failures.
- Crosstown will secure appropriate standard-manufacturer warranties on all components and materials purchased for and used within City traffic signals. Warranties shall be the longest practical without incurring additional costs for components.
- Crosstown will vigorously pursue warranty claims in order to ensure minimum cost to the city in the event of component failures and shall apply any credits received for warranted defects as credits against Crosstown's costs for components to the City. It is understood that the City reserves the right to review product warranties and technical specifications of all components provided by Contractor prior to reimbursement to Contractor.

Crosstown warrants that our work will be of the highest quality, and be free from all faults, defects, or errors. Whenever required by the specifications of the RFP, Crosstown will warrants that all equipment and materials provided shall be new. All equipment and materials provided by Crosstown will be merchantable and fit for the purpose intended.

Crosstown will warrant all labor and materials for a period of one (1) year from completion of work. Crosstown will correct any fault, defect, or error, at no additional cost to the City.

PROPOSED MATERIALS AND SERVICES

Crosstown has a great relationship with our manufacturer's and suppliers and we work closely with them to meet the needs of our cities as well as training for our Technicians from the various manufacturers. Crosstown will have technicians available to meet the scope of work as shown in Attachment 1.

SUBSTITUTIONS

No proposed substitutions at this time.

B. COST PROPOSAL

Please see attachment to include "**ATTACHMENT 1 – COST PROPOSAL SCHEDULE**".

FINANCIAL STATEMENT

Our firm is financially strong and bondable and we have an excellent reputation for providing quality service to various cities and government agencies throughout Southern California. Crosstown has a 3 year average of over 30 million dollars in revenue.

ATTACHMENTS

- Attachment 1 - Cost Proposal Schedule, Submitted under separate file
- Technician IMSA Certifications
- Technician Resumes
- Copy of Contractor's License



Jesus Sanchez

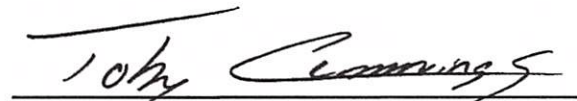
is hereby certified as a

Renewal IMSA Traffic Sig. Sr. Field Tech III

by completing all requirements and examination for certification
on 3/15/2023

Valid thru 3/15/2026

Certification #CE_73635


Toby Cummings, CAE - Executive Director



Shea E. Grotke

is hereby certified as a

Traffic Signal Senior Field Technician Level III

by completing all requirements and examination for certification
on 3/23/2022

Valid thru 3/23/2025
Certification #CE_130097

Toby Cummings - Executive Director



Haresh B. Vaidya

is hereby certified as a

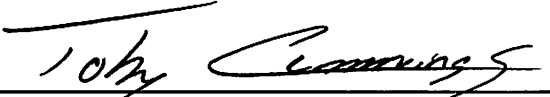
Traffic Signal Senior Field Tech Level III

by completing all requirements and examination for certification

on 11/10/2022

Valid thru 11/10/2025

Certification #CE_101332


Toby Cummings, CAE - Executive Director



JESUS SANCHEZ
TRAFFIC SIGNAL TECHNICIAN

5454 Diaz St., Irwindale, CA 91706
626-813-6693 • 626-869-0192 Fax

PROFESSIONAL SUMMARY

Mr. Jesus Sanchez has over 40 years of experience in the traffic signal maintenance industry and is well known for his problem solving skills and willingness to help others. He is extremely knowledgeable and hard working.

CERTIFICATIONS

- IMSA Traffic Signal Field Technician Certifications, Levels I, II, and III
- IMSA Work Zone Temporary Traffic Control Technician Certification
- NEC Licensed Journeyman Electrician, #129961

WORK HISTORY

Crosstown Electrical & Data, Inc. – Traffic Signal Technician 2022 – Current

- Provide Technical Support for Traffic Signal Systems
- Field Testing and Repairs
- Troubleshooting, traffic signals, highway lighting
- Perform conflict monitor testing
- Perform general monthly traffic signal maintenance for various cities
- Technical assistance
- Aim signals and head and change our bulbs as needed
- Oversight of Technician Training and Quality Control.
- Vehicle Detection troubleshooting and programing.
- Cabinet and Controller Testing, Trouble Shooting, Repairs and Programing
- Lab Technician Supervisor
- Proficient with TS1, TS2, and 332 Controller cabinets, troubleshooting loop detection

St. Francis Electric, Inc.. – Traffic Signal Technician and Lab Technician Supervisor 2017 - 2022

- Performed traffic signal maintenance for various cities.
- Performed field testing and repair.

Econolite – Traffic Signal Technician 1973-1980 and 2002-2017

- Repair of Controllers, Controller Cabinet building
- Factory Service and Special Projects
- Computer Repair, Install and Repair controllers, Building Systems, Cabinet testing

RECENT REFERENCE PROJECTS:

- City of Azusa Traffic Signal Preventative Maintenance and Technical Support
- City of San Dimas Traffic Signal Preventative Maintenance and Technical Support
- City of El Monte Traffic Signal Preventative Maintenance and Technical Support
- City of Bell Traffic Signal Preventative Maintenance and Technical Support
- City of Chino Hills Traffic Signal Preventative Maintenance and Technical Support
- City of Beaumont Traffic Signal Preventative Maintenance and Technical Support
- City Maintenance 2007-2017 for Econolite for various cities to include Fullerton, Costa Mesa, Downey, Newport Beach, Buena park, Bell Gardens.

EDUCATION

Bachelor of Arts Degree, Computer Science, California State San Bernardino

CERTIFICATIONS

- IMSA Traffic Signal Field Technician Certifications, Levels I, II, and III
- IMSA Work Zone Temporary Traffic Control Technician Certification

WORK HISTORY

Crosstown Electrical & Data, Inc. / CSC – Traffic Signal Technician 2019 – Current

- Provide Technical Support for Traffic Signal and communication systems
- Perform controller programming
- Perform conflict monitor testing and programming of conflict monitor keys
- Perform general monthly traffic signal maintenance for various cities
- Verify detection systems and coordinate loops
- Aim signals and head and change our bulbs as needed
- Perform replacement of poles/cabinets that are knocked down
- Iteris, Econolite & GridSmart Video Detection, Installation, Programming & Troubleshooting
- CMU & MMU Testing & Installation
- Streetlight & ISNS Maintenance & Repair
- McCain & Econolite Controller Installation & Programing
- Polara PPB Installation, Programming & Troubleshooting
- Controller Cabinet Installation and Replacement
- Traffic Signal Turn-On Support for various contractors and agencies
-

Steiny, Inc. – Signal Construction 2017-2019

- Performed labor on the Signal installation crew

GSI and Crane Development – General Construction Labor 2005-2017

- Perform general construction labor on roadways

RECENT REFERENCE PROJECTS:

- City of Laguna Hills Traffic Signal Maintenance
- City of Maywood Traffic Signal Maintenance
- City of Los Alamitos Traffic Signal Maintenance
- City of West Hollywood Pedestrian Flashing Beacon Maintenance
- City of West Hollywood City-Wide Street Light Maintenance & Repair
- City of Azusa Flashing Crosswalk & Radar Speed Sign Installation, Maintenance & Repair
- Technical Support for the OC 405 Project to include controller programming and Gridsmart camera installation and programming.

HARESH (HARRY) VAIDYA

ITS Maintenance Tech. • CA Lic'd Journeyman Electrician • IMSA Level III Certified • 30 HR OSHA Certified



SUMMARY OF QUALIFICATIONS

Experience and corresponding expertise has resulted in excellent qualifications as an **ELECTRICAL, ELECTRONIC and ELECTRO-MECHANICAL TECHNICIAN**. Possess strong technical skills with the ability to collaborate with engineers on prototypes and designs. Highly proficient at maintaining, assembling, troubleshooting electronics, electrical equipment and mechanical systems. Extensive knowledge of keypads, motor controllers, programming timers, voltage consumers, and testing equipment. Adept at reading blueprints and record-keeping. Self-motivated, flexible and detail-oriented. In-depth knowledge of NEC/PC diagram, electronic parts, and AC/DC high/low voltage power supply. Knowledge of 110V/220V/480V machinery power line & circuit breakers. Knowledge of commercial company lighting systems. Knowledge of 208V/277V/480V transformers.

Key Strengths Include:

- Install, repair, and replace complex electrical/electronic equipment in both field and production settings.
- Change transformers at high/low voltage and repair motor controllers. Replace UPS (Battery Back unit) as well as changing circuit breakers and repairing in field wiring/unit.
- Strong mechanical aptitude in a variety of work environments.

PROFESSIONAL EXPERIENCE

HEAD JOURNEYMAN ELECTRICIAN

Exterior Products Corp. - Anaheim, CA (2017 to Current)

Retrofit LED Lighting in shopping centers, commercial buildings, industrial lots, and retail units. Troubleshoot & replace CL, metal highlight, sodium lamps, mercury lamps, and transformers. Install lighting in shopping center parking lots, wall pack lights on the exterior of commercial buildings, and ceiling lighting. Troubleshoot & replace retail center monuments lighting and pylon signs. Repair & replace ballast, lamps, bypass switch, GFI, and receptacles. Troubleshoot & replace ballast and fluorescent lamp in ceiling light fixtures. Repair & replace photo cells in exterior lighting. On-site daily/monthly inspections to verify site lighting. **Supervise 4-5 employees during projects in the field.**

TRANSPORTATION SYSTEMS MAINTENANCE TECHNICIAN

Econolite Traffic Engineering and Maintenance, Inc. (Aegis ITS) - Anaheim, CA (2007 to 2017)

Program/Check timing data in various controllers for street traffic light intersection cabinets. Repair intersection conflict calls and perform monthly preventive maintenance on a 24 hour on-call duty. Program/Troubleshoot video detection system and loops detection system. Replace faulty detectors and video processor for vehicle detection. Install knockdown replacement poles, signal heads, ISNS, street lighting, and a combination of these items. In addition to wiring traffic control cabinets on-site & Aegis lab/manufacturing. Troubleshoot, repair, and replace field wiring problems in the street replacement of conductors in conduit test. Splice field cables and loops. Communicate with City Inspector & Engineers. Programming traffic controller & replacing hardware (PPB's, LED's, PEDMOD's). **Completed 13-14 projects per day in the field.**

HEAD ELECTRICIAN/BUILDING MAINTENANCE/ELECTRONICS/ELECTRICAL EQUIPMENT TECHNICIAN

Modular Display System - Anaheim, CA (1988 to 2006)

Built custom-made electronics and electrical/mechanical devices for turntables used at auto show conventions and trade show display systems. Clients included Boeing, Hyundai, Suzuki, Yamaha and Rogerson Aircraft. Worked directly with electrical design engineers to create commercial electronic keypad AC & DC power supply controllers. Serviced electrical systems and display lighting systems. Read schematics and blueprints. Disassembled, inspected, bench tested, performed trouble-shooting and quality testing for electrical/electronic control systems in company production machinery. Traveled world-wide to install and repair displays. Maintained production machinery. **Honored with MDS Employee of the Month Award and a Certificate of Appreciation from Boeing.**

EDUCATIONAL BACKGROUND AND CERTIFICATIONS

HVAC Systems Training Plus E.P.A. 608 Universal Certified • Brownson Technical School - Anaheim, CA

Logic Control/PLC/Computer Operations Certified • Southern California Institute of Technology - Anaheim, CA

Steam Operator's License Training • The Gas Company's Energy Resource Center - Los Angeles, CA

Electronics Troubleshooting Certificate • Fullerton Community College

Electronic/Mechanical Apprentice Diploma • Industrial Training Institute

Wireman Apprentice Certified • Technical Examination Board

Radio Engineering and Practical Training Certificate • Eagle Radio and Television Institute of Technology

Computer Skills: Windows • Vista • Microsoft Office • **Multilingual:** Spanish, Gujarati, and Hindi



CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE



License Number **756309**

Entity **CORP**

Business Name **CROSSTOWN ELECTRICAL & DATA
INC**

Classification(s) **C10 A**

Expiration Date **11/30/2026**

www.cslb.ca.gov



CITY OF MAYWOOD MAINTENANCE SERVICES AGREEMENT

THIS MAINTENANCE SERVICES AGREEMENT ("Agreement") is made and entered into as of March 27, 2025 ("Effective Date"), by and between the CITY OF MAYWOOD, a California municipal corporation ("City") and Crosstown Electrical and Data, Inc., a California Corporation ("Contractor"). Contractor's license number is 756309 (C10, Electrical Contractor); Contractor's DIR registration number is 1000000155.

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. Scope of Services. Contractor shall perform the work and provide all labor, materials, equipment and services in a good and workmanlike manner for the project identified as traffic signal, sign, and streetlight maintenance services, as described in this Agreement, the Scope of Work attached hereto as Exhibit A, and incorporated herein by this reference, and Contractor's Proposal dated February 21, 2025, a copy of which is attached hereto as Exhibit B and incorporated herein by this reference ("Services"). In the event of any conflict between the terms of this Agreement and the incorporated documents, the terms of this Agreement shall control.

2. Extra Work. Extra work, when ordered in writing by the City Manager or her designee and accepted by Contractor, shall be paid for in accordance with the terms of the written work order. Payment for extra work will be made at the unit price or lump sum previously agreed upon in writing between Contractor and the City. All extra work shall be adjusted daily upon the report sheet furnished by Contractor, prepared by the City, and signed by both parties; and the daily report shall be considered thereafter the true records of extra work done.

3. Term. The term of this Agreement shall be from the Effective Date through March 26, 2028, unless sooner terminated pursuant to Section 13 of this Agreement or extended. Additionally, there shall be two one-year options to renew the Agreement with the mutual written consent of both parties. The City Manager is authorized to approve the one-year options if funds are budgeted.

4. Time of Performance.

A. Contractor will not perform any work under this Agreement until:

1) Contractor furnishes proof of insurance as required under Section 14 of this Agreement; and

2) City gives Contractor a written notice to proceed.

B. Should Contractor begin work in advance of receiving written authorization to proceed, any such professional services are at Contractor's own risk.

5. Time. Time is of the essence in this Agreement.

6. Force Majeure. Neither City nor Contractor shall be responsible for delays in performance under this Agreement due to causes beyond its control, including but not limited to acts of God, acts of public enemies, acts of the government, fires, floods or other casualty, epidemics, earthquakes, labor stoppages or slowdowns, freight embargoes, unusually severe weather, and supplier delays due to such causes. Neither economic nor market conditions nor the financial condition of either party shall be considered a cause to excuse delay pursuant to this Section. Each party shall notify the other promptly in writing of each such excusable delay, its cause and its expected delay, and shall upon request update such notice.

7. Compensation. As full compensation for Scope of Services satisfactorily rendered, City agrees to compensate Consultant, and Consultant agrees to accept in full satisfaction for the services required by this Agreement, Said Compensation shall constitute reimbursement of Consultant's fee for the services as well as the actual cost of any staff time, other direct or indirect costs or fees, including the work of employees, consultants and subcontractors, equipment, materials, and supplies necessary to provide the service (including all labor, materials, delivery, tax, assembly, and installation, as applicable).

8. In consideration of the Services rendered hereunder, City shall pay Contractor a fee not to exceed Three Hundred Sixty-One Thousand Fifty Dollars (\$361,050.00) over the three (3) year term of this Agreement, in accordance with prices as submitted in Exhibit B. In no event shall the total compensation paid Contractor exceed One Hundred Twenty Thousand Three Hundred Fifty Dollars (\$120,350.00) for initial year of the term (year one), One Hundred Twenty Thousand Three Hundred Fifty Dollars (\$120,350.00) for year two of the term, One Hundred Twenty Thousand Three Hundred Fifty Dollars (\$120,350.00) for year three of the term. City shall not pay Contractor for any services not specified in the Services, unless the City authorizes such services in writing as set forth in this Agreement. With respect to the additional one-year options to extend this Agreement, the compensation for each one-year option shall not exceed One hundred Twenty Thousand Three Hundred Fifty Dollars (\$120,350.00) plus a CPI increase at the percentage negotiated by the Contractor and City Manager.

9. Payments.

A. Invoices. Contractor shall submit to City an invoice on a monthly basis for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Contractor in writing within ten business days of receipt of any disputed invoice amounts.

B. Payments. City shall make payments of all undisputed invoice amounts within 30 calendar days after receipt or within such other reasonable time dependent on the City's warrant run procedures. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Contractor.

10. Taxes. Contractor shall calculate payment for all sales, unemployment, and other taxes imposed by local, State of California and federal law. These payments are included in the total amounts in Exhibit B.

11. Audit. City or its representative shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its billings to City as a condition precedent to any payment to Contractor. Contractor will promptly furnish documents requested by City. Additionally, Contractor shall be subject to State Auditor examination and audit at the request of City or as part of any audit of City, for a period of three years after final payment under this Agreement.

12. Records and Inspections. Contractor shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, electronic work orders, software application, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment under this Agreement.

13. Unresolved Disputes. In the event of any dispute or controversy with City over any matter whatsoever, Contractor shall not cause any delay or cessation in or of work, but shall proceed with the performance of the work in dispute. Maywood Municipal Code Chapter 3 of Title 3 ("Claims and Demands") shall govern the procedures of the claim process, and these provisions are incorporated herein by this reference.

14. Termination. This Agreement may be terminated by City at any time with or without cause and without penalty upon 30 days' written notice. In the event of termination without fault of Contractor, City shall pay Contractor for all Services satisfactorily rendered prior to date of termination, and such payment shall be in full satisfaction of all Services rendered hereunder. Contractor shall have no other claim against City by reason of such termination, including any claim for compensation.

15. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnities.

1) To the fullest extent permitted by law, Contractor shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other

professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Contractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by judicial decision or by the agreement of the parties. Contractor shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Contractor shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Contractor shall pay all required taxes on amounts paid to Contractor under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Contractor shall fully comply with the workers' compensation law regarding Contractor and Contractor's employees. Contractor shall indemnify and hold City harmless from any failure of Contractor to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2.

3) Contractor shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. If Contractor fails to obtain such indemnity obligations, Contractor shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Contractor's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by court decision or by the agreement of the parties.

B. Workers' Compensation Acts not Limiting. Contractor's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Contractor because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Contractor's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

16. Insurance Requirements.

A. Minimum Scope and Limits of Insurance. Contractor shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$2,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$1,000,000.00 per project or location. If Contractor is a limited liability company, the commercial general liability coverage shall be amended so that Contractor and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$1,000,000.00 per accident for bodily injury and property damage. If Contractor does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Contractor shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Contractor has no employees while performing Services under this Agreement, a workers' compensation policy is not required, but Contractor shall execute a declaration that it has no employees.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide or such other rating as approved by the City Manager. Self insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming City, its elected and appointed officials, officers, employees, agents and volunteers as additional insureds.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

E. Contractor's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Contractor and Contractor's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Contractor shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Contractor shall, within two business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Contractor does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Contractor's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Contractor's expense, the premium thereon. Contractor shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Contractor.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Contractor shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Contractor may provide complete, certified copies of all required insurance policies to City. Contractor shall maintain current endorsements on file with City's Risk Manager. Contractor shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Contractor shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duty to indemnify City under Section 13 of this Agreement.

K. Subcontractor Insurance Requirements. Contractor shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

17. Antitrust Claims. Contractor offers and agrees to assign to City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the California Business and Professions Code) arising from purchases of goods, services, or materials pursuant to this Agreement. This assignment shall be made and become effective at the time City tenders final payment to Contractor without further acknowledgment by the parties.

18. Familiarity with Work.

A. By executing this Agreement, Contractor represents that it has

- 1) Thoroughly investigated and considered the scope of Services to be performed;
- 2) Carefully considered how the Services should be performed; and
- 3) Understands the facilities, difficulties, and restrictions attending performance of the Services under this Agreement.

B. If Services involve work upon any site, Contractor warrants that it has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the Services hereunder. Should Contractor discover any latent or unknown conditions that may materially affect the performance of the Services, Contractor will immediately inform City of such fact and will not proceed except at Contractor's own risk until written instructions are received from City.

19. Independent Contractor. Contractor is and shall at all times remain, as to City, a wholly independent contractor. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as herein set forth; and Contractor is free to dispose of all portions of its time and activities which it is not obligated to devote to City in such a manner and to such persons, firms, or corporations as Contractor wishes except as expressly provided in this Agreement. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City, bind City in any manner, or otherwise act on behalf of City as an agent. Contractor shall not, at any time or in any manner, represent that it or any of its agents, servants or employees, are in any manner agents, servants or employees of City.

20. Prevailing Wages. City and Contractor acknowledge that this project is a public work to which prevailing wages apply. Contractor shall comply in all respects with all

applicable provisions of the California Labor Code, including those set forth in Exhibit C, attached hereto and incorporated herein by this reference.

21. Workers' Compensation Insurance. California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

“I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

22. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Contractor shall not discriminate against any individual, employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Contractor understands and agrees that it is bound by and will comply with the nondiscrimination mandates of all state statutes and local ordinances and regulations.

23. Debarred, Suspended or Ineligible Contractors. Contractor shall not be debarred throughout the duration of this Agreement. Contractor shall not perform work with debarred subcontractors pursuant to California Labor Code Section 1777.1 or 1777.7.

24. Mutual Cooperation.

A. City's Cooperation. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for Contractor's performance of the Services required under this Agreement.

B. Contractor's Cooperation. In the event any claim or action is brought against City relating to Contractor's performance of Services rendered under this Agreement, Contractor shall render any reasonable assistance that City requires.

25. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, ordinances, codes and regulations in force at the time Contractor performs pursuant to this Agreement.

26. Permits and Licenses. Contractor shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

27. Payment Bond: ☐ **REQUIRED** – or – ☐ **NOT REQUIRED**

Contractor shall obtain a payment bond in an amount that is not less than the total compensation amount of this Agreement, and nothing in this Agreement shall be read to excuse this requirement. The required form entitled Payment Bond (Labor and Materials) is attached hereto as Exhibit D and incorporated herein by this reference.

28. Contractor's Representations. Contractor represents, covenants and agrees that: a) Contractor is licensed, qualified, and capable of furnishing the labor, materials, and expertise necessary to perform the Services in accordance with the terms and conditions set forth in this Agreement; b) there are no obligations, commitments, or impediments of any kind that will limit or prevent its full performance under this Agreement; c) there is no litigation pending against Contractor, and Contractor is not the subject of any criminal investigation or proceeding; and d) to Contractor's actual knowledge, neither Contractor nor its personnel have been convicted of a felony.

29. Warranty.

Contractor warrants that the work, including equipment and materials, shall conform to professional standards of care and practice in effect at the time the work is performed. Work shall be of the highest quality, and be free from all faults, defects, or errors. Whenever required by the specifications of the RFP, the Contractor warrants that all equipment and materials provided shall be new. All equipment and materials provided by the Contractor shall be merchantable and fit for the purpose intended.

Contractor shall warrant all labor and materials for a period of one (1) year from completion of work. The Contractor shall correct such fault, defect, or error, at no additional cost to the City. If Contractor fails to correct the problem under the warranty within a reasonable time, the City may elect to have the work performed by someone else. Contractor shall refund to the City, the charge paid to another contractor, which is attributable to such portions of the faulty, defective or incorrect work. Contractor shall be liable for secondary, incidental, or consequential damages of any nature resulting from any work performed under this Agreement.

30. Conflicts of Interest. Contractor agrees not to accept any employment or representation during the term of this Agreement or within 12 months after completion of the Services under this Agreement which is or may likely make Contractor "financially interested," as provided in Government Code Sections 1090 and 87100, in any decisions made by City on any matter in connection with which Contractor has been retained pursuant to this Agreement.

31. Third Party Claims. City shall have the discretion and full authority to compromise or otherwise settle any claim relating to this Agreement at any time. City shall timely notify Contractor of the receipt of any third-party claim relating to this Agreement. City shall be entitled to recover its reasonable costs incurred in providing this notice.

32. Non-Assignability; Subcontracting. Contractor shall not assign or transfer any interest in this Agreement nor any part thereof, whether by assignment or novation, without City's prior written consent. Any purported assignment without written consent

shall be null, void, and of no effect; and Contractor shall hold harmless, defend and indemnify City and its officers, officials, employees, agents and representatives with respect to any claim, demand or action arising from or relating to any unauthorized assignment.

33. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the parties to this Agreement and no other person or entity may have or acquire a right by virtue of this Agreement.

34. Non-Appropriation of Funds. Payments to be made to Contractor by City for Services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Contractor's Services beyond the current fiscal year, this Agreement shall cover payment for Contractor's Services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

35. Applicable Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California, excluding California's choice of law rules. Venue for any such action relating to this Agreement shall be in the Los Angeles County Superior Court.

36. Attorneys' Fees. If any legal action or other proceeding, including action for declaratory relief, is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default or misrepresentation in connection with this Agreement, the prevailing party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to any other relief to which the party may be entitled.

37. Titles. The titles used in this Agreement are for convenience only and shall in no way define, limit or describe the scope or intent of this Agreement or any part of it.

38. Time is of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

39. Incorporation by Reference. All Exhibits attached hereto are incorporated herein by reference. The documents, payment and performance bonds, City insurance requirements, together with this written Agreement (and all Exhibits, documents and laws referenced therein), shall constitute the entire agreement between the parties as to the subject matter of this Agreement. In the event of any conflict between this Agreement and any Exhibit hereto, the provisions of this Agreement shall control.

40. Entire Agreement. This Agreement, including any other documents incorporated herein by specific reference, represents the entire and integrated agreement between

City and Contractor. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties which expressly refers to this Agreement.

41. Construction. In the event of any asserted ambiguity in, or dispute regarding the interpretation of any matter herein, the interpretation of this Agreement shall not be resolved by any rules of interpretation providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted this Agreement or who drafted that portion of this Agreement.

42. Non-waiver of Terms, Rights and Remedies. Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Contractor constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Contractor, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

43. Notice. Except as otherwise required by law, any notice or other communication authorized or required by this Agreement shall be in writing and shall be deemed received on (a) the day of delivery if delivered by hand or overnight courier service during Contractor's or City's regular business hours or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or at such other address as one party may notify the other:

To City:

City Manager
City of Maywood
4319 Slauson Avenue
Maywood, CA 90270

To Contractor:

Dave Heermance, President
Crosstown Electrical and Data, Inc.
5454 Diaz Street
Irwindale, CA. 91706

44. Counterparts. This Agreement may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

45. Corporate Authority. The persons executing this Agreement on behalf of Contractor warrant and represent that they have the authority to execute this Agreement on behalf of Contractor and have the authority to bind Contractor to the performance of its obligations hereunder.

46. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed the within Agreement the day and year first above written.

CITY OF MAYWOOD:

CONTRACTOR:

By: _____
Mayra Aguiluz, Mayor

By: _____

ATTEST:

Printed Name: Dave Heermance

Title: President

By: _____
Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, City Attorney

EXHIBIT A

Scope of Work

SCOPE OF WORK

Contractor shall provide the services set forth in Contractor's proposal to the City and as set forth below. If there is an inconsistency, the provisions of this Exhibit A shall prevail.

1. **SERVICES TO BE PROVIDED** The City desires to retain a contractor to provide full services for maintenance and repair of the City's **21** traffic signal intersections on a routine basis. Service for signs and streetlights to be provided on an as needed basis. Services are to include:

A. Monthly inspection and testing of controller, actuation system (traffic loops or other traffic sensing system), indicator lamps (standard and Light Emitting Diode), reflectors, pedestrian signals, and pushbuttons. Contractor shall test all components through at least three cycles during each monthly testing period. At least one inspection cycle per 90-day period shall be done at night and shall include illuminated street name signs, street and safety lighting.

B. Monthly inspection, cleaning and adjustment of control unit and cabinet, including removal of accumulated dirt and debris, inspection and cleaning of seals and drains, and removal of any graffiti, stickers or other non-official markings on the exterior of the controller cabinet. Exterior of cabinet shall be repainted in original colors, if appropriate, to remove markings.

C. Quarterly cleaning and inspection of all indicator lamps, cleaning of hoods, targets, lenses and reflectors as needed, and verification of focus and aim of individual indicators and signal head assembly. Contractor shall thoroughly clean, inspect and polish each lamp and reflector at each intersection a minimum of once per calendar year and replacement of failed lamps. Contractor shall document date and time of annual cleaning and polishing.

D. Replacement of any failed lamp as identified during inspection or within one business day of notification if two or more lamps remain operating in the direction of travel: if less than two lamps are operating, Contractor shall respond within 24-hours of notification.

E. Repair or replacement of any failed critical system component as identified during inspection or within 2-hours of notification of Contractor by City.

F. Maintain a record of all inspections on a report to be kept in each controller cabinet in a format acceptable to the City Engineer.

G. Provide a monthly report to the city of all inspections including corrective actions taken at each traffic signal.

H. Extraordinary work such as putting up signs, hanging flags, hanging banners, and hanging holiday lighting/decorations.

2. **FREQUENCY AND QUANTITY OF SERVICE.** The City currently has 21 traffic signals located at various intersections throughout the City. City desires to have each signal

placed on an inspection schedule to ensure that each signal is inspected once every 90 days.

3. **CONTRACTOR TO PROVIDE.** Contractor shall furnish all necessary personnel, vehicles, equipment, supplies and tools needed in support of the scope of services contained within this bid. Nothing in the specification shall implicitly or explicitly require the City to provide any personnel, vehicles, equipment, supplies or tools to the Contractor in performance of scope of work. City shall reserve the right to have City crews place any additional traffic control devices, including temporary stop signs at any signal location determined as necessary by the City Engineer.

4. **VEHICLE CONDITIONS.** All vehicles and equipment shall be kept in a clean and well maintained condition while operating within the city. Contractor shall ensure that each vehicle is inspected daily for safety related items, and that a record of the vehicle inspection shall be kept with the vehicle at all times the vehicle is operating within the city. City shall have the right to review vehicle inspection records at any time that the vehicle is operating within the City limits, upon verbal request of the operator of the vehicle by City representative. Failure to maintain vehicles in a clean and safe condition or the refusal to produce said vehicle inspections will be formally documented by the City subject to further administrative action by the City, up to and including termination of any purchase order, contract or agreement between the Contractor and the City.

5. **AIR QUALITY REQUIREMENTS.** Contractor shall meet all applicable local, state and Federal air quality laws, rules and regulations including but not limited to those promulgated by the SCAQMD at the time of award.

6. **NPDES REQUIREMENTS.** Contractor shall meet all applicable local, state and Federal clean water laws, rules and regulations including but not limited to all conditions set forth in the Los Angeles County National Pollution Discharge Elimination System Permit as it relates to tree trimming and removal practices, and all Best Management Practices set forth by the City in compliance with NPDES requirements. Contractor shall not discharge any water containing trash, debris, pollutants, fuels, oils, soaps or other non-allowable constituents from its vehicles upon any city street, to any storm drain or any non-permitted outlet. Contractor shall not allow any trash, soils or debris to remain upon any street or public right-of-way in such a manner that could result in entry into any storm drain during a rain event. Contractor shall comply with all NPDES requirements at its maintenance facilities, storage yards and company facilities. Failure to comply with this section may result in termination for cause by the City of any contract resulting from this solicitation.

7. **COURTEOUS OPERATION.** Contractor shall perform all traffic signal maintenance operations in a manner that causes a minimum inconvenience to the residents and businesses within the city. The Contractor shall ensure that traffic signal maintenance staff conduct their activities in a professional and courteous manner. Contractor shall formally investigate any complaints received by the City in a prompt and expedient manner, and shall provide a written report to the City regarding the resolution of said complaint within seven business days from the date the complaint is forwarded to Contractor. Contractor shall ensure that equipment and vehicles do not create

unnecessary noise or dust during routine operations, and shall be sensitive to performing traffic signal maintenance operations in residential areas prior to 7:00 AM.

8. **CLAIMS FOR DAMAGES.** Contractor shall promptly investigate any and all reports of damage to private vehicles or property resulting from Contractor's activities within the City, and address said claims in a prompt and expedient manner. Contractor shall provide a written report to the City regarding the findings and probable resolution of said claims within seven business days from the date the claim is made to either directly to the Contractor or forwarded from the City to the Contractor.

9. **COMPLIANCE WITH WASTE DIVERSION AND RECYCLING.** Contractor shall be responsible for the collection, hauling and disposal of all materials collected during the course of the daily traffic signal maintenance operations. The City is under State Mandate to comply with waste diversion requirements that require the city to divert 65% of the waste stream from landfilling. As part of their response to this request for bid, the Contractor shall describe their proposed collection, hauling and disposal activities, including identifying proposed waste disposal facilities receiving collected debris and materials. Contractor shall also describe how they shall handle any hazardous materials generated during the course of traffic signal maintenance activities, including identification of proposed Contractors for disposal of any hazardous materials. In addition, Contractor shall describe in detail the waste diversion and recycling activities Contractor shall undertake to ensure that 65% of the materials and debris collected during the course of traffic signal maintenance operations shall be diverted from landfilling or recycled. Contractor shall identify any diversion or recycling facilities proposed for receiving said materials. Contractor shall prepare and submit a report documenting tonnage delivered to each facility and copies of weight tickets for each load. Reports shall be submitted for each calendar quarter and shall be provided to the City by the 20th of the month following the end of the calendar quarter.

10. **ACCIDENTS REPORTS.** Contractor shall provide a copy of any and all accidents involving Contractor's vehicles, personnel and equipment while operating within the City, to the City within seven days from the date of the accident. Said report shall include the date and time of the accident, and a copy of any law enforcement reports resulting from the accident.

11. **QUALITY OF WORK.** Contractors shall ensure that all traffic signal maintenance shall be done to the highest standards of workmanship. Components and lamps used for replacement shall provide the highest value to the city in terms of life cycle in order to minimize repetitive failures. Contractor shall secure appropriate standard-manufacturer warranties on all components and materials purchased for and used within City traffic signals. Said warranties shall be the longest practical without incurring additional costs for components. Contractor shall vigorously pursue warranty claims in order to ensure minimum cost to the city in the event of component failures and shall apply any credits received for warranted defects as credits against Contractor's costs for components to the City. City reserves the right to review product warranties and technical specifications of all components provided by Contractor prior to reimbursement to Contractor.

EXHIBIT B

The compensation for the term set forth in Section 3 of this Agreement (i.e. 3 year term) shall be as follows:

CITY OF MAYWOOD
COMPENSATION - COST PROPOSAL SCHEDULE

1. Monthly inspection and testing of controller, actuation system (traffic loops or other traffic sensing system), indicator lamps (standard and Light Emitting Diode), reflectors, pedestrian signals, and pushbuttons. Contractor shall test all components through at least three cycles during each monthly testing period. At least one inspection cycle per 90-day period shall be done at night and shall include illuminated street name signs, street and safety lighting.

ANNUAL COST PER INTERSECTION: \$ 660.00

ANNUAL COST FOR 21 INTERSECTIONS: \$ 13,860.00

ANNUAL COST FOR QUARTERLY STREET LIGHT INSPECTION \$ 3,200.00

2. Monthly inspection, cleaning and adjustment of control unit and cabinet, including removal of accumulated dirt and debris, inspection and cleaning of seals and drains, and removal of any graffiti, stickers or other markings on the exterior of the controller cabinet. Exterior of cabinet shall be repainted in original colors, if appropriate, to remove markings.

ANNUAL COST PER INTERSECTION: \$ 300.00

3. Quarterly cleaning and inspection of all indicator lamps, camera/photo sensors, cleaning of hoods, targets, lenses and reflectors as needed, and verification of focus and aim of individual indicators and signal head assembly. Contractor shall thoroughly clean, inspect and polish each lamp and reflector at each intersection a minimum of once per calendar year and replacement of failed lamps. Contractor shall document date and time of annual cleaning and polishing.

ANNUAL COST PER INTERSECTION: \$ 350.00

4. Replacement of any failed indicator lamp as identified during inspection or within one business day of notification if two or more indicator lamps remain operating in the direction of travel; if less than two indicator lamps are operating, Contractor shall respond within 24 - hours of notification.

COST PER LAMP REPLACEMENT INCLUDING
MATERIALS AND SUPPLIES PERFORMED
DURING MONTHLY OR QUARTERLY INSPECTION: \$ 54.00

COST PER LAMP REPLACEMENT,
EMERGENCY RESPONSE*: \$ 55.00

° plus the cost for vehicles and equipment as listed in this Exhibit B

5. Repair or replacement of any failed critical system component as identified during inspection or within 2-hours of notification of Contractor by City. Minimum 1-hour to be charged upon arrival at intersection. Materials and components shall be priced on actual cost plus applicable sales taxes and delivery charges. Contractor shall be allowed a 10% mark-up on the total cost of component. Contractor shall submit copies of receipts for all materials and components with invoice.

FULLY BURDENED LABOR RATES PER

HOURLY NORMAL HOURS : \$ 111.00 / hour.

FULLY BURDENED LABOR RATE PER

HOURLY, EMERGENCY RESPONSE AFTER HOURS: \$ 169.00 / hour.

6. Repairs or replacement of streetlights or components, illuminated street-name signs and other lighting replacement as identified by the City. Materials and components shall be priced on actual cost plus applicable sales taxes and delivery charges. Contractor shall be allowed a 15% mark-up on the total cost of component. Contractor shall submit copies of receipts for all materials and components with invoice. The City owns and maintains a total of 550 Verdeon C-Series model LED streetlights/luminaires.

FULLY BURDENED LABOR RATE PER HOUR NORMAL HOURS: \$ 111.00 /hour.

7. Underground Service Alert- USA PERUSA \$ 175.00ea
(Dig Alert Service)

PERSONNEL HOURLY RATES

Position	Hourly Straight Time / Hourly Overtime
Title: <u>Signal Maintenance Supervisor</u> Description: <u>Field Supervisor</u>	\$ <u>90.00</u> / \$ <u>124.00</u>
Title: <u>Transportation System Electrician</u> Description: <u>Field Electrician</u> <u>IMSA Level III</u>	\$ <u>111.00</u> / \$ <u>168.00</u>
Title: <u>Transportation System Electrician</u> Description: <u>Field Electrician/Construction</u> <u>IMSA Level II</u>	\$ <u>108.00</u> / \$ <u>160.00</u>
Title: <u>Construction Manager</u> Description: <u>Field Construction Manager</u> <u>IMSA Level III or II</u>	\$ <u>95.00</u> / \$ <u>95.00</u>

Title: Laboratory Electrician \$ 90.00 /\$ 124.00
 Description: Cabinet & CMU Testing
IMSA Level III or II

Title: Fiber Optic/Interconnect Specialist \$ 115.00 /\$ 175.00
 Description: Troubleshoot & Repair of Fiber
Optic or Twisted Pair Interconnect

EMERGENCY RESPONSE AND AFTER HOUR SERVICES

VEHICLES AND EQUIPMENT

The following are the rates for vehicles and equipment that may be utilized for emergency responses and after-hours services:

Pickup Truck	\$ <u>10.00</u>	Per hour
Service Truck	\$ <u>35.00</u>	Per hour
Crane Truck	\$ <u>95.00</u>	Per hour
Altec/Tesla Truck	\$ <u>40.00</u>	Per hour
Concrete Saw	\$ <u>5.00</u>	Per hour
Air Compressor w/Tools	\$ <u>10.00</u>	Per hour
Arrow Board	\$ <u>10.00</u>	Per hour
Wire Trailer	\$ <u>5.00</u>	Per hour

*Any equipment not listed will be paid per current Caltrans equipment rates.

MATERIAL MARK-UP

Material mark-up will not exceed 15 % of supplier's invoice price (cost) that will be furnished to the City in any cost proposal for emergency response work.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 7.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: KAREN INIGUEZ, ADMINISTRATIVE ANALYST

SUBJECT: CONSIDERATION OF ADOPTING RESOLUTION NO. 6407 OF THE CITY OF MAYWOOD CITY COUNCIL TO APPROVE A WAIVER OF FILM ACTIVITIES APPLICATION FEES IN THE AMOUNT OF \$450, FOR A STUDENT FILM PRODUCTION TO BE CONDUCTED AT 4747 EAST 56TH STREET LED BY A STUDENT FROM LOYOLA MARYMOUNT UNIVERSITY SCHOOL OF FILM AND TELEVISION

RECOMMENDATION:

Staff recommends that the City Council consider adopting Resolution No. 6407 to approve a request for a waiver of the City's film permit fee of \$450.00 to allow the Loyola Marymount School of Film and Television to take place at 4747 E. 56th Street, Maywood, CA. 90270.

BACKGROUND:

Applications for filming in the City of Maywood require a \$450.00 fee according to the City's Comprehensive Fee Schedule; to recover the time it takes to review the application and make sure the area(s) abutting the filming location are not impacted. The review process includes reviewing the filming location, parking for the crew members, indoor and outdoor filming, any impact on the public right of way, and if any city services are required to assist the production.

DISCUSSION:

The Loyola Marymount University School of Film and Television filming students found a location in the City of Maywood that fits their production needs and have submitted an application. The application is for two filming dates:

- Filming dates are March 29, through March 30, 2025, with setup hours scheduled between 8:00 a.m. and clean-up scheduled at 8:00 p.m.

All filming activities will take place within the Maywood Boxing Club located at 4747 E. 56th Street. This is a City of Maywood property, leased to the Maywood Boxing Club. All the insurance requirements have been submitted along with the application. There will be a proposed 20-member crew, with 8 automobiles, and 0 trucks that are to be parked at 4747 E. 56th Street and will be removed upon completion of all filming activities on March 30, 2025. The insurance is still pending but is expected to be received prior to filming and is a requirement to finalize the application process.

The students have a limited budget and are unable to pay for the filming application and are requesting a waiver of fees based on their budget constraints. The City Council is the only governing body in the city able to waive fees. Based on the student's limited budget, staff recommends that the City Council waive the fees.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The City will not recover any expenses attributed to this permit if fees are waived in full as requested.

ATTACHMENT(S)

1. Resolution No. 6407 LMU Film Permit
2. 25-01 LMU Complete Submittal

RESOLUTION NO. 6407

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD, CALIFORNIA, APPROVING A WAIVER OF
FEES FOR A FILM PERMIT FOR LOYOLA MARYMOUNT
UNIVERSITY, SCHOOL OF FILM AND TELEVISION
STUDENTS**

WHEREAS, Loyola Marymount University, School of Film and Television (“Students”), desire to film a student film at 4747 E. 56th Street;

WHEREAS, the Students have submitted a complete film permit application and have shown proof of insurance and meet all other requirements for obtaining a film permit;

WHEREAS, the Students have represented that their student film has a limited budget and have requested a waiver of the City’s film permit fee in the amount of four hundred and fifty dollars (\$450.00);

WHEREAS, waiving the film permit fee for this student film serves a valid public purpose by promoting and supporting a sense of community, local businesses and the arts in Maywood.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD
HEREBY FINDS, RESOLVES, DECLARES, DETERMINES AND ORDER AS
FOLLOWS:**

Section 1. The recitals set forth above are true and correct and incorporated herein as if set forth in full.

Section 2. The City Council waives the City’s film permit fee in the amount of four hundred and fifty dollars (\$450.00) for the student film described above.

PASSED, APPROVED AND ADOPTED THIS 26th day of March, 2025.

Mayra Aguiluz, Mayor

ATTEST:

APPROVED AS TO FORM:

Daisy Guerrero, Deputy City Clerk

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6407, was adopted at a special meeting of the City Council of the City of Maywood held on the 26th day of March 2025 by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

Daisy Guerrero, Deputy City Clerk



PROJECT NO. 25-01
Date: 3/19/25

CITY OF MAYWOOD
4319 East Slauson Avenue *Maywood, California 90270
Tel: (323) 562-5000 * Fax (323) 773-2806

FILMING PERMIT

1. Applicant requests the issuance of a ☐ State ☐ County ☒ City ☐ Multijurisdictional
Film permit to:

Through Tristan's Eyes 619.708.8397
COMPANY NAME PHONE
1340 W 104th St, Los Angeles, CA 90044
ADDRESS
Tristan Juarez 619.708.8397
APPLICANT/CONTACT PERSON PHONE
Tristan Juarez
APPLICANT'S SIGNATURE

2. The applicant is a/an ☒ individual ☐ production company.

3. The name of the production is: HERMANDAD

4. This is a/an: ☐ Commercial ☒ Motion Picture ☒ Educational ☐ Television
☐ Still Photography ☐ Other (specify) _____

5. Applicant requests permission to work on 3/29/25 through 3/30/25
commencing at 8 a.m. /p.m. through 8 a.m./p.m. at the following location:

A. Location:

Maywood Boxing Club Charles Huerta 562.396.7394
BUSINESS NAME PROPERTY OWNER PHONE
4747 E 56th St
ADDRESS
Maywood, CA 90270
HOURS: 2 1
SET-UP CLEAN UP
DATES/DAYS: 3/29-30/2025

PROJECT NO. _____

Date: _____

B. Location:

BUSINESS NAME	PROPERTY OWNER	PHONE
ADDRESS		
HOURS:		
SET-UP		CLEAN UP
DATES/DAYS:		

C. Location:

BUSINESS NAME	PROPERTY OWNER	PHONE
ADDRESS		
HOURS:		
SET-UP		CLEAN UP
DATES/DAYS:		

6. The location(s) is/are ☐ State ☐ County ☒ City ☐ Private property

7. The location(s) is/are in ☐ residential ☐ commercial ☐ industrial areas.

8. The filming activity scheduled to be conducted is described as follows:

A boxing short film about two brothers training

9. Number of individuals in cast and crew: 20

10. Types and number of vehicles:

☒ Automobiles <u>8</u>	☐ Motor homes _____	☐ Trucks _____
☐ Catering trucks _____	☐ Vans _____	☐ Trailers _____
☐ Other (specify) _____		

11. Provide a Site Plan of Set-Up to include vehicle and filming locations.

12. Additional Information:

PROJECT NO. _____

Date: _____

FOR DEPARTMENT USE ONLY

1. Fees: ☐ Filming \$450 ☐ Photography \$45 ☐ Paid ☐ Waived /required

b. Certificate of Liability Insurance

c. Endorsement only ☐ Endorsed (see reverse)

1. Types and number of additional craft:

☐ Airplanes ____ ☐ Military craft ____ ☐ Helicopters ____ ☐ Boats ____☐ Other specify: _____

2. Applicant request special assistance at the location:

☐ Street closure ☐ Traffic control ☐ Emergency services☐ Other specify: _____3. Applicant does/does not intend to use: ☐ Animals ☐ Chemical ☐ Explosives ☐ Fire

DEPARTMENT APPROVALS

☐	Approved	<u><i>H. V. S.</i></u> Jonathan Marquez (Mar 10, 2025 10:37 PDT)		
☐	Deny	Building & Planning	Date	Comments
☐	Approved			
☐	Deny	Fire Department	Date	Comments
☐	Approved			
☐	Deny	Recreation & Parks	Date	Comments
☐	Approved	<u><i>Ruben Jimenez</i></u> Ruben Jimenez (Mar 13, 2025 12:47 PDT)	03/13/2025	
☐	Deny	Police	Date	Comments
☐	Approved	<u><i>Jerry Gomez</i></u> Jerry Gomez (Mar 19, 2025 07:31 PDT)	03/19/2025	
☐	Deny	Public Works	Date	Comments
☐	Approved			
☐	Deny	City Attorney	Date	Comments
☐	Approved			
☐	Deny	Finance	Date	Comments



V

Y

X

M

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W



Loyola Marymount University
School of
Film and Television

LOCATION RELEASE

Permission is hereby granted to:

Student: Tristan Juarez

Phone: 619.708.8397

(hereinafter referred to as "Producer") to use the property and adjacent area located at:

Address: Maywood Boxing Club, 4747 E 56th St, Maywood, CA 90270

for the purpose of their student project and of photographing and recording such scenes as Producer may desire, with the right to exhibit and license others to exhibit all or any part of said photographs and recordings in any manner Producer may desire without limitation or restriction of any kind. Said permission shall include the right to bring personnel and equipment (including props and temporary sets) onto said property, and to remove the same after completion of work.

The above permission is granted for a period of 2 days for the following dates:

March 29-30, 2025

Producer agrees to assume all financial responsibility for any and all property damage or personal injury caused by any of Producer's employees, crew members, or equipment on or about the above-mentioned premises. The Producer agrees to exercise reasonable care in the use of these premises and shall leave said premises in as good condition as when received.

The undersigned hereby warrants that he is the owner or agent of said premises; that he is fully authorized to enter into this agreement and has the right to grant Producer the use of said premises and each and all of the rights herein granted.

SIGNATURE OF PROPERTY OWNER: _____

Date: 3/19/25

SIGNATURE OF STUDENT PRODUCER: _____

Date: 3/19/25

SFTV COURSE: PROD 550

TITLE: HERMANDAD

PRODUCTION NUMBER: SFTV3754

PLACE THIS RELEASE IN YOUR PRODUCTION BOOK --- YOU MUST HAVE A COPY AT THE FILM LOCATION

Rev 4/19



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/21/2025

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).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 500 N Brand Boulevard, Suite 100 Glendale CA 91203 License#: 0D69293 LOYOMAR-03	CONTACT NAME: Rosita Roque	FAX (A/C, No):	
	PHONE (A/C, No, Ext): 818-539-1280	E-MAIL ADDRESS: rosita_roque@ajg.com	
INSURED Loyola Marymount University School of Film & Television Faculty & Students the One LMU Drive, UHall 2200 Los Angeles CA 90045	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Navigators Insurance Company		42307
	INSURER B: Hartford Casualty Insurance Company		29424
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 2065944284

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROJECT ☐ LOC OTHER:	Y	LA21NCP02173203	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ AUTO P.D. ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	LA21NCP02173203	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO PHYSICAL DAMAGE \$ SEE 000
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$		LA24EXP208FENIV	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	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	72WEAM3MAM	7/1/2024	7/1/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Third Party Property Damage Miscellaneous Equipment Props/Sets/Wardrobe		LA24NCP08U7IZNV	7/1/2024	7/1/2025	Limit: \$1,000,000 Limit: \$1,000,000 Limit: \$100,000 Ded: \$5,000 Ded: \$3,500 Ded: \$3,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED BUT ONLY AS RESPECTS CLAIMS ARISING OUT OF THE NEGLIGENCE OF THE NAMED INSURED. GENERAL LIABILITY COVERAGE IS PRIMARY AND LOSS PAYEE UNDER THE PRODUCTION PACKAGE POLICY BUT ONLY AS RESPECTS THEIR AGREEMENT WITH THE NAMED INSURED FOR THE RENTAL OR LEASE OF PROPS, SETS, & WARDROBE EQUIPMENT, VEHICLES OR PREMISES.

HIRED AUTO PHYSICAL DAMAGE: DEDUCTIBLE 10% - OF LOSS SUBJECT TO A \$3,500 MIN / \$7,500 MAX LIMIT

CERTIFICATE HOLDER

CANCELLATION

Maywood Boxing Club 4747 E 56th St Maywood CA 90270	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

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AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 8.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: OKAN DEMIRCI, CITY ENGINEER

SUBJECT: ACCEPTANCE OF MAYWOOD CITY HALL WINDOW REPLACEMENT PROJECT, CITY PROJECT NO. 6106

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept project completion for the Maywood City Hall Window Replacement Project as performed by ENL Building Services, Inc., for a total amount of \$236,883.11; and
2. Authorize the City Manager to file a project Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release a retention payment of \$11,844.16 to ENL Building Services, Inc. within 35 days following recordation of the Notice of Completion.

BACKGROUND:

On June 26, 2024, the City Council awarded a public works contract totaling \$214,150.00 to ENL Building Services, Inc. for the Maywood City Hall Window Replacement Project. This project included two (2) change orders totaling \$22,733.11 which increased the total contract amount to \$236,883.11. The project construction budget also includes contingency budget of \$32,122.50 (15% of Contract) for any unforeseen conditions as necessary. The total established construction budget was \$246,272.50.

Construction activities were completed by the Contractor and confirmed by the City Engineer. The work was completed within the approved budget.

DISCUSSION:

The project includes the replacement of all damaged window framing or sills, and windows at the City Hall, Rear Storage Facility, two (2) windows at the Sheriff's Sub-Station, and the Additive Alternate A option of the "Old Jail Cell" Storage Facility, and other relevant work at the Maywood City Hall.

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer's satisfaction. Construction costs totaled \$236,883.11, which is within the approved construction budget.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact associated with this action, work was completed within previously approved budget.

ATTACHMENT(S)

1. Attachment 1, Notice of Completion - City Hall Window Replacement Project

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF MAYWOOD
4319 E Slauson Ave
Maywood, CA 90270

Free recording requested per Gov't Code 27383

Space above this line for Recorder's use

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 9204, must be filed within 15 days after completion.

Notice is hereby given that:

1. The undersigned is owner and corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is: City of Maywood
3. The full address of the owner is: 4319 E Slauson Ave, Maywood, CA 90270
4. The nature of the interest or estate of the owner is: In Fee
5. The full names and full addresses of all persons, if any, who hold this with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

NONE

6. The full names and full addresses of the predecessors in interest of the undersigned. IF the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES

ADDRESSES

NONE

7. A work of improvement on the property hereinafter described was completed on March 7, 2025. The work was: Maywood City Hall Window Replacement Project

8. The name of the contract, if any, for such work of improvement was
ENL Building Services, Inc. September 30, 2024
(IF NO CONTRACTOR FOR WORK OF IMPROVEMENT AS A WHOLE, INSERT 'NONE') (DATE OF CONTRACT)

9. The property on which the work of improvement was completed is in Maywood, County of Los Angeles, State of California, and is described as follows: Maywood City Hall

10. The street address of the property is: 4319 E. Slauson Avenue, Maywood CA 90270
(IF NO STREET ADDRESS HAS BEEN OFFICIALY ASSIGNED, INSERT 'NONE')

Dated: _____
(NAME)

_____, City Manager
(SIGNATURE OF OWNER OR CORPORATE OFFICER OF OWNER NAMED IN PARAGRAPH 2 OR HIS AGENT)

VERIFICATION

I, the undersigned, say: I am the _____ of _____, the declarant of the foregoing notice of completion; I have read said notice of completion and know the content thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____, at _____
(CITY) (STATE)

(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE.))

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 9.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: OKAN DEMIRCI, CITY ENGINEER

SUBJECT: ACCEPTANCE OF MAYWOOD PARK PLAYGROUND IMPROVEMENT PROJECT

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept project completion for the Maywood Park Playground Improvement Project as performed by Playcore Wisconsin, Inc. DBA Gametime, for a total amount of \$279,979.60; and
2. Authorize the City Manager to file a project Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release a retention payment of \$13,998.98 to Playcore Wisconsin, Inc. DBA Gametime within 35 days following recordation of the Notice of Completion.

BACKGROUND:

On April 24, 2024, the City Council awarded a public works contract totaling \$275,764.60 to Playcore Wisconsin, Inc. DBA Gametime for the Maywood Park Playground Improvement Project. This project included two (2) change orders totaling \$4,215.00, which increased the total contract amount to \$279,979.60. The project construction budget also includes a contingency budget of \$27,567.40 (15% of Contract) for any unforeseen conditions as necessary. The total established construction budget was \$303,332.00.

Construction activities were completed by the Contractor and confirmed by the City Engineer. The work was completed within the approved budget.

DISCUSSION:

The project includes the construction of new playground equipment (2-5 years old age category and 5-12 years old age category), rubberized safety surfacing and related work at Maywood Park.

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer's satisfaction. Construction costs totaled \$279,979.60, which is within the approved construction budget.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact associated with this action, work was completed within previously approved budget.

ATTACHMENT(S)

1. Attachment 1, Notice of Completion - Maywood Park Playground Improvement Project

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF MAYWOOD
4319 E Slauson Ave
Maywood, CA 90270

Free recording requested per Gov't Code 27383

Space above this line for Recorder's use

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 9204, must be filed within 15 days after completion.

Notice is hereby given that:

1. The undersigned is owner and corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is: City of Maywood
3. The full address of the owner is: 4319 E Slauson Ave, Maywood, CA 90270
4. The nature of the interest or estate of the owner is: In Fee
5. The full names and full addresses of all persons, if any, who hold this with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

NONE

6. The full names and full addresses of the predecessors in interest of the undersigned. IF the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES

ADDRESSES

NONE

7. A work of improvement on the property hereinafter described was completed on January 15, 2025. The work was: Maywood Park Playground Improvement Project

8. The name of the contract, if any, for such work of improvement was

Playcore Wisconsin, Inc. DBA Gametime

April 24, 2024

(IF NO CONTRACTOR FOR WORK OF IMPROVEMENT AS A WHOLE, INSERT 'NONE')

(DATE OF CONTRACT)

9. The property on which the work of improvement was completed is in Maywood, County of Los Angeles, State of California, and is described as follows: Maywood Park

10. The street address of the property is: 4801 E 58th Street, Maywood CA 90270

(IF NO STREET ADDRESS HAS BEEN OFFICIALLY ASSIGNED, INSERT 'NONE')

Dated: _____
(NAME)

_____, City Manager
(SIGNATURE OF OWNER OR CORPORATE OFFICER OF OWNER NAMED IN PARAGRAPH 2 OR HIS AGENT)

VERIFICATION

I, the undersigned, say: I am the _____ of _____, the declarant of the foregoing notice of completion; I have read said notice of completion and know the content thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____, at _____
(CITY) (STATE)

(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE.))

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 10.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: OKAN DEMIRCI, CITY ENGINEER

SUBJECT: CONSIDERATION OF REAPPROPRIATION OF FUNDS FOR PAVEMENT REHABILITATION PROGRAM FY 2024-2025 PROJECT NO. 6224

RECOMMENDATION:

Staff recommends that the City Council reappropriate the allocation of Measure M Fund 225, Measure R Fund 224, Prop C Fund 222 and SB1 Fund 216 as described in the Fiscal Impact of the agenda report for the Pavement Rehabilitation Program FY 2024-2025 Project to comply with funding expenditure timelines. Total project cost remains unchanged.

BACKGROUND:

On January 6, 2025, staff advertised Notice Inviting Bids (NIB) for the project. Bids were due on February 5, 2025, at 2:00 p.m.

On February 26, 2025, the City Council awarded a construction contract to Onyx Paving Company, Inc. for the Pavement Rehabilitation Program FY 2024-2025 for an amount of \$1,123,000, and approved a 15% contingency (\$168,450), for a total construction budget of \$1,291,450.

DISCUSSION:

The Annual Pavement Rehabilitation program follows the recommendations from the City's Pavement Management Program (PMP), which is a planning and budgeting tool used to prioritize street paving and maintenance projects over a five-year period.

For FY 2025-25, the project includes asphalt concrete resurfacing (cold mill and overlay), asphalt slurry seal, concrete curb ramp, curb and gutter, sidewalk replacement at various locations, striping and pavement markings, and related work. The proposed improvements will be completed within 50 working days.

The project is funded through multiple local sources, including Measure M, Measure R, Prop C, as well as, SB-1/RMRA via the Metro Local Return Program. Due to funding expenditure timelines of these various programs, staff recommends to reappropriate the allocation of Measure M Fund 225, Measure R Fund 224, Prop C Fund 222 and SB1 Fund 216 for the Pavement Rehabilitation Program FY 2024-2025 Project to comply with funding expenditure timelines. Total project cost remains unchanged as follows:

Construction Contract	\$1,123,000.00
Contingency Budget allowance for unforeseen conditions as necessary (15%)	\$168,450.00
Total Construction Budget	\$1,291,450.00
Design Engineering (Preparation of PS&E), geotechnical review (15%)	\$192,145.50
Construction management, inspection, materials testing/inspection (12.4%)	\$160,000.00
Project Total	\$1,643,595.50

The finalized funding adjustments are as follows:

Funding Source	Amount Approved February 26, 2025	Amount Proposed March 26, 2025
SB1 Fund 216	\$763,596	\$714,595.50
Prop C Fund 222	\$240,000	\$329,000.00
Measure R Fund 224	\$365,322	\$200,000.00
LACMTA Fund	\$274,678	
Measure M Fund 225		\$400,000.00

LEGAL REVIEW:

City Attorney has reviewed this report.

FISCAL IMPACT:

The total estimated project cost of \$1,643,595.50 will be funded in the amount of \$714,595.50 of SB1 Fund 216, \$329,000 of Prop C Fund 222, \$200,000 of Measure R Fund 224, \$400,000 of Measure M Fund 225 in the 2024/25 Capital Improvement Program.

Construction Contract	\$1,123,000.00
Contingency Budget allowance for unforeseen conditions as necessary (15%)	\$168,450.00
Total Construction Budget	\$1,291,450.00
Design Engineering (Preparation of PS&E), geotechnical review	\$192,145.50
Construction management, inspection, materials testing/inspection	\$160,000.00
Project Total	\$1,643,595.50

ATTACHMENT(S)

1. Pavement Rehabilitation Project Budget (2)

Project Budget

PAVEMENT REHABILITATION PROGRAM FY 2024-2025 PROJECT NO. 6224

Date Prepared: 03/19/2025

Item No	Funding Source	Amount
1	SB1 Fund 216	\$714,595.50
2	Prop C Fund 222	\$329,000.00
3	Measure R Fund 224	\$200,000.00
4	Measure M Fund 225	\$400,000.00
Total		\$1,643,595.50
		\$1,643,595.50

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 11.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MIGUEL LEON, ADMINISTRATIVE ANALYST

SUBJECT: DISCUSSION AND DIRECTION REGARDING DEVELOPMENT OF A QUALIFIED VS. NON-QUALIFIED CLIMATE ACTION PLAN (CAP)

RECOMMENDATION:

It is recommended that the City Council provide direction to staff regarding the development of a Qualified Climate Action Plan (CAP) or a Non-Qualified CAP, based on the considerations outlined in this report.

BACKGROUND:

As part of the second (final) phase of the Climate Action, Adaptation, and Resilience Plan (CAARP), funded in Fiscal Year 2023-24 through the California Department of Transportation (Caltrans) Sustainable Transportation Planning Grant Program, the City of Maywood is currently evaluating several strategies and alternative planning approaches to meet local sustainability goals, reduce greenhouse gas (GHG) emissions, and ultimately achieve the State's GHG reduction targets of 40% and 80% below 1990 levels by 2030, 2045, and 2050. The development of a CAARP will serve as the City's guiding document to address the impacts of climate change and align the City's objectives with state and regional mandates.

In November 2024, the City began planning efforts for the CAARP project and during the ongoing milestones, the City identified the opportunity to include a task not originally included in the project scope by developing either a:

Qualified Climate Action Plan (CAP) must be formally adopted and aligned with state greenhouse gas (GHG) reduction targets, comply with the California Environmental Quality Act (CEQA), allow for a streamlined environmental review process that facilitates future development projects; or

Non-Qualified Climate Action Plan (CAP) is a flexible but non-regulatory plan that does not fully meet the qualified requirements but can still serve as a strategic framework for guiding local GHG reduction efforts.

A Qualified CAP provides regulatory benefits and expedites environmental approvals, while a Non-Qualified CAP offers flexibility and can still support sustainability objectives without the same level of compliance obligations. The City's decision to pursue either approach has long-term policy and financial implications.

DISCUSSION:

A **Qualified CAP** serves as a structured framework that aligns with state mandates to meet greenhouse gas (GHG) reduction targets while supporting future development initiatives. One of the key advantages of this option is its capacity to simplify the California Environmental Quality Act (CEQA) review process for projects

that adhere to the strategies that will be outlined in the final CAARP.

Under CEQA, projects that align with a Qualified CAP may be eligible for expedited environmental review, which can eliminate the necessity for separate GHG impact assessments and benefit from a more predictable permitting process.

Qualified CAP must meet specific criteria, including:

- **Alignment with State GHG Targets:** The CAP must align with California Air Resources Board (CARB) requirements, ensuring the City's sustainability policies meet or exceed state reduction mandates.
- **CEQA Compliance:** The CAP must undergo an environmental review process, typically resulting in an Initial Study/Mitigated Negative Declaration (IS/MND), which assesses potential environmental impacts and establishes necessary mitigation measures.
- **Development Consistency Mechanism:** A Qualified CAP must include a review system, such as a checklist, which ensures new developments and projects comply with its strategies and objectives.
- **Growth Assumptions and Policy Consistency:** The CAP must align with the City's General Plan and reflect realistic development projections.
- **Monitoring and Reporting Requirements:** A Qualified CAP must include performance monitoring, periodic progress reports, and updates to maintain compliance and effectiveness.

Developing a Qualified CAP would lead the City to take an initiative-taking approach to reducing emissions while supporting responsible development. To align with state targets, the plan would need to incorporate strategies such as:

- Increasing renewable energy use within municipal operations and promoting clean energy transitions in residential and commercial properties.
- Reducing natural gas dependence by incentivizing energy efficiency improvements and transitioning to electric-powered systems.
- Expanding electric vehicle (EV) infrastructure and implementing local policies that support EV adoption through incentives and accessibility improvements.

Despite these measures supporting long-term sustainability objectives, it is essential to consider that it would require policy changes, infrastructure investments, and financial considerations.

State and Local GHG Reduction Strategies

The State of California has implemented policies to reduce greenhouse gas (GHG) emissions, including vehicle efficiency standards, low-carbon fuel requirements, renewable energy mandates, building energy efficiency standards, and solid waste diversion regulations. While these state-level initiatives provide a significant baseline for emissions reductions, additional local measures are necessary to ensure that the City fully meets its climate goals for 2030 and 2045. Local strategies such as expanding energy efficiency programs, increasing rooftop solar adoption, enhancing bike and pedestrian infrastructure, and developing electric vehicle (EV) charging stations will be essential in closing the emissions gap. Implementation of these measures will not only align with state mandates but also enhance the City's resilience to climate change impacts while improving the overall quality of life for residents.

Alternative Approach: Non-Qualified CAP

A **Non-Qualified CAP** provides a flexible framework for local GHG reduction but would not require CEQA compliance or state-mandated targets. This approach would allow the City to set local climate action goals without regulatory obligations, avoid the financial burden associated with CEQA review, and may limit the City's ability to integrate sustainability initiatives into long-term planning.

Given the City's built-out status, and uncertainty of large-scale future development anticipated over the next 5–10 years, the practical advantages of CEQA streamlining may be limited. Therefore, individual projects will still

undergo case-by-case environmental review. This approach may hinder the City's ability to integrate sustainability initiatives into long-term planning efforts and could result in potential regulatory challenges for future redevelopment or infrastructure projects.

Staff are seeking direction from the City Council on whether to proceed with a Qualified (CAP) or a Non-Qualified (CAP), considering the regulatory considerations, financial implications, and long-term sustainability goals associated with each option.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The Caltrans Sustainable Transportation Planning Grant currently funds Phase 2, the final phase, of the City's Climate Action, Adaptation, and Resilience Plan (CAARP).

Estimated Costs for a Qualified CAARP:

- CEQA - Initial Study/Mitigated Negative Declaration (IS/MND): \$80,000 to \$120,000, depending on the level of environmental impacts, required mitigation measures, and the extent to which administrative tasks (e.g., public noticing) are managed by City staff.
- Consistency Checklist or Equivalent: \$10,000 for consultant services to develop a compliance checklist and provide staff training on its implementation.
- CAARP Implementation Monitoring and Greenhouse Gas (GHG) Tracking: \$10,000 to \$20,000 for consultant support in developing and maintaining a GHG tracking tool over a 3- to 5-year period. Additional staff time will be required for data collection and utilization of the tracking system.
- GHG Inventory Update (Recommended): If the City intends to utilize the Qualified CAARP for CEQA streamlining, it is advisable to conduct a GHG inventory update within 3 to 5 years. The estimated cost of this update is approximately \$30,000.

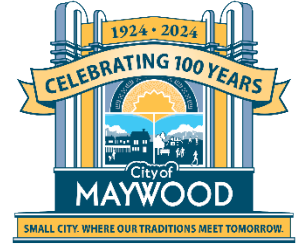
The total cost of developing a Qualified Climate Action and Adaptation Resilience Plan (CAARP) is estimated to range between \$100,000 and \$150,000. This estimate is contingent upon the complexity of the plan and the level of California Environmental Quality Act (CEQA) review required. It is important to note that a Non-Qualified Climate Action Plan (CAP) would not incur the additional costs associated with CEQA review and compliance.

If the City chooses to pursue the development of a Qualified CAARP, staff will take the necessary steps to obtain an accurate cost estimate. A budget appropriation will be required, utilizing the General Fund, along with any additional relevant details. Following final approval, additional actions, including the incorporation of the Qualified CAARP into the current project schedule, will be outlined accordingly.

ATTACHMENT(S)

1. Maywood Qualified/Non-CAP Presentation

CITY OF MAYWOOD CLIMATE ACTION, ADAPTATION AND RESILIENCE PLAN (CAARP)



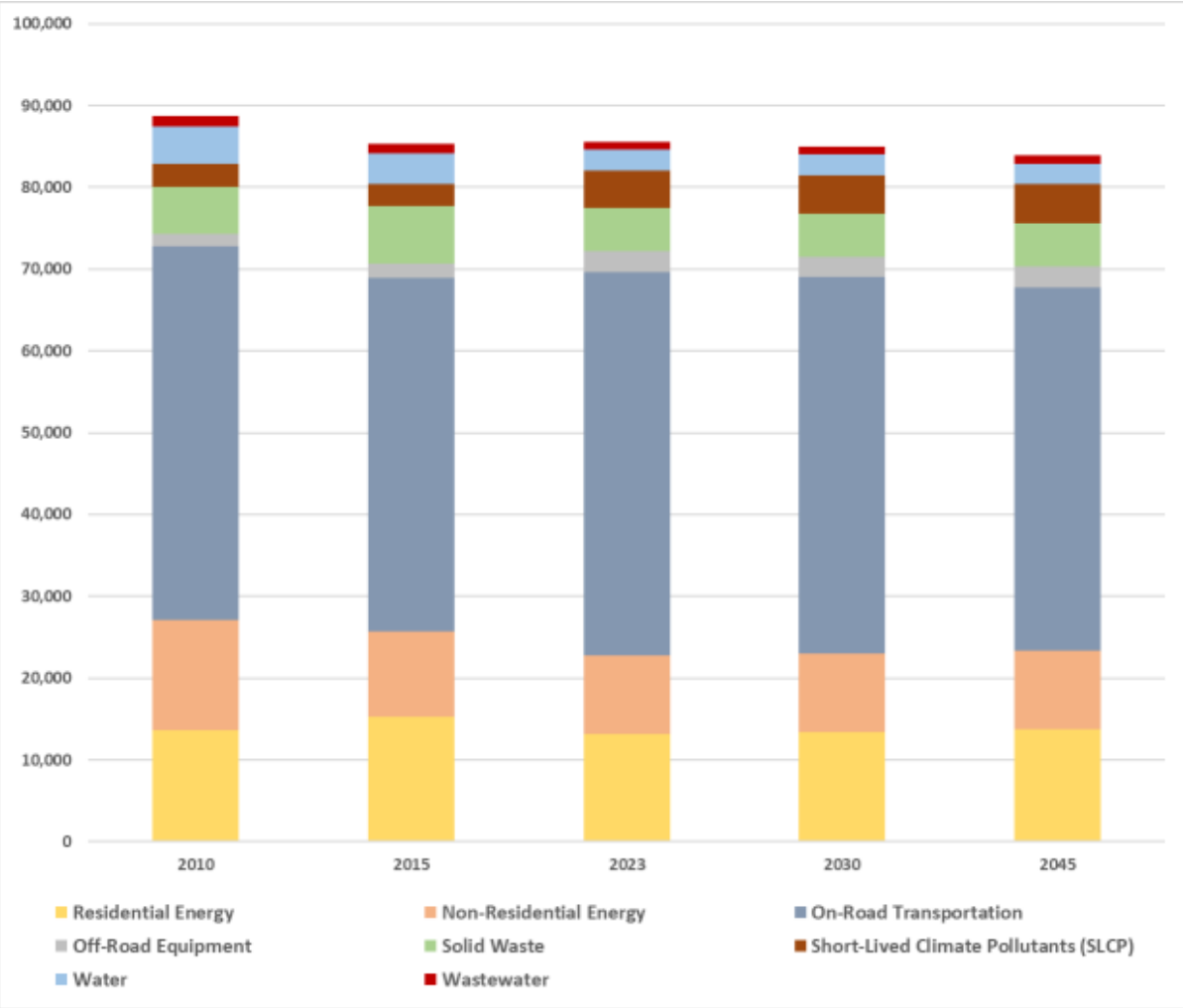
Key Objectives:

- Reduce Community GHG Emissions in Alignment with State Reduction Targets
- Increase Community Resilience to Climate Change Hazards

Objective to Consider:

- Allow future develop projects to streamline CEQA review of GHG impacts by demonstrating consistency with CAARP

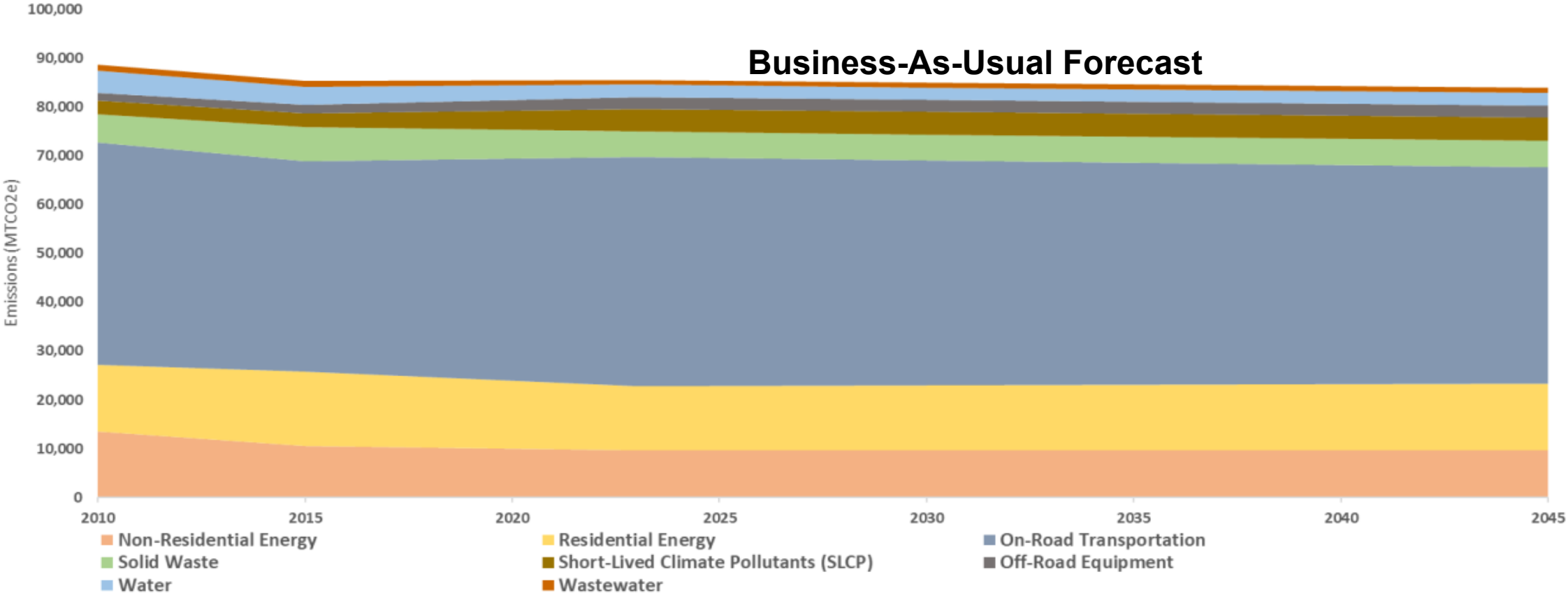
CITY OF MAYWOOD GHG EMISSIONS INVENTORIES AND FORECASTS: 2010 – 2045



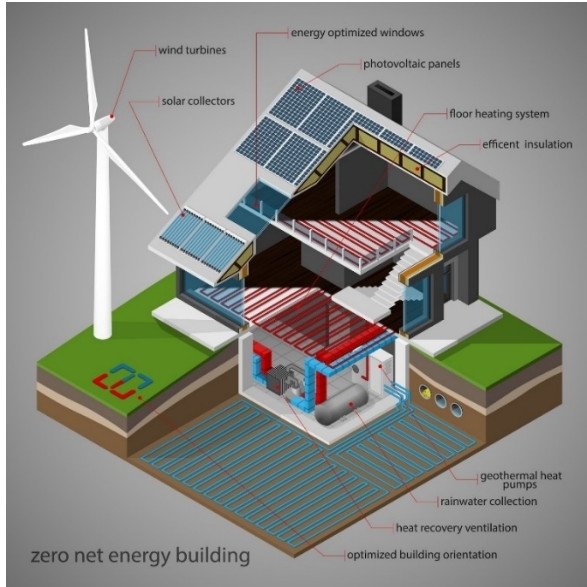
GHG Inventories and BAU Forecast

- 3.5% reduction from 2010 to 2023
- 2023 Contributions:
 - Transportation – 55%
 - Residential Energy – 15.5%
 - Non-residential Energy – 11%
 - Solid Waste – 6%
 - SLCPs – 5.5%
 - Off-road Equipment – 3%
 - Water – 3%
 - Wastewater – 1%

MAYWOOD GHG EMISSIONS SINCE 2010 & FORECAST TO 2045



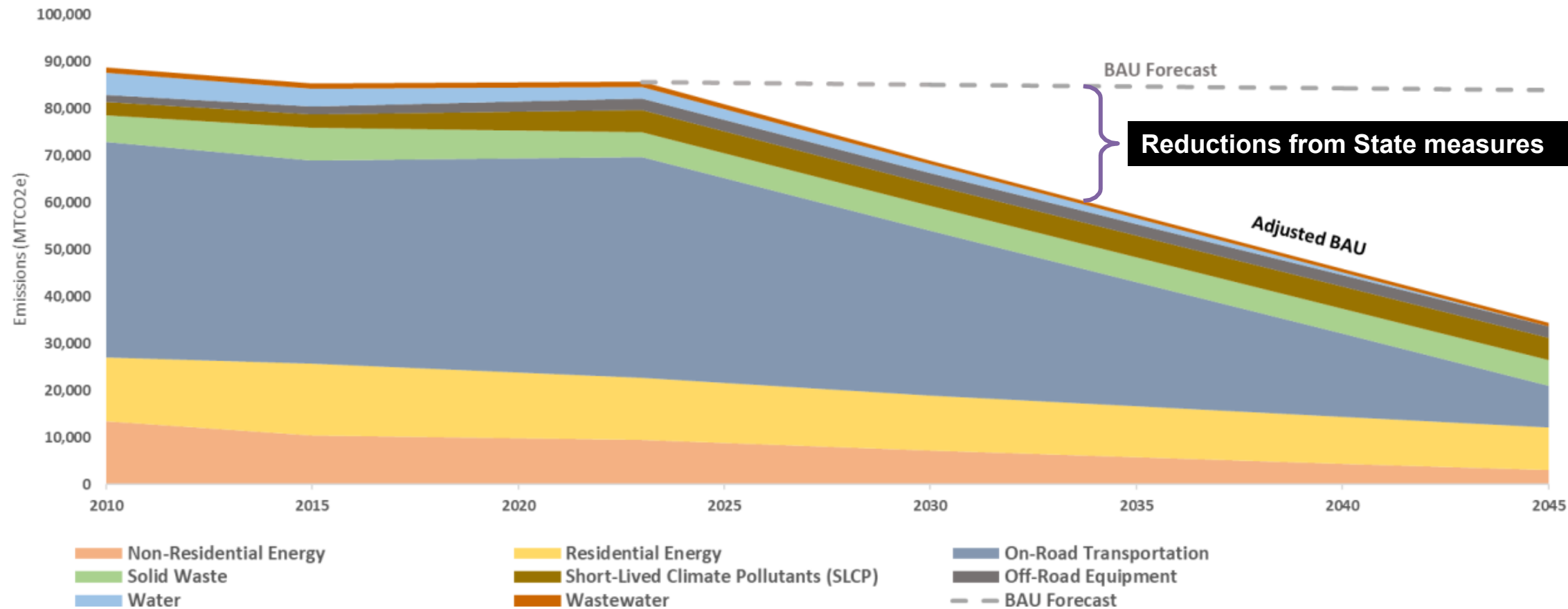
STATE OF CALIFORNIA ACTIONS TO REDUCE GHG EMISSIONS



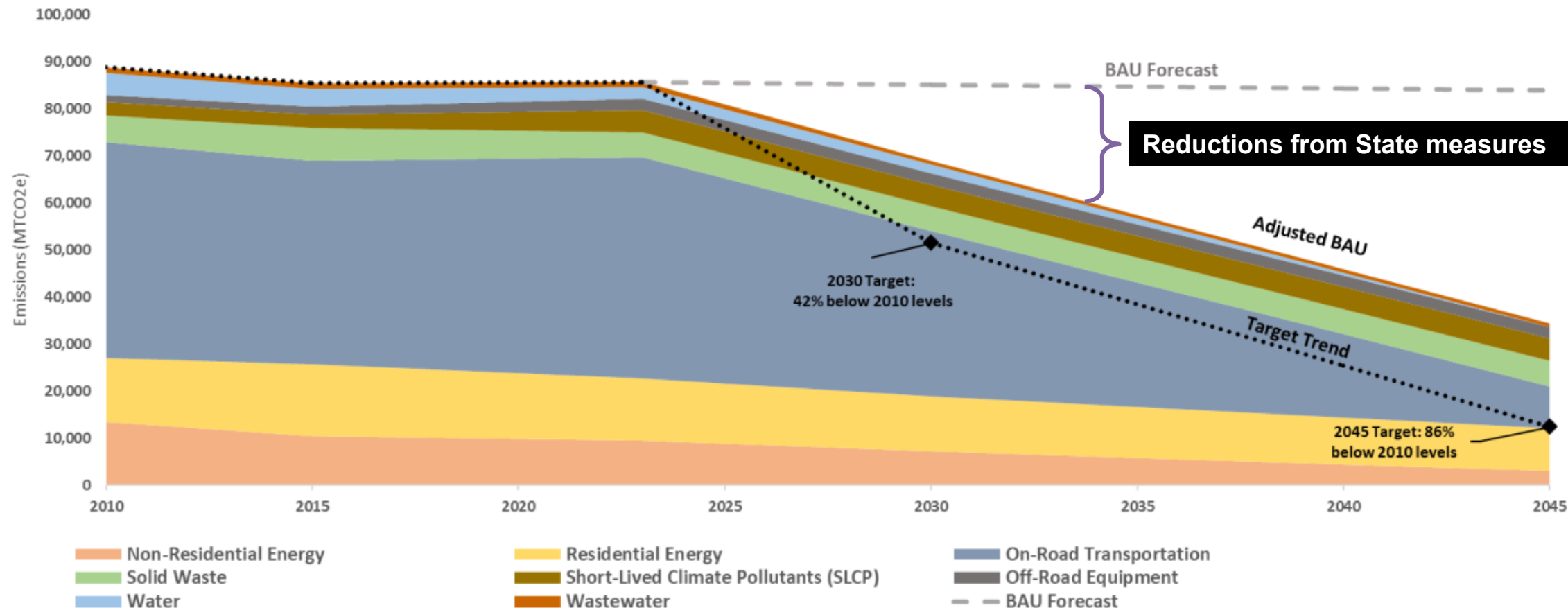
- Passenger Vehicle efficiency standards (Pavley; Advanced Clean Cars)
- Low Carbon Fuel Standard (LCFS)
- Renewables Portfolio Standard (RPS)
- Title 24 Building Energy Standards
- Solid Waste Diversion Mandates



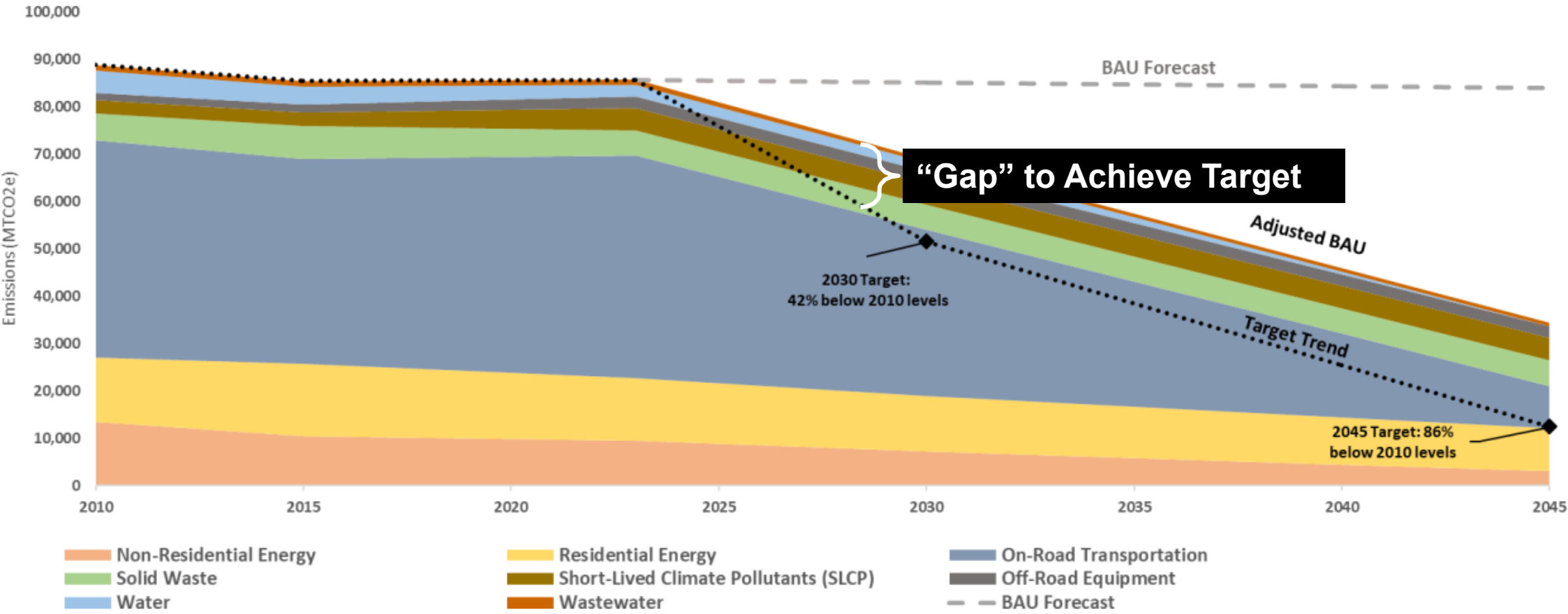
MAYWOOD: REDUCTIONS FROM STATE MEASURES



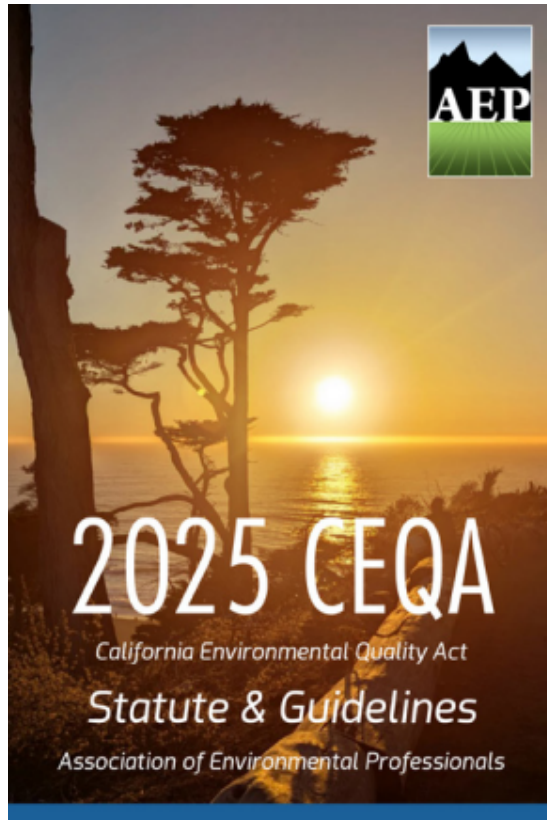
MAYWOOD CAARP: DRAFT 2030 AND 2045 GHG TARGETS



MAYWOOD CAARP: REDUCTIONS NEEDED FROM LOCAL MEASURES

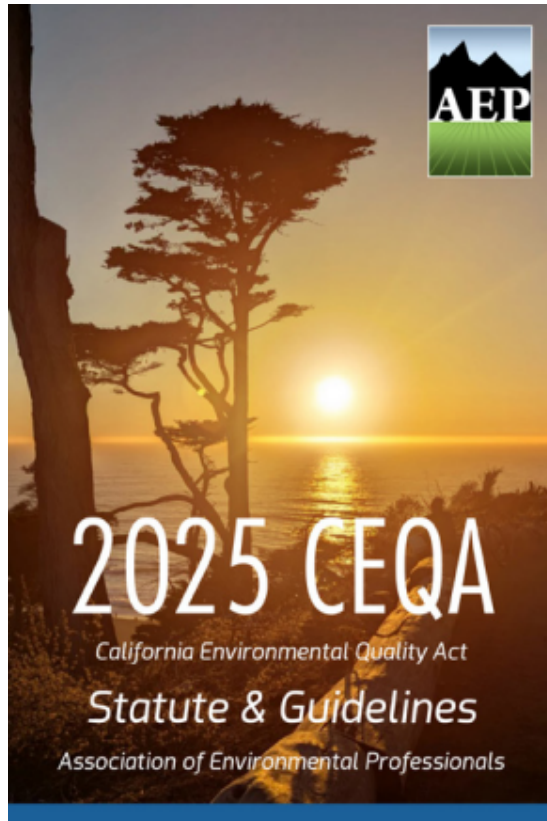


WHAT IS A QUALIFIED GHG REDUCTION PLAN?



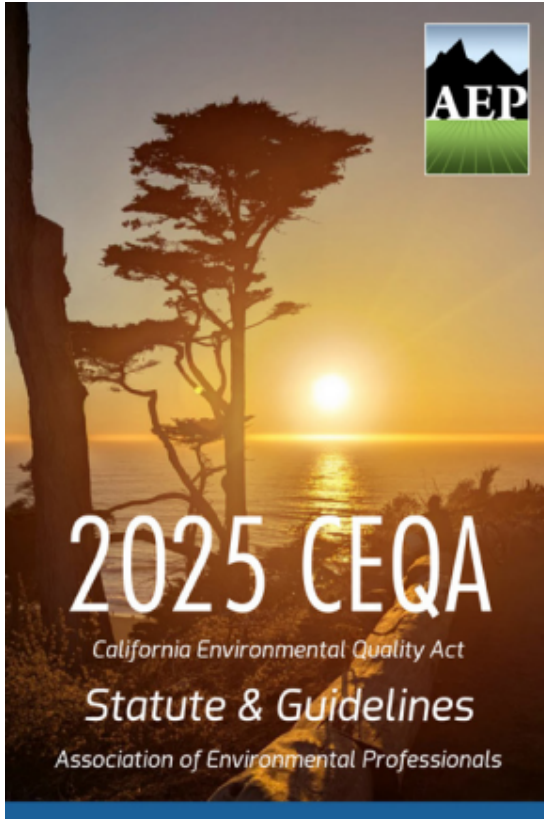
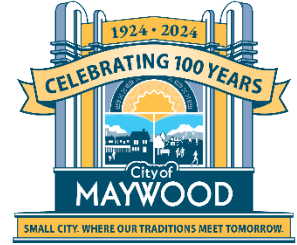
- Defined by CEQA Guidelines Section 15183.5
- Benefit: Allows future Projects under CEQA to conclude LTS for GHG emissions if they can demonstrate consistency with the Plan's "performance standards"
- Plan must demonstrate how the City can achieve GHG reductions consistent with state targets. i.e.:
 - 40% reduction from 1990 by 2030 (SB 32)
 - 85% reduction by 2045 (AB 1279)

WHAT IS A QUALIFIED GHG REDUCTION PLAN?



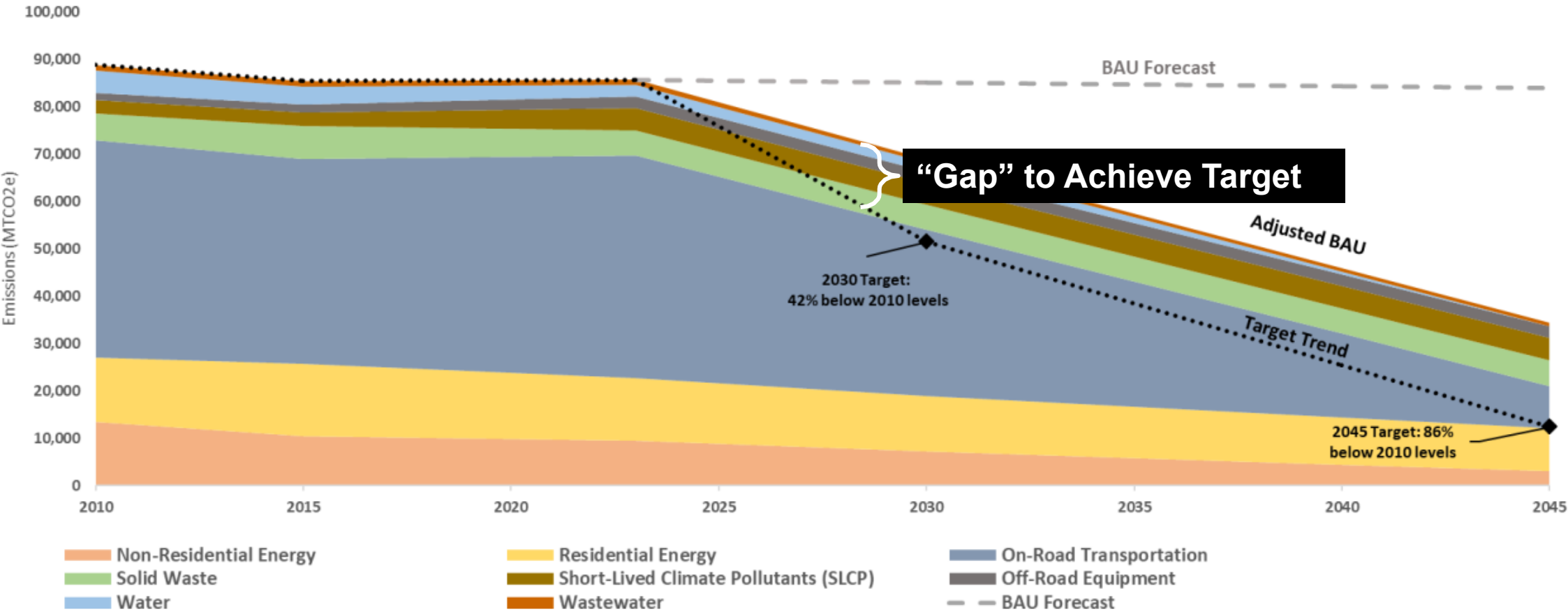
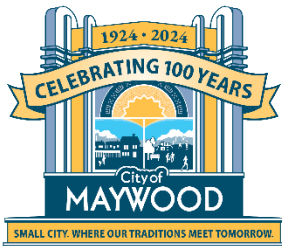
- Additional Requirements:
 - Growth assumptions consistent with GP
 - Include measures to achieve the reduction targets, supported by substantial evidence
 - Must be monitored for progress toward achieving target and be amended as needed
 - Must undergo environmental review and be formally adopted

DOES MAYWOOD NEED A GHG REDUCTION PLAN?



- Additional costs ~ \$100k to \$150k
 - CEQA review of CAARP (typically IS/MND)
 - Checklist for project consistency with CAARP
 - Progress monitoring and future CAARP updates to maintain “qualified” status
- Key consideration: How much new development expected over next 5 – 10 years?
- How feasible is it to achieve targets?

MAYWOOD CAARP: REDUCTIONS NEEDED FROM LOCAL MEASURES



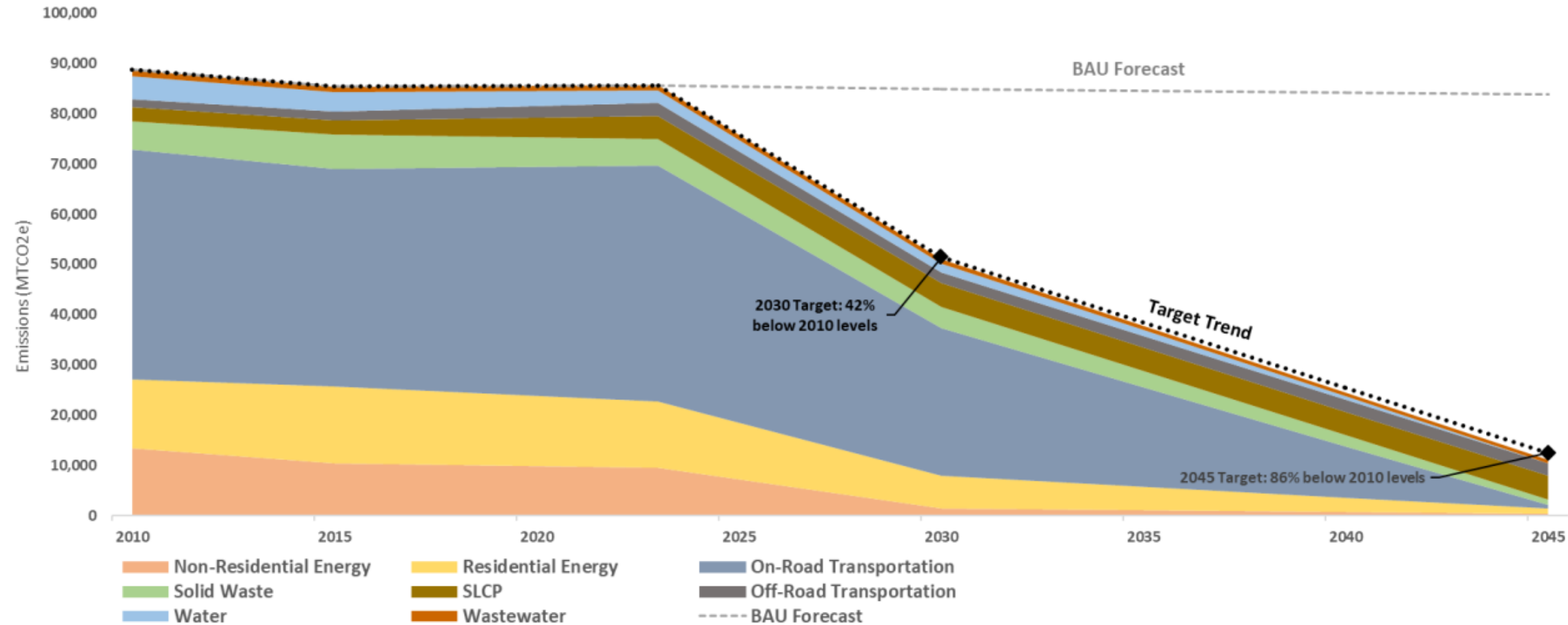
QUALIFIED CAARP – WHAT WOULD IT TAKE? *



Performance Objective	2030 Scenario - Reduce GHGs 42% below 2010	2045 Scenario - Reduce GHGs 86% below 2010
Renewable electricity	95% of community	100% of community
Zero emission vehicles (ZEVs)	15% of on-road vehicles	75% of on-road vehicles
All-electric buildings	20% of existing buildings	100% of new buildings 75% of existing buildings
20% energy efficiency improvement	20% of existing buildings	85% of existing buildings
Solid waste sent to landfill	20% reduction	80% reduction

* Based on preliminary modeling

MAYWOOD CAARP: WITH IMPLEMENTATION OF LOCAL MEASURES



CLOSING THE GAP: MEASURES TO REDUCE GHGS

- Local energy efficiency programs
- Local rooftop solar installations
- Community Choice Aggregation (CPA)
- Bike and pedestrian infrastructure
- EV charging stations
- Local transit improvements; support
- Transit-oriented development (TOD)
- Transportation demand management programs
- Organic waste collection/diversion
- Carbon sequestration
- Shade trees/heat island reduction



AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 12.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: JENNIFER VASQUEZ, CITY MANAGER

SUBJECT: CONSIDERATION OF RESOLUTION NO. 6408 TO AMEND THE CITY'S CLASSIFICATION PLAN TO ESTABLISH THE MANAGEMENT POSITION, DEPUTY DIRECTOR OF BUILDING AND PLANNING AND ADOPT THE CORRESPONDING SALARY RANGE FOR THE POSITION FROM \$125,375.34 to \$160,014.23

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 6408 amending the City's Classification Plan to establish the management position, Deputy Director of Building and Planning and adopt the corresponding salary range for the position, \$125,375.34 to \$160,014.23.

BACKGROUND:

The City has faced ongoing challenges in filling vacancies throughout all departments. This is not unique to the City of Maywood. Instead, it is a reality of a competitive job market seen between the public and private sectors. To increase flexibility and competitiveness in the recruitment process, it is recommended that the City Council approve the classification of Deputy Director of Building and Planning. This new position will remain a management position but will not require the same expertise level as that of a Director. The incumbent in a Deputy Director position is still required to have leadership/management experience and subject expertise. Furthermore, the structure will allow the City to attract candidates with a range of skills and experience, offering a career path to a higher level of professional service. Introducing this level will give the City the flexibility to hire based on the department's needs and the qualifications of the candidates. This approach is expected to help fill the vacancy promptly, ensure the City's objectives are met, and provide the needed expertise to the Building and Planning Department.

DISCUSSION:

The Building and Planning Department oversees the divisions of code enforcement, parking enforcement, planning, housing/homelessness, building and safety. It is composed of six full-time staff members and a contracted building technician, inspector, plan checkers and building official. The contracted services provide the community with all the necessary building and safety services.

Upon the departure of the previous Director of Building and Planning, staff worked with a consultant to complete an assessment of the department. The assessment examined the internal functions and processes of the department. The assessment was completed to develop a more responsive, well-coordinated and forward-thinking environment to support the staff and community. The assessment also looked at ways to better allocate resources and revenue-enhancement ideas. Through the assessment, it was found that the department does not deal with complex planning projects as the City is built-out. Due to this, the staff can place

more attention on economic development and forge better relationships with the business community. There should also be a continued focus on creating an efficient customer service experience with the building and safety department and utilizing software to streamline such applications as film permits, vendor applications, etc. Such goals and the regular day-to-day operations of the department can be managed by an experienced public sector professional.

Staff recommends that the City Council approves the attached resolution adding the position of Deputy Director of Building and Planning and the proposed salary range:\$125,375.34 to \$160,014.23.

The proposed salary range was established by reviewing the salary range of the Director of Building and Planning position.

LEGAL REVIEW:

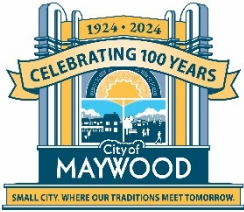
This item has been reviewed by the City Attorney.

FISCAL IMPACT:

There is no fiscal impact on amending the City's classification Plan. The existing Building and Planning Department budget will absorb the proposed salary range. The City may see cost savings with this new classification.

ATTACHMENT(S)

1. Deputy Director Job Classification
2. Resolution No. 6408 Approving Changes to the Salary Schedule and Approval of Related Personnel



City of Maywood, California

Deputy Director of Building and Planning

The Department

The Department of Building and Planning consists of several divisions: Planning, Building and Safety, Parking Enforcement, Code Enforcement, and Housing. Primary responsibilities include economic development, General Plan implementation, provide oversight for code enforcement, building and safety functions, planning and the Housing Division.

Ideal Candidate Description

Candidates for this position must be experienced in city or county planning, Building, or general administration operations. The Deputy Director will be experienced in administering programs, developing subordinates, managing grants and able to communicate effectively with other Departments, City Council, the Planning Commission, Community Leaders, and other external stakeholders. The ideal candidate for the position will have demonstrated the ability to operate as part of a team but with considerable independence.

The Deputy Director will be a solution-oriented problem solver. Someone who is politically astute, yet apolitical, and has the ability to establish trust and sustainable relationships. The ideal candidate will be a clear communicator, a good listener, focused on customer service, and will have the ability to deliver measurable results.

Other characteristics of the ideal candidate include:

- ▶ Strong leadership skills. The selected candidate will provide dynamic leadership and vision in order to manage people and oversee constructive change while continuing to mentor, coach, and provide staff development.
- ▶ Familiar with California land and development laws and regulations.
- ▶ A team builder.

The Position

As a key member of the City Manager's executive management team, the Deputy Director of Building and Planning is responsible for directing, managing, and overseeing the activities of the Building and Planning Department. The Deputy Director coordinates assigned activities with other departments, the outside business community while providing highly responsible and complex support to the City Manager, Planning Commission, and City Council; and performs related work as required.

The Deputy Director of Building and Planning reports directly to the City Manager for the orderly development of the City and exercises considerable judgement and discretion in the administration and direction of the department and its operations.

As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- ▶ Directing, organizing, and participating in the work involved in facilitating the orderly development of urban areas;
- ▶ Analyzing community needs (Businesses and Residents) and developing programs to meet their needs in accordance with City policy and available resources;
- ▶ Providing staff support to City Council and Planning Commission on matters related to planning, building and safety, parking enforcement, code enforcement, housing and homelessness.
- ▶ Originating and recommending to the Planning Commission and City Council actions related to development activity;
- ▶ Monitoring enforcement of planning, building, and other related regulations for new construction, reconstruction, and structural modifications;
- ▶ Directing the preparation of and administering the department budget;
- ▶ Meeting and conferring with groups and organizations concerning planning and redevelopment services;
- ▶ Meeting with property owners and businesses to explain ordinances and regulations.

Qualifications

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

- A bachelor's degree from an accredited college or university with major coursework in Urban Planning, Public Administration, or a related qualifying field.
- Five (5) years of increasingly responsible professional and administrative experience working in a municipality or county government. At least one(1) year in a supervisory role.

Supplemental Information:

- Possession of a California Driver's License and a good driving record.

Compensation and Benefits

The salary range for the Deputy Director of Building and Planning is \$125,375.34 to \$160,014.23 annually. Placement within the salary range will be determined by the candidates' qualifications and experience as deemed appropriate by the City Manager.

The City offers an excellent Benefits Package that includes the following:

- ▶ **Retirement:** CalPERS Defined Benefit Pension: For current Classic members, the benefit is 2% @ 55; For new PEPRAs members, the benefit is 2% @ 62. Classic members pay the full employee 7% contribution and new PEPRAs members 50% of the normal cost of the CalPERS contribution. The City does not participate in Social Security.
- ▶ **Health Plans:** The City contracts with CalPERS to provide PPO and HMO medical plans.
- ▶ **Dental:** The City offers employees Delta Dental insurance plan. At no cost to the employee.
- ▶ **Vision:** The City offers employees VSP insurance plan. At no cost to the employee.
- ▶ **Holidays:** Twelve (12) city observed paid holidays annually. May receive 2 Floating Holidays.
- ▶ **Administrative Personal Leave:** May receive 32 hours of administration personal leave after July 1st of each fiscal year.
- ▶ **Sick Leave:** Accrual at the rate of 2.76 hours per pay period, equal to 72 hours annually.
- ▶ **Vacation:** Paid Vacation varies with years of service. 160 hours is the maximum accrual.
- ▶ **Workweek:** City Hall provides public services Monday through Friday, 8:00 am to 5:00 pm.

The City of Maywood is an Equal Opportunity Employer and values diversity at all levels of the organization.

The Provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

RESOLUTION NO. 6408

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD APPROVING CHANGES TO THE COMPREHENSIVE SALARY SCHEDULE AND ESTABLISHING NEW POSITIONS AND AMENDING THE CLASSIFICATION PLAN

WHEREAS, the City Manager is appointed as the Personnel Officer and per the City's Personnel Rules and Regulations, shall prepare and maintain the Classification Plan; and

WHEREAS, the City Manager reviewed the current classification plan resulting in the development of new job classification and title based on the current and future needs of the City; and

WHEREAS, the City Manager is recommending the addition of Deputy Director of Building and Planning to the Classification Plan; and

WHEREAS, the City Council, per the City's Personnel Rules and Regulations, shall approve any additions or deletions to the Classification Plan.

WHEREAS, the City Council considered proposed position adjustments, requiring changes to the salary schedule; and

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

SECTION 1. The recitals set forth above are true and correct and incorporated herein as if set forth in full.

SECTION 2. The City Council adopts the amended Classification Plan by adding the Deputy Director of Building and Planning as set forth in Exhibit A.

SECTION 3. The City Council hereby establishes and approves the salary range for the newly added position and the position adjustment as follows:

Position (Job Title)	Range
Deputy Director of Building and Planning	\$125,375.34 - \$160,014.23 (Annually)

SECTION 4. The City Council authorizes the City Manager to take all necessary steps to implement the Classification Plan and set the salary range for each position.

SECTION 5. This Resolution shall be effective immediately upon its passage and approval.

SECTION 6. The City Clerk shall certify the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED, this 26th day of March 2025.

Mayra Aguiluz, Mayor

ATTEST:

Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS
ANGELES CITY OF
MAYWOOD

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6408, was adopted at a regular meeting of the City Council of the City of Maywood held on the 26th day of March 2025 by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

Daisy Guerrero, Deputy City Clerk



CLASSIFICATION PLAN

Accounting Specialist I
Accounting Specialist II
Administrative Analyst
Administrative Assistant
Assistant Planner and Associate Planner*
Building Inspection/Code Compliance Supervisor
City Manager
Code Compliance Officer I
Community Development Analyst
Community Service Officer
Community Services Liaison
Community Services Supervisor
Customer Service Rep I
Customer Service Rep II
Director of Building and Planning
Deputy City Clerk/ Assistant to the City Manager
Deputy Director of Building and Planning
Director of Finance
Executive Assistant
Finance Specialist
Housing Specialist
Human Resources/ Risk Manager
Parking Enforcement Officer I
Parking Enforcement Officer II
Public Works Coordinator
Public Works Maintenance Worker
Public Works Lead Maintenance Worker
Public Works Superintendent
Recreation Leader
Secretary of Building and Planning
Senior Accountant**
Senior Parking Enforcement Officer

*****Formerly labeled as Fund Accountant***

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 13.

DATE: March 26, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: DAISY GUERRERO, DEPUTY CITY CLERK/ASSISTANT TO THE CITY MANAGER

SUBJECT: DISCUSSION AND DIRECTION REGARDING THE IMPLEMENTATION OF THE CITY OF MAYWOOD LEADERSHIP ACADEMY PROGRAM

RECOMMENDATION:

Staff recommends that the City Council discuss, approve, and provide further direction for the City to finalize and implement a City of Maywood Leadership Academy.

BACKGROUND:

The City of Maywood is proud to introduce a Leadership Academy as a key initiative to advance the City Council's commitment to transparency, empowering our community with the knowledge and resources needed to keep residents and businesses informed and engaged. Designed for teens, young adults, and working professionals seeking to enhance their leadership skills, the program will cover essential topics such as civic engagement, understanding the City's budget, public safety, community involvement, and effective leadership. Through this initiative, participants will gain valuable insights into local government operations and develop the skills necessary to become active and informed leaders within the community.

DISCUSSION:

The establishment of the Maywood Leadership Academy offers a valuable opportunity for the City to strengthen civic engagement, promote transparency, and empower residents to take an active role in local government. Designed for teens, young adults, and working professionals, the program will provide a comprehensive introduction to City operations while equipping participants with essential leadership skills.

To ensure the program's success, the City Council may consider establishing a committee to consider key questions outlined in Attachment 3 of this staff report. The program's committee could later present a structured program overview at a future city council meeting.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The fiscal impact of implementing the Leadership Academy for its first year will be determined as the programming is finalized. It is anticipated that the funds will cover program development, materials, and outreach to ensure a successful launch and meaningful engagement for participants.

ATTACHMENT(S)

1. 2025 Maywood Leadership Academy - Overview
2. 2025 Maywood Leadership Academy - Presentation
3. 2025 Maywood Leadership Academy - Measuring Overall Success Questions



Maywood Leadership Academy Overview

Empowering Tomorrow's Leaders Today

The Maywood Leadership Academy is a dynamic program designed to educate, engage, and empower residents, business owners, and community members to take an active role in shaping the future of our city. Through interactive workshops, behind-the-scenes tours, and leadership development sessions, participants will gain a comprehensive understanding of city operations, public services, and the challenges and opportunities facing Maywood.

Program Overview

The Maywood Leadership Academy provides participants with the knowledge, tools, and inspiration to become effective leaders and informed advocates for their community. The academy covers a variety of topics, including:

- **Civic Engagement:** An introduction to the structure, roles, and responsibilities of city departments and elected officials.
- **City's Budget:** Learn how the city budgets and allocates resources to serve residents and businesses.
- **Developing Leadership Skills:** Explore ways to develop and enhance your leadership skills.
- **Public Safety:** A closer look at law enforcement, emergency response, and community safety programs.
- **Effective Communication:** Streamlining ideas and concerns to the correct staff.
- **Building Collaborative Teams:** Learn strategies on effective communication and how build a legacy within the community.
- **Exploring Local Business and Industries:** Gain insight into local businesses and industries while contributing to the development of a strategic economic growth plan.
- **Getting Involved:** Discover how residents can influence City decisions and participate in civic life.
- **Graduation Ceremony:** Graduation ceremony for participants and their families.

Who Should Apply?

The Maywood Leadership Academy is open to residents, local business owners, and community leaders who:

- Are passionate about improving their community.
- Want to learn more about how city government works.
- Aspire to take on leadership roles in local organizations or city initiatives.

Program Highlights

- Interactive workshops led by city staff and guest speakers.
- Tours of key city facilities, including City Hall, public works, and recreational spaces.
- Opportunities to network with City officials, department leaders, and fellow participants.
- A graduation ceremony recognizing participants as community leaders.

Program Details

- Duration: Nine sessions held monthly, each lasting approximately two hours.
- Location: Sessions take place at various city facilities and community venues in Maywood.
- Cost: Free to all participants.

How to Apply

Applications for the Maywood Leadership Academy are now open! Space is limited, so apply early to secure your spot.

- Deadline to Apply: TBD
- How to Apply: Submit an application online or pick up a form at Maywood City Hall.

For more information or if you have any questions, please contact City Clerk's Office at daisy.guerrero@cityofmaywood.org or (323) 562-5714.

Join the Maywood Leadership Academy and become a part of the movement to shape the future of our vibrant community. Together, we can make Maywood an even better place to live, work, and thrive.



CITY OF MAYWOOD LEADERSHIP ACADEMY PROPOSAL

**Empowering Community Leaders
for a Stronger Maywood**

INTRODUCTION

The City of Maywood proposes the establishment of a Leadership Academy to educate, empower, and connect community leaders.

This program will equip participants with essential knowledge, skills, and networks to lead and contribute to Maywood's growth.

PROGRAM OBJECTIVES

Educate	Educate participants on public agencies and community operations in Maywood.
Provide	Provide leadership tools, including team building and communication strategies.
Promote	Understanding of City policies and procedures.
Encourage	Encourage civic engagement and leadership roles.
Strengthen	Strengthen community connections through networking.

PROGRAM STRUCTURE

- Duration: Nine monthly sessions (2 to 4 hours each).
- Format: Lectures, panel discussions, and activities.
- Eligibility: Open to individuals 15+ living or working in Maywood.
- Class Size: Limited to 25 participants.

SESSION TOPICS

Introduction to Maywood Government
and Civic Engagement

Understanding a City Budget

Developing Leadership Skills

Public Safety Overview

Effective Communication Strategies

Building Collaborative Teams

Exploring Local Businesses and
Industries

Getting Involved in Your Community

Program Wrap-Up and Graduation

BENEFITS TO THE COMMUNITY

- Cultivates a new generation of civic leaders.
- Strengthens connections between residents and local government.
- Develops an informed and engaged community.
- Promotes collaboration within the community.

BUDGET AND NEXT STEPS

- **Budget**
 - **Estimated Initial Funding:** \$10,000
 - **Funding Sources:**
 - Grants
 - City allocations
 - Partnerships with local organizations and businesses
- **Next Steps**
 - **Finalize Program Details:** Refine curriculum, session topics, and logistics.
 - **Secure Funding:** Identify grants, sponsorships, and city budget allocations.
 - **Present to City Council for Approval:** Seek formal approval to proceed with the program.
 - **Launch Outreach and Recruitment:** Promote the program and recruit participants.
 - **Program Launch:** Kick off the Leadership Academy within six months of approval.

(Example from the City of Lakewood)



Maywood Leadership Academy Discussion Questions

To ensure the program's success, a future committee may wish to discuss the following key considerations and report back to the City Council:

1. Program Structure & Implementation
 - Should the Academy be conducted annually or biannually?
 - What level of commitment is expected from participants?
 - How can we ensure commitment and participation?
2. Outreach & Recruitment Strategies
 - What strategies will be most effective in engaging youth, professionals, and community leaders?
 - How can partnerships with schools, businesses, and local organizations enhance recruitment efforts?
 - What role can the City Council members play in promoting and advocating for the program?
3. Curriculum Development & Guest Speakers
 - Who will lead the sessions, and should guest speakers from various sectors be invited?
 - How can we ensure that the topics covered align with the community's most pressing concerns?
 - Should there be a mentorship component where graduates of the program can stay engaged?
4. Fiscal Impact & Funding Opportunities
 - How will the budgeted appropriation be allocated across program components?
 - What additional funding sources, such as grants, sponsorships, or partnerships, could be pursued to sustain and expand the program?
5. Program Evaluation & Sustainability
 - How will success be measured? (Participant feedback, engagement in city initiatives, or long-term civic involvement?)
 - Should there be an alumni network to track and support graduates as they continue their leadership journey?
 - What steps can be taken to ensure the Academy remains a long-term asset to the community?