



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

**WEDNESDAY, SEPTEMBER 24, 2025 AT 5:30 PM**

Maywood City Council Chambers  
4319 E. Slauson Avenue, Maywood, CA 90270  
[www.cityofmaywood.com](http://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/85621851613> 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 [miguel.leon@cityofmaywood.org](mailto:miguel.leon@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); CITY OF MAYWOOD V. MAYWOOD VILLAGE CENTER, LLC, LOS ANGELES COUNTY SUPERIOR COURT CASE NO. 24NWCV03641

CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION; GOVERNMENT CODE SECTION 54956.9(D)(1); IN RE: NATIONAL PRESCRIPTION OPIATE LITIGATION, UNITED STATES DISTRICT COURT (NORTHERN DISTRICT OF OHIO, EASTERN DIVISION) CASE NO. 1:17-MD-2804

CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION; GOVERNMENT CODE SECTION 54956.9(D)(1); IN RE: PURDUE PHARMA L.P., ET AL., DEBTORS (CHAPTER 11), UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF NEW YORK, CASE NO. 19-23649 (SHL)

CONFERENCE WITH LABOR NEGOTIATOR, GOVERNMENT CODE SECTION 54957.6: CITY NEGOTIATOR: JENNIFER VASQUEZ, CITY MANAGER; EMPLOYEE ORGANIZATIONS: AFSCME DISTRICT COUNCIL 36, LOCAL 4319, MAYWOOD EMPLOYEES ASSOCIATION

#### **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**

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 AUGUST 27, 2025, REGULAR CITY COUNCIL MEETING
2. MONTHLY CASH AND INVESTMENT REPORT AUGUST 2025
3. REVENUE REPORT AUGUST 2025
4. CONSIDERATION OF ADOPTING RESOLUTION NO. 6433 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
5. CONSIDERATION OF APPROVAL FOR ISSUANCE OF A SPECIAL EVENT PERMIT TO ST. ROSE OF LIMA LOCATED AT 4422 60TH STREET FOR AN ANNUAL FALL FESTIVAL AND DIRECTION REGARDING CONDITIONS OF APPROVAL

**IX. DISCUSSION/ACTION ITEMS**

6. DISCUSSION REGARDING THE STATEMENT OF WORK FOR THE MELLON FOUNDATION PHASE TWO SLEEPY LAGOON MEMORIAL AT SPEAKER ANTHONY RENDON RIVERFRONT PARK

**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 October 22, 2025, at 6:00 p.m. in the City Council Chambers.

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**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.





# City of Maywood / LASD

## August Crime Statistics

### Year-to-Year Change



	Aug'24	Aug'25	(Aug'24-Aug'25)
<b>Crimes Against a Person</b>			
Homicide	0	0	No Change
Sexual Assault	2	0	↓ -2
Aggravated Assault	19	8	↓ -11
<b>Crimes Against Property</b>			
Robbery (Armed)	1	1	No Change
Robbery (Other)	5	1	↓ -4
Burglary (Residential)	2	2	No Change
Burglary (Other)	1	1	No Change
Grand Theft	10	3	↓ -7
Theft from Vehicle	2	1	↓ -1
Petty Theft	23	5	↓ -18
Auto Theft	8	7	↓ -1
Arson	1	0	↓ -1



# City of Maywood / LASD

## August Crime Statistics

### Month-to-Month Change



	July'25	Aug'25	(July'25-Aug'25)
<b>Crimes Against a Person</b>			
Homicide	0	0	No Change
Sexual Assault	1	0	↓ -1
Aggravated Assault	10	8	↓ -2
<b>Crimes Against Property</b>			
Robbery (Armed)	2	1	↓ -1
Robbery (Other)	4	1	↓ -3
Burglary (Residential)	1	2	↑ 1
Burglary (Other)	0	1	↑ 1
Grand Theft	2	3	↑ 1
Theft from Vehicle	0	1	↑ 1
Petty Theft	6	5	↓ -1
Auto Theft	14	7	↓ -7
Arson	0	0	No Change



## MEETING MINUTES

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

WEDNESDAY, AUGUST 27, 2025 AT 6:00 PM

Maywood City Council Chambers  
4319 E. Slauson Avenue, Maywood, CA 90270  
[www.cityofmaywood.com](http://www.cityofmaywood.com)

I. CALL TO ORDER/ROLL CALL

Mayor Aguiluz called the meeting to order at 6:01 P.M. Deputy City Clerk Miguel Leon conducted roll call. Present: Mayor Aguiluz, Mayor Pro Tem Marquez, Council Member De La Riva, Council Member Garcia, Council Member Flores.

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)

STAFF PRESENT:

Daisy Guerrero, Deputy Director of Building and Planning (Present)  
Rimo Hanson, Director of Finance (Present)

III. MEETING PROCEDURES

THIS MEETING WILL BE HELD IN PERSON.

THE MEETING WILL BE AVAILABLE FOR VIEWING VIA ZOOM:

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Public Participation Options:

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#### IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

Comments were provided by members of the City Council.

#### V. 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.

The following individuals provided public comments on agenda items:

1. David Perez

#### VI. PRESENTATIONS

PRESENTATION BY LOS ANGELES UNIFIED SCHOOL DISTRICT BOARD MEMBER KARLA GRIEGO ON DISTRICT PLANS FOR THE UPCOMING SCHOOL YEAR

**Board Member Carla Diego provided a presentation on district updates.**

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT: CITY UPDATE

**Sergeant Pacheco provided a presentation on the City's crime statistics and updates.**

#### VII. CONSENT CALENDAR

City Manager Vasquez requested that **Item 11** be pulled and brought back at the next regular City Council meeting.

Mayor Pro Tem Marquez motioned to approve Consent Calendar **Items 1 through 10 and 12 through 13**, seconded by Council Member Garcia. Motion passed by the following vote:

**Ayes:** Mayor Aguiluz, Mayor Pro Tem Marquez, Council Members De La Riva, Flores, and Garcia.

**Noes:** None.

**Absent:** None.

*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 AUGUST 18, 2025, SPECIAL CITY COUNCIL MEETING
2. MINUTES FOR THE JULY 30, 2025, REGULAR CITY COUNCIL MEETING
3. MONTHLY CASH AND INVESTMENT REPORT JULY 2025
4. REVENUE REPORT JULY 2025
5. CONSIDERATION OF ADOPTING RESOLUTION NO. 6429 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
6. CONSIDERATION OF ADOPTING RESOLUTION NO. 6430 APPROVING AND AUTHORIZING THE EXECUTION AND RECORDATION OF A LAND USE COVENANT (DEED RESTRICTION) AND APPROVAL OF A SITE ACCESS AGREEMENT BOTH FOR THE FORMER ARMSTRONG/W.W. HENRY SITE CLOSURE AT SPEAKER ANTHONY RENDON RIVERFRONT PARK
7. CONSIDERATION OF ADOPTING RESOLUTION NO. 6431 OF THE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF MAYWOOD APPROVING THE AMENDED RECOGNIZED OBLIGATION PAYMENT SCHEDULE ("ROPS") FOR 2025-26B FISCAL PERIOD JANUARY 1, 2026, THROUGH JUNE 30, 2026 FOR DEPARTMENT OF FINANCE SUBMISSION
8. ACCEPTANCE OF PAVEMENT REHABILITATION PROGRAM FY 2024-2025, CITY PROJECT NO. 6224
9. CONSIDERATION OF ADOPTING RESOLUTION NO. 6432 APPROVING THE AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT FOR THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT AUTHORITY

10. REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES FOR PUBLIC FACILITIES ADA IMPROVEMENTS PROJECT
11. CONSIDERATION OF THE APPROVAL OF A RIGHT-OF-WAY USE AGREEMENT BETWEEN THE CITY OF MAYWOOD AND THE GATEWAY CITIES COUNCIL OF GOVERNMENTS FOR THE INSTALLATION, OPERATION, AND MAINTENANCE OF THE GATEWAY CITIES REGIONAL FIBER OPTIC NETWORK (GCRFON)
12. CONSIDERATION OF AWARDED A COOPERATIVE PURCHASING AGREEMENT TO ZOOM RECREATION, INC. FOR THE PURCHASE AND INSTALLATION OF NEW PLAYGROUND EQUIPMENT AT BENITO JUÁREZ PARK FOR PARK IMPROVEMENTS PROJECT FY 24-25
13. ACCEPTANCE OF MAYWOOD PUBLIC WORKS YARD FENCE REPLACEMENT PROJECT, CITY PROJECT NO. 6122

**Pulled Consent Calendar Items**

**Item 11.** CONSIDERATION OF THE APPROVAL OF A RIGHT-OF-WAY USE AGREEMENT BETWEEN THE CITY OF MAYWOOD AND THE GATEWAY CITIES COUNCIL OF GOVERNMENTS FOR THE INSTALLATION, OPERATION, AND MAINTENANCE OF THE GATEWAY CITIES REGIONAL FIBER OPTIC NETWORK (GCRFON)

**City Manager Vasquez requested that the item be pulled. The item will be brought back at the next regular City Council meeting.**

**VIII. DISCUSSION/ACTION ITEMS**

14. CONSIDERATION OF A MARKETING AGREEMENT WITH UTILITY SERVICE PARTNERS PRIVATE LABEL, INC., D/B/A SLWA INSURANCE SERVICES, FOR AN INITIAL TERM OF THREE (3) YEARS

Bill Coffey, Regional Director of HomeServe, provided a presentation on NLC Service Line Warranty Program by HomeServe. **Motion to approve by Mayor Pro Tem Marquez, seconded by Mayor Aguiluz. Motion passed by the following vote:**

**Ayes:** Mayor Aguiluz, Mayor Pro Tem Marquez, Council Members De La Riva, Garcia, and Flores.

**Noes:** None.

**Absent:** None.

**IX. 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.

The following individuals provided public comments on agenda items:

1. Anselmo Salas
2. Maria Aguirre
3. Juana Huerta
4. David Perez

X. **ADJOURNMENT** - The meeting was adjourned at **7:01 p.m.** The next Regular Meeting of the Maywood City Council is September 24, 2025, at 6:00 p.m. in the City Council Chambers.

Attest by: \_\_\_\_\_  
Deputy City Clerk, Miguel Leon

Approved by: \_\_\_\_\_  
Mayor, Mayra Aguiluz

**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 2.**

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**DATE:** September 24, 2025

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** RIMO HANSON, FINANCE DIRECTOR

**SUBJECT:** MONTHLY CASH AND INVESTMENT REPORT AUGUST 2025

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**RECOMMENDATION:**

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

**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 the end of the month. The 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 balances as of August 31, 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. August 2025 Cash and Investment Report

**City of Maywood, California  
Cash and Investments Report  
As of August 31, 2025**

Description	Type	Ending Balance as of 8/31/2025
<b>A - Non-Investment Cash Accounts</b>		
US Bank - Corporate Checking	Cash	\$ 3,156,029.18
<b>Total Cash Accounts</b>		<b><u>\$ 3,156,029.18</u></b>
<b>B - Investment Accounts</b>		
Local Agency Investment Fund (LAIF)	Pooled Money Investment Account (PMIA)	\$ 16,539,195.20
California Public Employees' Retirement System (CalPERS) California Employers' Retiree Benefit Trust (CERBT)	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	\$ 1,194,436.32
California Public Employees' Retirement System (CalPERS) California Employers' Pension Prefunding Trust (CEPPT)	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	\$ 1,095,269.77
<b>Total Investment Accounts</b>		<b><u>\$ 18,828,901.29</u></b>
<b>Total Cash and Investments</b>		<b><u>\$ 21,984,930.47</u></b>

**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 3.**

**DATE:** September 24, 2025

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** RIMO HANSON, FINANCE DIRECTOR

**SUBJECT:** REVENUE REPORT AUGUST 2025

**RECOMMENDATION:**

Staff recommends that the City Council receive and file the Revenue Report for the months of July–August 2025.

**BACKGROUND:**

In an effort to maintain transparency, the City's Finance Department prepares a monthly Revenue Report for the City's 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 gradually begin to align with the projected budget. See attachment 1 and 2 for revenue details comparison between July–August 2024 and July–August 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 - August 2025 City of Maywood FY 2025-2026 - General Fund
2. July - August 2025 City of Maywood FY 2025-2026 - Special Revenue

**Year-To-Date Revenue Report-General Fund**

**FY 2025-2026**

**As of August 31, 2025**

Acct #	Account Description	Adopted Budget FY 2025-26	July - August 2024	July - August 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
<b>Taxes:</b>							
Various	Property Taxes	\$ 793,230	26,980	12,610	\$ (14,370)	1.59%	Major payments receive in December and March.
4203/4302	Franchise & Collectors Fee	604,000	-	-	-	0.00%	Received Quarterly.
4211	Utility Users Tax	1,500,000	86,959	83,325	(3,634)	5.56%	Received in the following month.
4206	Transfer Tax	16,000	2,173	2,008	(165)	12.55%	Based on activities.
4202	Transient Occupancy Tax (TOT)	83,000	-	-	-	0.00%	Received Quarterly.
4212	Cannabis Sales Tax	1,650,000	-	15,911	15,911	0.96%	Received Quarterly.
4201	Sales and Use Tax (Retail Sales Tax)	2,240,720	-	-	-	0.00%	Received in the following month.
<b>Taxes Total</b>		<b>6,886,950</b>	<b>116,112</b>	<b>113,854</b>	<b>12,112</b>	<b>1.65%</b>	
<b>Licenses &amp; Permits:</b>							
4301	Compliance Program Fee	47,810	-	-	-	0.00%	Payment is generally received in March.
Various	Plumbing, Electrical & Conditional/Land Used Permits	13,220	2,638	2,523	(115)	19.08%	Permits fluctuate based on activities.
4305	Public Works Permit Fees	100,000	19,901	62,343	42,442	62.34%	Fees fluctuate based on activities.
Various	Other Fees & Permits	25,694	3,688	3,783	95	14.72%	Fees fluctuate based on activities.
4320	Occupancy Permits	1,200	568	-	(568)	0.00%	Fees fluctuate based on activities.
4313	Building Permits	70,000	10,822	15,158	4,336	21.65%	Fees fluctuate based on activities.
4751	Rental Registry Program Fees	60,000	-	11,759	11,759	19.60%	The City started collecting the fees in January 2025.
4307	Commercial Cannabis Renewal Fees	74,250	-	-	-	0.00%	Five business licenses: one due in December and four due in April.
4322	Parking Permits	65,000	150	-	(150)	0.00%	Parking Permits issued during Sept.
4311	Apartment License	22,000	75	134	59	0.61%	Majority of payments are received in January-March.
4205	Business License Tax	267,000	7,055	4,558	(2,497)	1.71%	Majority of payments are received in January-March.
4110	Vehicle License Fees Excess	30,600	-	-	-	0.00%	State Allocation.
4107	Motor Vehicle License Fee (VLF) in lieu	3,783,840	-	-	-	0.00%	City receives two payments per year: January and May.
<b>Licenses and Permits Total</b>		<b>4,560,614</b>	<b>44,897</b>	<b>100,258</b>	<b>55,361</b>	<b>2.20%</b>	
<b>Charges for Services:</b>							
4704	Plan Check Fees	65,000	9,688	9,306	(382)	14.32%	Fees fluctuate based on activities.
4702	Rents & Concessions	25,005	3,969	4,168	199	16.67%	Monthly payments.
<b>Charges for Services Total</b>		<b>90,005</b>	<b>13,657</b>	<b>13,474</b>	<b>(183)</b>	<b>14.97%</b>	

**Year-To-Date Revenue Report-General Fund**

**FY 2025-2026**

**As of August 31, 2025**

Acct #	Account Description	Adopted Budget FY 2025-26	July - August 2024	July - August 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
<b>Fines and Forfeitures:</b>							
4401	Penalties: Apartment & Business Lic	13,000	1,199	1,169	(30)	8.99%	Penalties generally occur after February.
4404	Southeast Municipal Court (SEMC)/ Court Collections	240,000	21,785	17,575	(4,210)	7.32%	Monthly Payments.
4403	Citations: Administrative	5,000	100	1,000	900	20.00%	Code Enforcement Citations fluctuate based on activities.
4402	Citations: Parking	450,000	4,971	3,191	(1,780)	0.71%	Fees fluctuate based on activities. Payments are received two months after the citations
<b>Fines and Forfeitures Total</b>		<b>708,000</b>	<b>28,055</b>	<b>22,935</b>	<b>(5,120)</b>	<b>3.24%</b>	
<b>Leases and Concessions:</b>							
4501	Leased Property Rental Income	59,880	7,417	10,128	2,711	16.91%	Payments received monthly.
<b>Leases and Concessions Total</b>		<b>59,880</b>	<b>7,417</b>	<b>10,128</b>	<b>2,711</b>	<b>16.91%</b>	
<b>Miscellaneous:</b>							
4817	Good Corporate Citizen Program	21,000	-	-	-	0.00%	Payment is generally received in March.
4803	Interest Income	550,000	-	1,075	1,075	0.20%	Internal allocations are done quarterly.
4821	Other Interest Income	8,950	-	-	-	0.00%	
4809	Miscellaneous Revenue	10,000	920	50,006	49,086	500.06%	Amount received varies from year to year.
4814	Refunds & Overpayments-Reimb	10,000	-	-	-	0.00%	Amount received varies from year to year.
4816	Rebates & Insurance Claims Pymts	2,000	-	-	-	0.00%	Amount received varies from year to year.
4819	Donations	20,000	1,500	4,000	2,500	20.00%	Amount received varies from year to year.
Various	County/State/Federal Grants	-	-	-	-	0.00%	expenditures.
4850	Parks & Rec Revenues	2,600	-	-	-	0.00%	
4800	Transfer In -General	552,000	-	-	-	0.00%	
<b>Miscellaneous Revenue Total</b>		<b>1,176,550</b>	<b>2,420</b>	<b>55,081</b>	<b>52,661</b>	<b>4.68%</b>	
<b>Pension/Retirement Fund:</b>							
4830	Retiree Pension Levy	1,300,000	9,396	9,266	(130)	0.71%	Majority of payments are received in January & June.
<b>Retiree Pension Levy Total</b>		<b>1,300,000</b>	<b>9,396.00</b>	<b>9,266.00</b>	<b>(130.00)</b>	<b>0.71%</b>	
<b>General Fund Revenue Total</b>		<b>\$ 14,781,999</b>	<b>\$ 221,954</b>	<b>\$ 324,996</b>	<b>\$ 117,412</b>	<b>2.20%</b>	

**Year-To-Date Revenue Report-Special Revenue Funds**  
**FY 2025-2026**  
**As of August 31, 2025**

Fund #	Fund Description	Adopted Budget FY 2025-26	July - August 2024	July - August 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(A/C)	
212	Gas Tax Fund	\$ 749,414	\$ 68,999	\$ 63,666	\$ (5,333)	8.50%	Received monthly.
214	Transportation Development Act (TDA) Bikeway	100,026	-	-	-	0.00%	Reimbursement based on actual expenditures.
216	SB-1 Road Maintenance Rehabilitation Act Fund	657,040	-	-	-	0.00%	Received monthly.
221	Proposition A Transit Fund	632,687	109,677	110,534	857	17.47%	Received monthly.
222	Proposition C Transit Fund	541,131	91,562	91,956	394	16.99%	Received monthly.
223	Air Quality Management District (AQMD) Fund	32,500	-	-	-	0.00%	Received quarterly.
224	Measure R Transit Fund	413,474	68,225	35,333	(32,892)	8.55%	Received monthly.
225	Measure M Transit Fund	470,937	77,166	40,106	(37,060)	8.52%	Received monthly.
227	LACMTA - Exchange STP-L for Metro Fund	75,014					
232	Supplemental Law Enforcement Services Fund (SLESF) Grant	175,000	-	-	-	0.00%	Received monthly.
243	Community Development Block Grant (CDBG)	632,388	-	-	-	0.00%	Reimbursement based on actual expenditures.
251	Street Lighting Fund	204,520	-	-	-	0.00%	Payments start in November.
261	Federal / State / County Grants	18,894,412	-	127,982	127,982	0.68%	Reimbursement based on actual expenditures.
272	Measure A Park Fund	634,746	-	-	-	0.00%	Reimbursement based on actual expenditures.
280	Measure W Safe Clean Water Program Fund	175,000	-	178,543	178,543	102.02%	Payment Received in August.
412	Sewer Enterprise Fund	-	-	-	-	0.00%	Payment Starts in November.
501	PLHA Fund (Permanent Local Housing Allocation)	267,788	-	1,387	1,387	0.52%	Reimbursement based on actual expenditures.
611	Redevelopment Successor Agency Fund	-	-	-	-	0.00%	
<b>Special Revenue Funds Total</b>		<b>\$ 24,656,077</b>	<b>\$ 415,629</b>	<b>\$ 649,507</b>	<b>\$ 233,878</b>	<b>2.63%</b>	

**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 4.**

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**DATE:** September 24, 2025

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** RIMO HANSON, FINANCE DIRECTOR

**SUBJECT:** CONSIDERATION OF ADOPTING RESOLUTION NO. 6433 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT

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**RECOMMENDATION:**

Staff recommends that the City Council receive, approve, and file the warrant ACH registers and payroll wire transfers dated 8/20/2025 through 9/15/2025 and adopt Resolution NO. 6433 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 all disbursement documents to ensure that they meet the approval requirements and adequate support documentation.

**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's adopted City Budget.

A1.1 Prepayment - 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 Prepaid and or to-be-paid for Regular Payments. These "disbursements" are accounted for in the FY 2024-25 and FY 2025-26 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 \$1,595,599.45 for the period from 8/20/2025 to 9/15/2025. This amount consists of Warrant Registers of \$1,406,136.04, ACH registers of \$61,553.95 and Payroll Wire Transfers of \$127,909.46.

**ATTACHMENT(S)**

1. Resolution No.6433 Approving the Warrants for Register 9.24.25
2. Exhibit A Summary Warrant Demand 9.24.25
3. Exhibit B Warrant Register Detail 9.24.2025

**RESOLUTION NO. 6433**

**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 \$1,595,599.45 are hereby ratified:

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

**PASSED, APPROVED AND ADOPTED THIS** 24<sup>th</sup> day of September 2025.

\_\_\_\_\_  
Mayra Aguiluz, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Miguel Leon, Deputy City Clerk

\_\_\_\_\_  
Roxanne Diaz, City Attorney

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
CITY OF MAYWOOD

I, Miguel Leon, 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.6433, 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 24<sup>th</sup> day of September, 2025, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

\_\_\_\_\_  
Miguel Leon, Deputy City Clerk

**City of Maywood**  
**Summary Warrants for Payment and Wire Transfers/ACH Transactions**  
**Council Meeting Date**  
**Wednesday, September 24, 2025**

**Accounts Payable**

**Amount**

Accounts Payable void warrants for payment: 093747	\$ (1,259.69)
Accounts Payable prepaid warrants for payment: Checks No. 093722 - 093821	1,407,395.73
Accounts Payable ACH warrants for payment: ACH No. 414 - 428	<u>61,553.95</u>
Sub-total	\$ <u>1,467,689.99</u>

**Payroll /Wire Transfer**

08/28/25 Payroll Pay Period 8/10/2025 - 8/23/2025	61,906.08
09/11/25 Payroll Pay Period 8/24/2025 - 9/6/2025	<u>66,003.38</u>
Sub-total	\$ <u>127,909.46</u>

**Total Demands** \$ 1,595,599.45

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093722	P	8/20/2025	CSU Fullerton/C-REAL/CSUF Philanthropic Foundation	15,000.00	Comm. Benefit Fund FY 24/25 - College Scholarships	General Fund	100
093723	P	8/20/2025	Transtech Engineers Inc	2,148.75	CIP Management Svcs Jun 2025	General Fund	100
		8/20/2025	Transtech Engineers Inc	30,375.75	General City Engineering Svcs Jun 2025	General Fund	100
		8/20/2025	Transtech Engineers Inc	428.50	General City Engineering Svcs Jun 2025	Gas Tax Fund	212
		8/20/2025	Transtech Engineers Inc	27,274.50	CIP Management Svcs Jun 2025	Measure R Fund	224
		8/20/2025	Transtech Engineers Inc	638.00	CIP Management Svcs Jun 2025	CDBG	243
		8/20/2025	Transtech Engineers Inc	2,346.00	CIP Management Svcs Jun 2025	Grant Fund	261
		8/20/2025	Transtech Engineers Inc	11,524.00	CIP Management Svcs Jun 2025	Grant Fund	261
		8/20/2025	Transtech Engineers Inc	3,568.50	CIP Management Svcs Jun 2025	Local Fiscal Recovery Fund	273
		8/20/2025	Transtech Engineers Inc	3,129.00	CIP Management Svcs Jun 2025	Sewer Enterprise Fund	412
093724	P	8/22/2025	Angelina Martinez	50.00	Planning Commissioner Stipend 6/19/25	General Fund	100
093725	P	8/22/2025	Crystal Denisse Acosta	50.00	Planning Commissioner Stipend 6/19/25	General Fund	100
093726	P	8/22/2025	Diego Jimenez	50.00	Planning Commissioner Stipend 6/19/25	General Fund	100
093727	P	8/22/2025	Jean Daniel Olmedo	50.00	Planning Commissioner Stipend 6/19/25	General Fund	100
093728	P	8/27/2025	Quality Fence Co Inc	111,059.75	Yard Fence Improvements Proj 2/1/25 - 4/1/25	Local Fiscal Recovery Fund	273
093729	P	8/27/2025	Ruben Sanchez	20,000.00	Rental Assistance Program Sept 2025 - Apr 2027	Permanent Local Housing Allocation	501
093730	P	8/29/2025	ACC Business	833.58	Internet Svcs 7/11/25 - 8/10/25	General Fund	100
093731	P	8/29/2025	Amazon Capital Services	10.08	CH- Batteries 8/11/25	General Fund	100
		8/29/2025	Amazon Capital Services	193.40	CS Dept- Back Packs NNO 7/31/25	General Fund	100
		8/29/2025	Amazon Capital Services	27.43	CS Dept- Room Hanger 7/31/25	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		8/29/2025	Amazon Capital Services	43.98	CS Dept- Various Supplies NNO 7/31/25	General Fund	100
		8/29/2025	Amazon Capital Services	12.96	Housing Dept- Folder 7/22/25	General Fund	100
		8/29/2025	Amazon Capital Services	96.56	PW Dept- Toner Cartridge 8/12/25	General Fund	100
		8/29/2025	Amazon Capital Services	75.61	PW Dept- Various Supplies 8/12/25	General Fund	100
093732	P	8/29/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	2,244.14	IT Software Subscriptions Aug 2025	General Fund	100
		8/29/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	3,630.00	IT Svcs Aug 2025	General Fund	100
093733	P	8/29/2025	AT&T	31.58	Emergency Elevator Phone Svcs 7/10/25-8/9/25	General Fund	100
093734	P	8/29/2025	AT&T U-verse	107.00	CY Internet Svcs 8/19/25-9/18/25	General Fund	100
093735	P	8/29/2025	Benefit Coordinators Corporation (BCC)	1,772.58	Dental & Vision Benefits Aug 2025	General Fund	100
		8/29/2025	Benefit Coordinators Corporation (BCC)	173.56	Dental & Vision Benefits Aug 2025	Gas Tax Fund	212
		8/29/2025	Benefit Coordinators Corporation (BCC)	8.02	Dental & Vision Benefits Aug 2025	Prop A Fund	221
		8/29/2025	Benefit Coordinators Corporation (BCC)	32.24	Dental & Vision Benefits Aug 2025	Prop C Fund	222
		8/29/2025	Benefit Coordinators Corporation (BCC)	23.65	Dental & Vision Benefits Aug 2025	Measure R Fund	224
		8/29/2025	Benefit Coordinators Corporation (BCC)	64.50	Dental & Vision Benefits Aug 2025	Measure M Fund	225
		8/29/2025	Benefit Coordinators Corporation (BCC)	19.12	Dental & Vision Benefits Aug 2025	CDBG	243
		8/29/2025	Benefit Coordinators Corporation (BCC)	6.45	Dental & Vision Benefits Aug 2025	Street Lighting Fund	251
		8/29/2025	Benefit Coordinators Corporation (BCC)	20.88	Dental & Vision Benefits Aug 2025	Successor Agency Fund	611
093736	P	8/29/2025	Occupational Health Centers of CA	118.00	Pre-Employment Physical 7/4/25	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		8/29/2025	Occupational Health Centers of CA	118.00	Pre-Employment Physical 8/11/25	General Fund	100
093737	P	8/29/2025	CoreLogic Solutions LLC.	150.00	Property Finder Svcs Jul 2025	General Fund	100
093738	P	8/29/2025	Crosstown Electrical & Data Inc.	151.00	Atlantic Blvd & 55th St 7/1/25	Gas Tax Fund	212
		8/29/2025	Crosstown Electrical & Data Inc.	205.00	Slauson Ave & Fishburn Ave 7/14/25	Gas Tax Fund	212
		8/29/2025	Crosstown Electrical & Data Inc.	1,420.84	Street Preventive Maint Jul 2025	Street Lighting Fund	251
093739	P	8/29/2025	Dapeer, Rosenblit & Litvak, LLP	160.70	Municipal Code Enforcement Professional Svcs Jul 2025	General Fund	100
		8/29/2025	Dapeer, Rosenblit & Litvak, LLP	60.00	Municipal Code Enforcement Professional Svcs Jun 2025	General Fund	100
093740	P	8/29/2025	Dave and Frank Automotive	56.00	Vehicle Repair VIN#08459 8/21/25	General Fund	100
093741	P	8/29/2025	Environmental Science Associates	6,572.88	Climate Action Adaptation Resilience Plan Svcs Jun 2025	Grant Fund	261
093742	P	8/29/2025	Gateway Cities Council of Governments	10,000.00	Southeast Gateway Line Corridor Membership FY25-26	Measure R Fund	224
093743	P	8/29/2025	GWMA	31,439.97	Los Angeles River Upper Reach 2 FY25-26	Measure W Fund	280
093744	P	8/29/2025	George Hills Company	993.50	City Claims/Adjuster Apr 2025	General Fund	100
093745	P	8/29/2025	Graffiti Protective Coatings Inc.	5,232.93	Graffiti Bus Shelter Maint Jul 2025	Prop C Fund	222
093746	P	8/29/2025	HD Supply formerly Home Depot Pro	36.44	PW Dept- Various Supplies 7/18/25	General Fund	100
		8/29/2025	HD Supply formerly Home Depot Pro	46.34	PW Dept- Concrete Patch 8/8/25	Gas Tax Fund	212
093747		8/29/2025	HDL Coren & Cone	1,259.69	Property Tax Svcs Sept-Nov 2025	General Fund	100
	VOID	9/9/2025	HDL Coren & Cone	(1,259.69)	Property Tax Svcs Sept-Nov 2025	General Fund	100
093748	P	8/29/2025	HdL Software LLC	1,574.60	Business License Processing Svcs Jul 2025	General Fund	100
093749	P	8/29/2025	IDS Group, Inc.	14,190.75	Pro Eng Svcs-Teen Center Improv Proj Jun-Jul 2025	Grant Fund	261

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093750	P	8/29/2025	Institute for Local Government	1,865.00	Climate Action, Adaptation, Resilience Plan - Community Outreach	Grant Fund	261
		8/29/2025	Institute for Local Government	13,357.50	Climate Action, Adaptation, Resilience Plan - Community Outreach	Grant Fund	261
093751	P	8/29/2025	Gregory Kiley dba Kiley & Associates LLC	3,900.00	Federal Legislative Advocacy Svcs 7/15/25-8/14/25	General Fund	100
093752	P	8/29/2025	L.B. Johnson Hardware #1	15.34	PW Dept - Paint rollers 8/15/25	General Fund	100
		8/29/2025	L.B. Johnson Hardware #1	51.57	PW Dept - Posthole digger 8/20/25	General Fund	100
		8/29/2025	L.B. Johnson Hardware #1	37.29	PW Dept - Rubber Gloves 8/14/25	General Fund	100
		8/29/2025	L.B. Johnson Hardware #1	34.66	PW Dept - Various Supplies 8/18/25	General Fund	100
		8/29/2025	L.B. Johnson Hardware #1	89.95	PW Dept - Various Supplies 8/15/25	General Fund	100
		8/29/2025	L.B. Johnson Hardware #1	92.78	PW Dept - Various Supplies 8/19/25	General Fund	100
		8/29/2025	L.B. Johnson Hardware #1	25.85	PW Dept - Various Supplies 8/20/25	General Fund	100
		8/29/2025	L.B. Johnson Hardware #1	187.52	PW Dept - Various Supplies 8/21/25	General Fund	100
		8/29/2025	L.B. Johnson Hardware #1	57.03	PW Dept - Cement 8/14/25	Gas Tax Fund	212
		8/29/2025	L.B. Johnson Hardware #1	8.77	PW Dept - Cement 8/18/25	Gas Tax Fund	212
		8/29/2025	L.B. Johnson Hardware #1	85.54	PW Dept - Cement 8/19/25	Gas Tax Fund	212
093753	P	8/29/2025	LGP Equipment Rentals	1,461.14	PW Dept- Trailer Rental 7/18/25	General Fund	100
093754	P	8/29/2025	Maywood Car Wash	500.83	Car Wash/Gas Jul 2025	General Fund	100
093755	P	8/29/2025	Tri-City Mutual Water Company	504.00	4800 Slauson 6/26/25-8/27/25	General Fund	100
		8/29/2025	Tri-City Mutual Water Company	180.00	8/25/25	General Fund	100
		8/29/2025	Tri-City Mutual Water Company	104.00	5600 Heliotrope Ave 6/25/25-8/22/25	General Fund	100
093756	P	8/29/2025	Metro Transit Services	41,004.66	Express Shuttle & Dial-A-Ride Transit Svcs Jul 2025	Prop A Fund	221

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093757	P	8/29/2025	Miguel Leon	21.70	Mileage Reimb Conference Jul-Aug 2025	General Fund	100
093758	P	8/29/2025	PEAC Solutions	590.46	Copier Lease 7/30/25-8/29/25	General Fund	100
093759	P	8/29/2025	Phoenix Group Information Systems	4,728.26	Citations Processing Fees Jun 2025	General Fund	100
		8/29/2025	Phoenix Group Information Systems	2,878.35	Citations Processing Fees May 2025	General Fund	100
		8/29/2025	Phoenix Group Information Systems	1,564.09	Parking Permit Processing Fees Jul 2025	General Fund	100
		8/29/2025	Phoenix Group Information Systems	1,697.34	Parking Permit Processing Fees May 2025	General Fund	100
093760		8/29/2025	BlueTriton Brands, Inc.	205.91	CH & PW Dept Drinking Water 7/25/25-8/24/25	General Fund	100
093761	P	8/29/2025	QDoxs	49.39	Xerox Copier 8/5/25-9/4/25	General Fund	100
093762	P	8/29/2025	Romo Planning Group, Inc.	8,832.00	B&P Dept Planning Svcs Jul 2025	General Fund	100
093763	P	8/29/2025	SHERIFF'S DEPT COUNTY OF LOS ANGELES	514,938.40	Municipal Law Enforcement Svcs Jul 2025	General Fund	100
093764	P	8/29/2025	Staples Business Advantage	409.13	BP Dept-Variou Office Supplies 7/5/25	General Fund	100
093765	P	8/29/2025	T-MOBILE	617.55	Cell Phone Svcs 7/21/25-8/20/25	General Fund	100
093766	P	8/29/2025	Quadient Finance USA Inc.	186.00	Postage Usage 7/15/25-8/15/25	General Fund	100
093767	P	8/29/2025	U.S. Bank Corporate Payment System	13,141.72	Cred Crd- 8/15/25 stmt	General Fund	100
093768	P	8/29/2025	UniFirst Corporation	75.40	Building Mat Svcs 7/25/25	General Fund	100
		8/29/2025	UniFirst Corporation	85.40	Building Mat Svcs 8/8/25	General Fund	100
093769	P	8/29/2025	Vernon City of	23.88	Slauson/Downey 6/17/25-7/14/25	General Fund	100
093770	P	8/29/2025	West Coast Arborists, Inc	27,851.00	Tree Maintenance Svcs 7/1/25-7/15/25	Gas Tax Fund	212
		8/29/2025	West Coast Arborists, Inc	14,205.00	Tree Maintenance Svcs 7/16/25-7/31/25	Gas Tax Fund	212
093771	P	9/8/2025	Susan Contreras dba Municipal Waste Solutions	356.25	Solid Waste Consulting May-Jun 2025	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		9/8/2025	Susan Contreras dba Municipal Waste Solutions	5,890.00	Solid Waste Consulting May-Jun 2025	Grant Fund	261
093772	P	9/12/2025	Brent Talmo	1,005.00	Retiree Medical Reimb Sept 2025	General Fund	100
093773	P	9/12/2025	Bruce Leflar	887.86	Retiree Medical Reimb Sept 2025	General Fund	100
093774	P	9/12/2025	Christine M. Locher	426.70	Retiree Medical Reimb Sept 2025	General Fund	100
093775	P	9/12/2025	Laura Ahrens	768.52	Retiree Medical Reimb Sept 2025	General Fund	100
093776	P	9/12/2025	Robert Leach	1,005.00	Retiree Medical Reimb Sept 2025	General Fund	100
093777	P	9/12/2025	Ronald Lindsey	1,690.43	Retiree Medical Reimb Sept 2025	General Fund	100
093778	P	9/15/2025	Abila	2,483.90	Migration Maint & Support 8/31/25-5/31/26	General Fund	100
093779	P	9/15/2025	AFSCME District Council 36	1,372.82	AFSCME Dues - Jul-Aug 2025	General Fund	100
093780	P	9/15/2025	Alta Environmental	670.75	Professional Svcs Jul 2025	General Fund	100
		9/15/2025	Alta Environmental	781.30	Professional Svcs Jul 2025	Measure W Fund	280
093781	P	9/15/2025	Amazon Capital Services	147.14	CH-Variou Supplies 8/27/25	General Fund	100
		9/15/2025	Amazon Capital Services	103.63	CH-Variou Supplies 8/7/25	General Fund	100
		9/15/2025	Amazon Capital Services	219.45	PW Dept- Lysol Disinfectant Wipes 8/29/25	General Fund	100
093782	P	9/15/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	3,779.84	CH Network Infrastructure Expansion 8/15/25	General Fund	100
		9/15/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	3,500.00	CH Network Infrastructure Expansion 8/26/25	General Fund	100
		9/15/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	2,119.87	IT Equipment-Surface Laptop	General Fund	100
		9/15/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	4,617.96	IT Software Subscriptions Sept 2025	General Fund	100
		9/15/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	3,630.00	IT Svcs Sept 2025	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093783	P	9/15/2025	AT&T	31.45	Emergency Elevator Phone Svcs Aug 2025	General Fund	100
093784	P	9/15/2025	Base Hill Inc.	6,172.97	Janitorial Svcs Aug 2025	General Fund	100
093785	P	9/15/2025	Brinks Inc.	328.70	Armored Truck Svcs Sept 2025	General Fund	100
		9/15/2025	Brinks Inc.	270.51	Cash Handling Svcs Aug 2025	General Fund	100
093786	P	9/15/2025	Burke, Williams & Sorensen, LLP	40.00	Legal and Professional Svcs Jul 2025	General Fund	100
093787	P	9/15/2025	Cat Specialties Inc.	697.57	PW Dept - Uniforms 8/4/25	General Fund	100
093788	P	9/15/2025	Charter Communications Holdings, LLC	640.65	CH Internet and Phone Svcs Sept 2025	General Fund	100
		9/15/2025	Charter Communications Holdings, LLC	325.00	CY Internet Svcs Sept 2025	General Fund	100
093789	P	9/15/2025	City of Bell	10,381.21	LAC1 Shelter Bed Program Mar-Jun 2025	Permanent Local Housing Allocation	501
093790	P	9/15/2025	Diana Cho & Associates	352.00	Consulting Svcs Rental Asst Prog PLH Jul 2025	Permanent Local Housing Allocation	501
093791	P	9/15/2025	Faithful Door Solutions & Equipment, Inc.	3,878.93	PW Dept - Door Maint & Installation 8/28/25	General Fund	100
093792	P	9/15/2025	Frank Garcia	49.90	Parking Reimb 9/4/25	General Fund	100
093793	P	9/15/2025	GWMA	576.53	Admin & Cost Sharing Harbor Toxic Upstream FY25-26	Measure W Fund	280
		9/15/2025	GWMA	15,000.00	GWMA Annual Membership FY25-26	Measure W Fund	280
093794	P	9/15/2025	Graffiti Protective Coatings Inc.	5,232.93	Graffiti Bus Shelter Maint Aug 2025	Prop C Fund	222
093795	P	9/15/2025	HD Supply formerly Home Depot Pro	79.07	PW Dept- Nitrile Gloves 8/29/25	General Fund	100
		9/15/2025	HD Supply formerly Home Depot Pro	511.87	PW Dept- Various Supplies 8/13/25	General Fund	100
		9/15/2025	HD Supply formerly Home Depot Pro	103.26	PW Dept- Various Supplies 8/29/25	General Fund	100
093796	P	9/15/2025	Myers & Sons Hi-Way Safety Inc.	2,064.07	PW Dept - Various Supplies 8/27/25	Gas Tax Fund	212

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		9/15/2025	Myers & Sons Hi-Way Safety Inc.	4,932.71	PW Dept -Street Sweeping Signs 9/5/25	Gas Tax Fund	212
093797	P	9/15/2025	Hinderliter de Llamas & Assoc.	1,678.35	Sales Tax Svcs Jul-Sept 2025	General Fund	100
093798	P	9/15/2025	IDS Group, Inc.	4,730.25	Pro Eng Svcs- Teen Center Improv Proj Aug 2025	Grant Fund	261
093799	P	9/15/2025	Innovative Fence Inc.	91.30	PW Dept - Temporary Fence Rental 5102 Cudahy 9/5/25	General Fund	100
093800	P	9/15/2025	JMG Security System	261.00	PW Dept- Alarm Monitoring Svcs 9/2/25	General Fund	100
093801	P	9/15/2025	Kosmont Financial Services	10,499.15	Cont. Discl.Tax Alloc Refunding Bonds 2017A-1, A-2 FY 21-24	Successor Agency Fund	611
093802	P	9/15/2025	L.B. Johnson Hardware #1	8.77	PW Dept - Wood Putty 8/29/25	General Fund	100
		9/15/2025	L.B. Johnson Hardware #1	28.51	PW Dept - Cement 9/2/25	Gas Tax Fund	212
		9/15/2025	L.B. Johnson Hardware #1	57.03	PW Dept - Cement 9/3/25	Gas Tax Fund	212
		9/15/2025	L.B. Johnson Hardware #1	85.54	PW Dept - Cement 9/9/25	Gas Tax Fund	212
		9/15/2025	L.B. Johnson Hardware #1	51.55	PW Dept - Various Supplies 8/27/25	Gas Tax Fund	212
		9/15/2025	L.B. Johnson Hardware #1	723.13	PW Dept - Various Supplies 9/4/25	Gas Tax Fund	212
093803	P	9/15/2025	Regional TAP Service Center	672.00	Metro TAP Cards Aug 2025	Prop C Fund	222
093804	P	9/15/2025	Los Angeles County Fire Department	1,490.00	Hazardous Waste/Materials FY25-26	General Fund	100
093805	P	9/15/2025	Maywood Mutual Water No.1	154.04	3530 E Slauson Ave 6/24/25-8/15/25	General Fund	100
		9/15/2025	Maywood Mutual Water No.1	238.08	3630 E Slauson Ave 6/24/25-8/18/25	General Fund	100
		9/15/2025	Maywood Mutual Water No.1	223.25	3728 E Slauson Ave 6/24/25-8/20/25	General Fund	100
		9/15/2025	Maywood Mutual Water No.1	199.33	4400 E Slauson Ave 6/24/25-8/26/25	General Fund	100
		9/15/2025	Maywood Mutual Water No.1	119.44	8/26/25	General Fund	100
		9/15/2025	Maywood Mutual Water No.1	149.10	8/26/25	General Fund	100
		9/15/2025	Maywood Mutual Water No.1	158.99	8/25/25	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		9/15/2025	Maywood Mutual Water No.1	163.93	8/25/25	General Fund	100
093806	P	9/15/2025	Maywood Mutual Water Co. No.2	130.00	3626 E 56th St/Pixley Pk 7/1/25-9/1/25	General Fund	100
		9/15/2025	Maywood Mutual Water Co. No.2	215.50	4319 E Slauson 7/1/25-9/1/25	General Fund	100
		9/15/2025	Maywood Mutual Water Co. No.2	38.50	4323 S Slauson Ave 5/1/25-7/1/25	General Fund	100
		9/15/2025	Maywood Mutual Water Co. No.2	87.36	5313 Pine Ave 5/1/25-7/1/25	General Fund	100
		9/15/2025	Maywood Mutual Water Co. No.2	123.21	Fruitland/Carmelita 7/1/25-9/1/25	General Fund	100
093807	P	9/15/2025	Tri-City Mutual Water Company	456.00	4618 Slauson Ave 6/24/25-8/28/25	General Fund	100
		9/15/2025	Tri-City Mutual Water Company	118.35	5000 Slauson Ave Aug 2025	General Fund	100
		9/15/2025	Tri-City Mutual Water Company	2,652.00	5950 Walker Ave Aug 2025	General Fund	100
		9/15/2025	Tri-City Mutual Water Company	1,856.00	E 58th St 6/26/25-8/28/25	General Fund	100
093808	P	9/15/2025	Metro Transit Services	41,004.66	Express Shuttle and Dial-A-Ride Transit Svcs Aug 2025	Prop A Fund	221
093809	P	9/15/2025	Municipal Management Association of Southern California	125.00	MMASC Membership Renewal FY25-26	General Fund	100
093810	P	9/15/2025	Onyx Paving Company Inc	146,104.30	Pavement Rehabilitation Program Jul 2025	SB-1 Fund	216
		9/15/2025	Onyx Paving Company Inc	7,689.70	Pavement Rehabilitation Program Sept 2025	SB-1 Fund	216
		9/15/2025	Onyx Paving Company Inc	54,427.65	Pavement Rehabilitation Program Sept 2025	Measure R Fund	224
093811	P	9/15/2025	Perez Plumbing	395.00	Plumbing Svcs 8/7/25	General Fund	100
093812	P	9/15/2025	Pure Water Partners LLC	526.80	CH Water Dispenser Rental Jul-Oct 2025	General Fund	100
093813	P	9/15/2025	QDoxs	141.30	Copier Base Charge Sept 2025	General Fund	100
093814	P	9/15/2025	Revueltas Landscape Inc	4,500.00	Dodger Dream Field Maint Svcs Jul 2025	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		9/15/2025	Revueltas Landscape Inc	4,500.00	Dodger Dream Field Maint Svcs Aug 2025	General Fund	100
		9/15/2025	Revueltas Landscape Inc	4,500.00	Dodger Dream Field Maint Svcs Jun 2025	General Fund	100
		9/15/2025	Revueltas Landscape Inc	6,020.00	Landscaping Svcs Aug 2025	General Fund	100
		9/15/2025	Revueltas Landscape Inc	6,020.00	Landscaping Svcs Jul 2025	General Fund	100
		9/15/2025	Revueltas Landscape Inc	4,325.00	Landscaping Svcs Aug 2025	Gas Tax Fund	212
		9/15/2025	Revueltas Landscape Inc	4,325.00	Landscaping Svcs Jul 2025	Gas Tax Fund	212
093815	P	9/15/2025	Roadline Products Inc.	1,926.73	PW Dept- Various Supplies 8/20/25	Gas Tax Fund	212
		9/15/2025	Roadline Products Inc.	1,128.60	PW Dept- Various Supplies 8/28/25	Gas Tax Fund	212
		9/15/2025	Roadline Products Inc.	884.10	PW Dept- White Paint 8/28/25	Gas Tax Fund	212
093816	P	9/15/2025	Romo Planning Group, Inc.	8,004.00	Professional Svcs Aug 2025	General Fund	100
093817	P	9/15/2025	Richards Watson & Gershon	4,268.43	Legal Services-0001 Jul 2025	General Fund	100
		9/15/2025	Richards Watson & Gershon	65.80	Legal Services-0010 Jul 2025	General Fund	100
		9/15/2025	Richards Watson & Gershon	13,773.20	Legal Services-0017 Jul 2025	Grant Fund	261
093818	P	9/15/2025	Staples Business Advantage	1,336.06	Admin Dept-Variou Office Supplies 8/21/25 - OTS Grant	General Fund	100
093819	P	9/15/2025	ULINE INC.	228.24	PW Dept- Pour In Place 8/13/25	General Fund	100
		9/15/2025	ULINE INC.	483.71	PW Dept- Standard Park Grill 8/25/25	General Fund	100
093820	P	9/15/2025	UniFirst Corporation	82.96	Building Mat Svcs 8/22/25	General Fund	100
		9/15/2025	UniFirst Corporation	82.96	Building Mat Svcs 8/29/25	General Fund	100
093821	P	9/15/2025	West Coast Arborists, Inc	9,370.00	Tree Maintenance Svcs 8/1/25-8/15/25	Gas Tax Fund	212
ACH-414		8/18/2025	American Family Life Assurance Company of Columbus (AFLAC)	657.57	Aflac payment July 2025	General Fund	100
ACH-415		8/20/2025	Southern California Edison	226.57	5916 King Ave/5913 Mayflower Ave 7/10/2025-8/7/2025	Gas Tax Fund	212
ACH-416		8/20/2025	Southern California Edison	2,012.00	Various Locations July 2025	General Fund	100
ACH-417		8/22/2025	Automatic Data Processing	569.24	Payroll Fees Aug 2025	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
ACH-418		8/26/2025	The Gas Company	20.54	4323 Slauson Ave 7/08/25-8/07/25	General Fund	100
ACH-419		8/26/2025	The Gas Company	25.79	4319 Slauson Ave 7/08/25-8/07/25	General Fund	100
ACH-420		8/26/2025	The Gas Company	29.96	4317 Slauson Ave 7/08/25-8/07/25	General Fund	100
ACH-421		8/27/2025	Southern California Edison	91.47	5317 Atlantic Ave PED 7/17/2025-8/14/2025	Gas Tax Fund	212
ACH-422		8/20/2025	California Public Employees' Retirement System	8,174.20	Contribution 7/27/2025-8/09/2025	General Fund	100
		8/20/2025	California Public Employees' Retirement System	929.18	Contribution 7/27/2025-8/09/2025	Gas Tax Fund	212
		8/20/2025	California Public Employees' Retirement System	48.87	Contribution 7/27/2025-8/09/2025	Prop A Fund	221
		8/20/2025	California Public Employees' Retirement System	268.99	Contribution 7/27/2025-8/09/2025	Prop C Fund	222
		8/20/2025	California Public Employees' Retirement System	92.14	Contribution 7/27/2025-8/09/2025	Measure R Fund	224
		8/20/2025	California Public Employees' Retirement System	412.87	Contribution 7/27/2025-8/09/2025	Measure M Fund	225
		8/20/2025	California Public Employees' Retirement System	143.40	Contribution 7/27/2025-8/09/2025	CDBG	243
		8/20/2025	California Public Employees' Retirement System	141.35	Contribution 7/27/2025-8/09/2025	Permanent Local Housing Allocation	501
		8/20/2025	California Public Employees' Retirement System	126.40	Contribution 7/27/2025-8/09/2025	Successor Agency Fund	611
ACH-423		9/2/2025	US Bank Fees	25.00	Bank Merchant Fees Aug 2025	General Fund	100
ACH-424		9/2/2025	US Bank Fees	35.00	Bank Merchant Fees Aug 2025	General Fund	100
ACH-425		9/2/2025	US Bank Fees	1,688.79	Bank Merchant Fees Aug 2025	General Fund	100
ACH-426		9/3/2025	State Compensation Insurance Fund	1,631.91	Workers Comp Insurance Premium Aug 2025	General Fund	100
ACH-427		9/3/2025	California Public Employees' Retirement System	29,556.79	Health Contribution Sept 2025	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		9/3/2025	California Public Employees' Retirement System	7,193.96	Health Contribution Sept 2025	Gas Tax Fund	212
		9/3/2025	California Public Employees' Retirement System	231.63	Health Contribution Sept 2025	Prop A Fund	221
		9/3/2025	California Public Employees' Retirement System	844.29	Health Contribution Sept 2025	Prop C Fund	222
		9/3/2025	California Public Employees' Retirement System	587.35	Health Contribution Sept 2025	Measure R Fund	224
		9/3/2025	California Public Employees' Retirement System	3,377.21	Health Contribution Sept 2025	Measure M Fund	225
		9/3/2025	California Public Employees' Retirement System	509.59	Health Contribution Sept 2025	CDBG	243
		9/3/2025	California Public Employees' Retirement System	164.29	Health Contribution Sept 2025	Street Lighting Fund	251
		9/3/2025	California Public Employees' Retirement System	667.09	Health Contribution Sept 2025	Permanent Local Housing Allocation	501
		9/3/2025	California Public Employees' Retirement System	605.88	Health Contribution Sept 2025	Successor Agency Fund	611
ACH-428		9/4/2025	8x8 Inc.	464.63	Telephone Svcs Aug 2025	General Fund	100
		<b>Total ACH and Warrant Registers</b>		1,467,689.99			
		08/28/25	Payroll Transfer	61,906.08	Payroll Pay Period 8/10/2025 - 8/23/2025		
		09/11/25	Payroll Transfer	66,003.38	Payroll Pay Period 8/24/2025 - 9/6/2025		
		<b>Total ACH, Warrant Registers and Payroll Transfer</b>		1,595,599.45			



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**DATE:** September 24, 2025

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** DAISY GUERRERO, DEPUTY DIRECTORY OF BUILDING AND PLANNING

**SUBJECT:** CONSIDERATION OF APPROVAL FOR ISSUANCE OF A SPECIAL EVENT PERMIT TO ST. ROSE OF LIMA LOCATED AT 4422 60TH STREET FOR AN ANNUAL FALL FESTIVAL AND DIRECTION REGARDING CONDITIONS OF APPROVAL

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**RECOMMENDATION:**

Staff recommends that the City Council approve the application for the special event permit for the annual fall festival event at St. Rose of Lima, located at 4422 E. 60<sup>th</sup> Street, subject to the conditions of approval set forth in the agenda report.

**BACKGROUND:**

St. Rose of Lima will be holding their annual fall festival event which will be located on the south side of the subject site (East of 60<sup>th</sup> Street between Pine and Clarkson Avenue). The event is open to the public and no entrance fees will be charged. The proposed event will help raise funds for different parish groups and programs. The City of Maywood has not received any concerns or complaints from the surrounding neighborhood about any previous events held at the location.

Section 5-15.02 of the MMC requires the City Council approval of a permit for an organized assemblage of 75 or more persons at any public place, property, or facility which to gather for a common purpose under the direction or control of a person. The fundraiser typically has 4,000 attendees.

**DISCUSSION:**

The festival will feature lighted booths, an amplified sound system, mechanical rides, food sales, propane for food warming, and a generator to supply power. The event schedule is as follows:

- Event Set Up: October 22 and October 23, 2025
- Event Date/Hours: October 24, 2025, from 6:00 p.m. – 10:00 p.m. and October 25, 2025, from 8:00 a.m. – 10:00 p.m.
- Event Tear Down: October 27, and October 28, 2025

St. Rose of Lima has submitted an application for its annual Fall Festival and has not indicated provisions for on-site parking or security for the event grounds. To ensure the protection of public health, safety, and welfare, staff recommends that the City Council approve the application subject to the conditions of approval in this report.

**Conditions of Approval:**

- Ensure the site remains in full compliance with the approved plans, and secure written inspections and approvals from the appropriate agencies prior to the event.
- Submit a valid Certificate of Liability Insurance naming the City of Maywood as additionally insured.
- Obtain a Los Angeles County Department of Public Health permit for the sale of food and submit it to the City no less than two days prior to the start of the event.
- Obtain a City Building and Safety Division permit for the on-site generator and ensure it is inspected by the Building Inspector before operation.
- Locate all generators and other internal combustion power sources at least 20 feet from any tent or structure, and isolate them with fencing or other approved barriers to prevent public contact.
- Secure and operate propane tanks in compliance with Fire Department standards.
- Cordon off the event area from vehicle traffic and provide approved cable bridges where electrical cables may be subject to damage.
- Limit amplified sound to 10:00 p.m. each evening in accordance with City of Maywood Municipal Code Section 5-23.07 on noise control.
- Prohibit the sale of alcoholic beverages on the subject property at all times.
- Maintain the event area in a clean and sanitary condition throughout the event and during tear down, ensuring all trash and debris are removed by October 28, 2025.

Finally, the Deputy Director of Building and Planning is authorized to impose any additional conditions prior to or during the event as necessary to safeguard the health, safety, and welfare of participants and the community. Any such conditions shall be provided to the applicant in writing.

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

The City has received a payment of \$194 for the Special Events Application processing fee. An additional processing fee of \$70.20 will be collected upon submission of the generator/electrical permit application.

**ATTACHMENT(S)**

1. St. Rose of Lima - Fall Festival Application and Site Plan



Maywood Building & Planning Department  
 4319 E. Slauson Avenue  
 Maywood, CA 90270  
 (323) 562-5722  
 (323) 773-2806 Fax  
 www.cityofmaywood.com

Permit No. 25-9  
 Permit Fee: \$194

## SPECIAL EVENT PERMIT APPLICATION

Applications shall be filed not less than sixty (60) calendar days, nor more than one (1) year before the time it is proposed to conduct the special event except that applications for block party permits shall be filed at least ten (10) working days prior to the event, and except that applications for expressive activities shall be filed:

Permitted Activity Involves Use of	Must be Filed Within Specified Number of Working Days Prior to the Event
Streets, highways and thoroughfares	7
Rights-of-way other than sidewalks	5
Sidewalks	3
Parks	3
All other areas	3

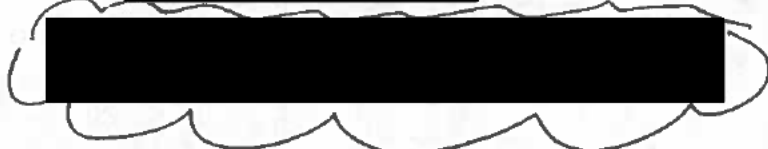
If the event is being held on behalf of any organization, the event organizer shall file a letter from said organization authorizing the organizer to apply for the permit on its behalf and certifying that the event organizer and its principal shall be held financially responsible for any City fees, departmental services charges or costs that may lawfully be imposed for the event.

**EVENT ORGANIZER:**

Full Name: Jacqueline Rueda  
 Mailing Address: 4422 E. 60th St. Maywood CA 90270  
 Business Name: St. Rose of Lima (Archdiocese of Los Angeles)  
 Location of Event: Archdiocese of Los Angeles (St. Rose of Lima)  
 Phone: [REDACTED] Email: [REDACTED]

**ORGANIZATION (IF ANY):**

Name: St. Rose of Lima (Archdiocese of Los Angeles)  
 Mailing Address: 4422 E. 60th St. Maywood CA 90270  
 Phone: [REDACTED] Website: stroflima@school.org



**STATEMENT OF PURPOSE:** (Please describe the event and the purpose for holding the event. If more space is needed please attach a separate sheet of paper).

Annual Fall Festival the school hosts to raise funds for our school. It is opened to the public and community to raise funds.

**DIAGRAM OF LOCATION OR ROUTE MAP FOR PARADE OR SIMILAR EVENT:** (Please show a layout of the event location depicting structures, facilities, spectator or assembly areas, staging areas, etc. If a parade or similar event, the specific route with a map and narrative of the route. Attach a separate sheet).

**DATE(S) OF EVENT:** Oct. 22 - Oct. 27 / Oct. 24 10pm - 11pm / Oct. 25 8am - 11pm / Oct. 26 8am - 10pm.

**TIME(S) OF EVENT:** (set-up time and take-down) Setup Oct. 22 - 24. Take down will be Oct. 27 and 28.

**NUMBER OF PERSONS EXPECTED TO ATTEND PROPOSED EVENT?** around 4,000

**WILL A FEE BE CHARGED TO ATTEND/PATICIPATE IN PROPOSED EVENT?** NO

**STATEMENT OF FEES (IF ANY):** \_\_\_\_\_

**SPECIAL DETAILS:** (List number and types of vehicles, live music, amplified sound, animals, etc.) Lights for each booth, amplified sound system, mechanical ride generator are used for power. Propane to keep food warm.

The City will refer the application to such appropriate City departments as deemed necessary from the nature of the application for review, evaluation, investigation and recommendations by the departments regarding approval or disapproval of the application.

**CERTIFICATION:** I understand and agree to abide by all of the Special Event Permit regulations of the City of Maywood and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit. I understand that I/we shall be financially responsible for any City fees, departmental service charges or costs that may lawfully imposed for the event.

I shall procure and maintain in full force and effect during the term of the permit a policy of insurance from a reliable insurance company authorized to do business in the State, which policy includes the City, its boards, officers, agents and employees as named insureds or additional named insureds and which provides the coverage that the City determines to be necessary, reasonable and adequate under the circumstances.

I also agree to defend, protect, indemnify and hold the City, its officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents or employees in connection with the permitted event or activity; and the permit shall expressly provide that the

permittee shall, at permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, agents or employees, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, agents or employees as a result of the alleged acts or omissions of permittee or permittee's officers, agents or employees in connection with the uses, events or activities under the permit.



Signature

08/29/25

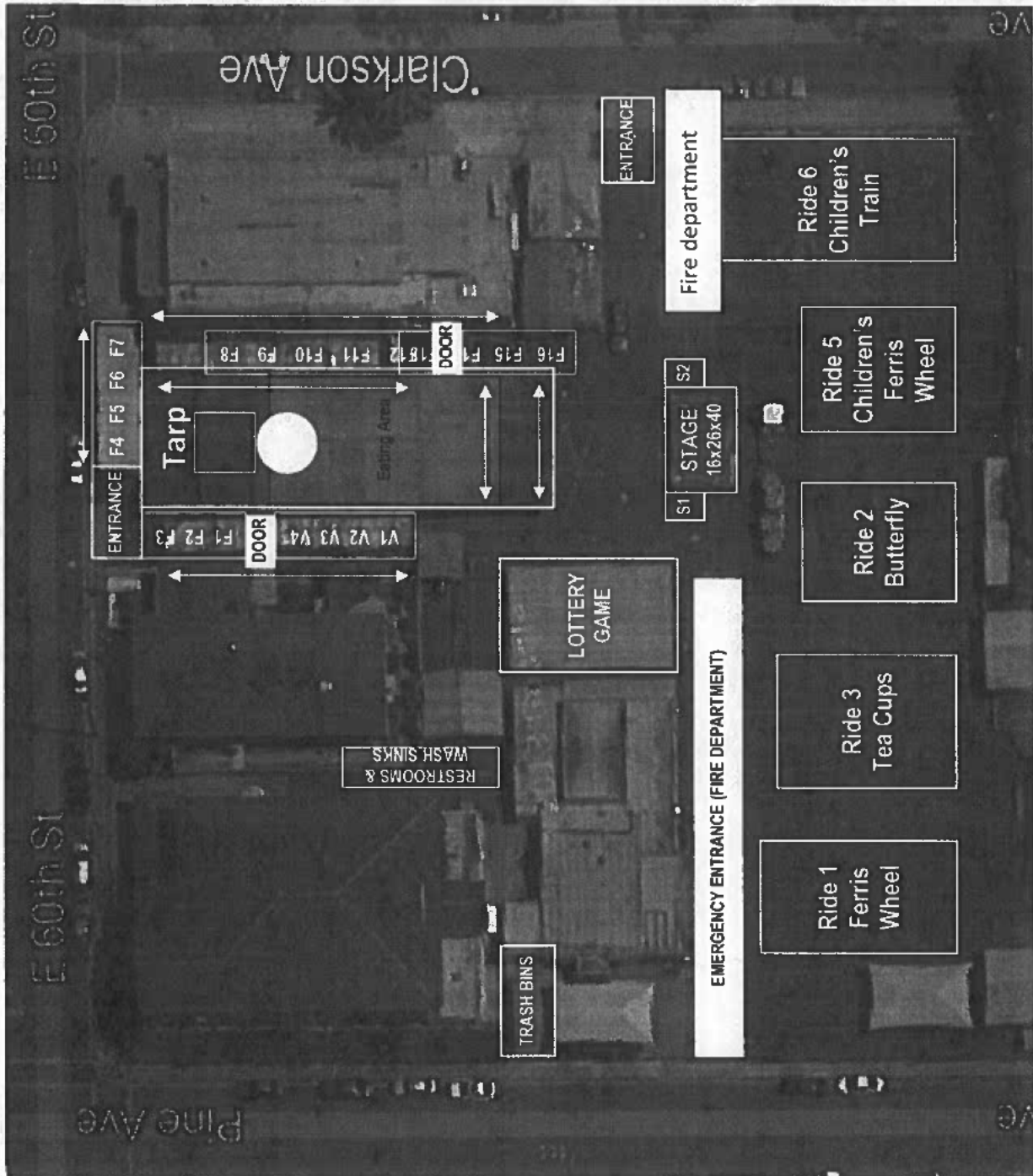
Date

**FOR STAFF USE ONLY**

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proof of Insurance: \_\_\_\_\_

- |                                   |                       |       |          |
|-----------------------------------|-----------------------|-------|----------|
| <input type="checkbox"/> Approved | _____                 | _____ | _____    |
|                                   | Building and Planning | Date  | Comments |
| <input type="checkbox"/> Approved | _____                 | _____ | _____    |
|                                   |                       | Date  | Comments |
| <input type="checkbox"/> Approved | _____                 | _____ | _____    |
|                                   |                       | Date  | Comments |



- V = Vendors
- F = Food
- S = Speakers
- F1 = Sodas/Raspados
- F2 = Tamales
- F3 = Palomitas
- F4 = Enchiladas
- F5 = Pupusas
- F6 = Gorditas
- F7 & F8 = Tacos/Tortas
- F9 = Pizza
- F10 = Hot Dogs
- F11 = Tostiloco
- F12 = Fruta Picada
- F13 = Pozole/Menuudo
- F14 = Churros/Cafe
- F15 = Elotes
- F16 = Aguas Frescas

3 sides open, there are 4 to 6 people per booth, lunch bench under tarp and open space around it, cooking only on F4, F5, F6, F7,



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**DATE:** September 24, 2025

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** MIGUEL LEON, DEPUTY CITY CLERK/ASSISTANT TO THE CITY MANAGER

**SUBJECT:** DISCUSSION REGARDING THE STATEMENT OF WORK FOR THE MELLON FOUNDATION PHASE TWO SLEEPY LAGOON MEMORIAL AT SPEAKER ANTHONY RENDON RIVERFRONT PARK

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**RECOMMENDATION:**

It is recommended that the City Council review and provide direction regarding the proposed statement of work for the Mellon Foundation Phase Two Sleepy Lagoon Memorial at Speaker Anthony Rendon Riverfront Park grant application.

**BACKGROUND:**

In December 2023, the Los Angeles Neighborhood Land Trust (LANLT), in partnership with the City of Maywood, received a \$250,000 planning grant from the Andrew W. Mellon Foundation. That grant supported community engagement, planning, and design of the Sleepy Lagoon Memorial at Speaker Anthony Rendon Riverfront Park.

Building on the work completed through the planning grant, LANLT is preparing an application for a Phase Two Mellon Foundation grant on behalf of the City. The proposed request is for approximately \$1.3 million to fund construction and implementation of the memorial, inaugural programming, and development of a long-term stewardship framework.

**DISCUSSION:**

The proposed statement of work defines the activities to be conducted if the Phase Two grant is awarded. The statement covers a three-year period, with one year dedicated to construction and two years focused on post-construction programming and stewardship planning.

Below is a summary of the attached statement of work:

- Construction Administration: Oversight of art fabrication and installation coordinated with the Riverfront Park renovation
- Inaugural Programming: Seasonal events and workshops highlighting the cultural and historical significance of the Sleepy Lagoon Memorial
- Long-Term Stewardship Planning: Development of a governance model and stewardship framework, informed by community engagement and strategic planning

The application timeline includes the following:

- October 6: Submission of first draft proposal
- October 24: Submission of final draft proposal (after Mellon Foundation feedback)
- Early December: Grant agreements and initial payments for successful applications

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

There is no fiscal impact to the General Fund. Project costs will be funded through the Mellon Foundation grant and administered by the Los Angeles Neighborhood Land Trust.

**ATTACHMENT(S)**

1. Proposed Statement of Work, Mellon Foundation Planning Grant (Phase 2)

## **Mellon Foundation Grant Proposal**

### Implementation, Inaugural Programming, and Planning of Long-Term Stewardship

#### **1. Introduction**

The Los Angeles Neighborhood Land Trust (LANLT) is a non-profit organization founded in 2002 to address Los Angeles's park inequities. We focus our efforts exclusively in communities of color that have little to no access to green space. Our successful community development model engages residents from site selection and the beginning of our design process, through construction and ultimately the stewardship of the parks and gardens we create. We support the creation of commemorative landscapes that memorialize the histories that reflect the places and people we work for such as the Speaker Anthony Rendon Riverfront Park renovation located in Maywood, California. The work we are seeking Mellon support for is for the construction costs of the memorial, inaugural programming, and planning for long-term stewardship of the Sleepy Lagoon Memorial. The programming and planning process will bring together project partners, artists from Mapache City Projects and a researcher. The inaugural programming will provide an example of themes and narratives that the planning framework will define. The group will work to integrate community priorities and narratives into a comprehensive planning framework for the future stewardship of the memorial.

During the three-year timeline of this grant, LANLT will manage the grant budget and contracts for all partners and programmed events, including the planning of the long-term stewardship with strategic planning consultants. More details about the partners involved in the programming and stewardship planning process are described in the Timeline & Activities section. LANLT can assume shared liability with the City of Maywood and procure commercial general liability insurance ahead of any planned events at the Speaker Anthony Rendon Riverfront Park. LANLT will coordinate with the City of Maywood on all programmed events and logistics.

#### **2. Grant Summary/Abstract**

We would like to extend our sincere gratitude to the Mellon Foundation for their generous support of our planning process for the Sleepy Lagoon Memorial at Speaker Anthony Rendon Riverfront Park. We'd also like to recognize and extend our sincere gratitude to the City of Maywood and our dedicated partners for their ongoing work in the community. Their commitment and collaboration are vital to the success of our shared goals for the planning, implementation, programming and stewardship of the Sleepy Lagoon Memorial.

After the construction implementation of the Sleepy Lagoon Memorial at Speaker Anthony Rendon Riverfront Park, the phase two effort of this grant will create a structure for the programming and long-term stewardship of the memorial. Both deliverables will be able to

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inform each other to present a community verified approach at leadership structures and program types that can sustain the life of the memorial itself.

The Sleepy Lagoon Memorial will serve as an outdoor learning area where activities and workshops will be hosted around each art element to reflect the narrative themes of the historical event. The memorial is a unique interpretive experience anchored in and radiating out from the east side of the park, near the LA River. Developed through extensive engagement with residents of Southeast and East LA, and Tongva communities partnered with East Yard Communities for Environmental Justice (EYCEJ), the project will uplift critical stories of race, place, and open space access.

### **3. Goals**

The Sleepy Lagoon Memorial's design contains multiple components including interpretive and educational signage, California Native plantings, a walking path, seating elements, and sculptural interventions. The memorial components provide opportunities to transfer the cultural and environmental knowledge and history of the area, provide space for reflection and regeneration for present and future generations, create a natural habitat for native flora and fauna and make improvements to stormwater management. Upcoming phases include implementation of the Sleepy Lagoon Memorial construction, programming and planning for long-term stewardship post-implementation.

The implementation of the Sleepy Lagoon Memorial construction project will align to an existing construction timeline for the overall renovation of the Speaker Anthony Rendon Riverfront Park project. The Mellon Grant will help fund the design of art elements as they relate to the surrounding park landscape, fabrication of art elements, construction materials, and labor of the Sleepy Lagoon Memorial construction. During the grant period, Mapache City Projects will be engaged in the fabrication and installation of the Sleepy Lagoon Memorial and will be supported by SALT Landscape Architects, who are designing the overall renovation of the Speaker Anthony Rendon Riverfront Park.

Post-implementation, LANLT will facilitate the programming of two seasonal events per year for the rest of the grant timeline. To ensure an authentic, community-driven design process, this project will partner with community-based organizations to lead outreach for program events related to the Sleepy Lagoon Memorial. Partners will participate in the program planning process by attending meetings and recommending other consultants that can help build out curriculum and activities for each programmed event. This proposed work will sample a stewardship framework that supports the longevity of the memorial and connects with the surrounding community. Concurrent to each program event, community engagement will be facilitated to share progress on the stewardship

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A final deliverable will be a report for the stewardship framework plan that will showcase the sampled events that were planned at the memorial site during the grant timeline and feature other examples that highlight the original themes and narratives of the Sleepy Lagoon history. This report will also provide updates for the Sleepy Lagoon Memorial website managed by East Yard Communities for Environmental Justice. More details about the partners involved in the programming and stewardship planning process are described in the Timeline & Activities section.

### **4. Timeline & Activities**

**Construction Administration** (Winter 2025 – Winter 2026) – this refers to the construction of the Sleepy Lagoon Memorial which aligns to the construction timeline of the overall Speaker Anthony Rendon Riverfront Park.

- Artist Fabrication of individual Sleepy Lagoon Memorial Elements
- Artist Construction Administration
- Design support from SALT Landscape Architects
- Construction Materials
- Construction Labor
- Contingency

**Inaugural Programming** (Spring 2027 – Summer 2028)

- Attend regular monthly meetings to review workplans and project updates/framework strategies
- Two seasonal events per year (4 hours per event).
  - Spring Equinox: 3/20/27
  - Summer Solstice: 6/21/27

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- Spring Equinox: 3/20/28
- Summer Solstice: 6/21/28
- Up to three (1 hour) meetings per event to plan program for each seasonal event.
  - LANLT to manage subgrants for outside CBOs and facilitators that can collaborate with curriculum, activities, and workshops
- Up to 8 hours per event for outreach & communications.
- Up to 12 hours per event to coordinate logistics for seasonal events
  - Travel
  - Interpretation
  - Food & refreshments
  - Raffle/giveaways
  - Chair & table rentals
  - AV equipment

### **Planning of Long-Term Stewardship** (Spring 2027 – Summer 2028)

- Attend regular monthly meetings to review work plans and project updates/framework strategies.
- With the support of a strategic planning consultant, project partners will inform a governance model for the future management entity that will manage and program the site. Partners will also create a stewardship framework plan for programming of the memorial that outlines themes, brainstorms prototypes, sample activities and curriculum, maintenance principles, and funding strategy.
  - Up to 3 (2 hour) meetings for strategic planning with a third-party consultant
  - Up to 1 (1hour) interview with each partner and the City of Maywood to determine gaps/confirm vision for the framework plan
  - LANLT to manage subgrant needed for a strategic planning consultant
- Confirm framework through community engagement which leverages the seasonal program events outlined above.
- Final deliverable is a report compiling a stewardship framework and examples.

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- Up to 12 hours for administration and review of stewardship framework plan progress
- Provide updates to the Sleepy Lagoon Memorial public website to inform design, program and stewardship work up to date.
  - Up to 12 hours for maintenance updates for the Sleepy Lagoon Memorial website informed by the final report deliverable

EYCEJ has extensive roots and experience working in Maywood, including multiple community events (a series called “Agua Por Vida”) sited directly at Speaker Anthony Rendon Riverfront Park that included youth and family activities, food vendors, education around environmental justice issues in the area, and participation in selecting themes and motifs for two permanent murals at the recreation center on site.

CBE, works in environmental justice communities in LA as well as the Bay, has a strong history of base-building via canvassing, focus groups, direct actions, and community campaigns. In proposing these types of engagement, we are building off of long-term, successful outreach strategies that EYCEJ and CBE have cultivated over decades.

East Yard Communities for Environmental Justice (EYCEJ) and Communities for a Better Environment (CBE) will support all community events related to the Sleepy Lagoon Memorial. EYCEJ and CBE will alternate on leading community outreach and inform their member base during community engagement events. Both partners will participate in meetings to plan the programmed events that will inform the long-term stewardship model for the Sleepy Lagoon Memorial. EYCEJ will leverage the report produced as a final deliverable for this grant period to update the Sleepy Lagoon Memorial website that was created as part of the original vision plan which segways into the work completed with the Mellon Foundation.

Mapache City Projects will execute the fabrication of individual art elements for the Sleepy Lagoon Memorial as well as participate in the planning of the post-implementation programming and planning of long-term stewardship. A partnership of Sandra de la Loza and Arturo Romo, Mapache City Projects explores social and environmental landscapes through research-based processes to produce public artworks and community engaged projects. Their approach to “History” as a subject and memorials as living spaces (more performance than monument) has been widely cited in the field as an innovative example to memorialization (“Past Due: Report and Recommendations of the Los Angeles Mayor’s Office Civic Memory Working Group”). In addition to co-creating the initial concept design for the Sleepy Lagoon Memorial Report, Sandra is a direct descendant of Zoot suiters, and both have a record of community-engaged public art in Southeast LA. The primary

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deliverables that Mapache City Projects will produce consist of sketches and life size physical models of the Sleepy Lagoon Memorial art elements, to support the landscape architects and contractors during construction administration. The artists will participate in meetings to coordinate the art design for the memorial with the overall design of Speaker Anthony Rendon Riverfront Park. Ultimately, the artists will produce a final plan communicating the technical information needed for construction and fabrication.

Sandra de la Loza's relevant work with authoring the report called *Creating Connections: An Arts and Culture Framework and Toolkit*, will lead as a precedent for our project's programming and stewardship planning approach. Both artists will participate in the strategic planning of programming events and the planning of long-term stewardship for future programming and maintenance of the Sleepy Lagoon Memorial.

Sacred Places Institute for Indigenous People (SPI) will advise on the project to support the consistent and meaningful inclusion and engagement of local Native Nations so they can ensure their culture is accurately represented in the project. SPI is a well-established California Indigenous-led, community-based organization with experienced leadership and a demonstrated ability to implement community-rooted programs across Southern California. Additionally, SPI has several Gabrielino-Tongva Tribal members both on staff and within the Advisory Board, with deep-rooted relationships and contacts to ensure the consistent and meaningful inclusion and engagement of local Native Nations SPI will participate in meetings to review the program plans and provide feedback that will inform the long-term stewardship planning framework. During community engagement events, SPI will work with Gabrielino-Tongva board and staff to support and facilitate art and culture activities that animate the narratives of Native history being interwoven in the Sleepy Lagoon Memorial, such as themes of community resiliency, nature, and water rights.

Eduardo Robles, a City of Maywood legacy resident, and project advisor for the Sleepy Lagoon Memorial project will participate in the strategic planning of the programmed events and advise on art and history. During the planning for community engagement events, Eduardo will advise project partners through his background in public humanities, most recently with Californians for the Arts. This synthesis of lived experience and professional expertise positions Eduardo to bridge the integration of memorial and park back into the community networks and histories, as well as future programming. Eduardo will research different case studies for stewardship models in other cultural parks to inform the framework for our project. After the implementation period for the Sleepy Lagoon Memorial, Eduardo's goal is to continue to steward the memorial with arts and culture programs through the leadership structure and framework identified as part of this project and in collaboration with project partners and confirmed by community engagement.

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Upon receiving the grant, LANLT will hire a strategic planning consultant. All project partners will collaborate to interview and evaluate three candidates, ultimately selecting the best fit based on their experience, qualifications, and budget. The consultant's scope of work will involve research to understand the needs of our stewardship vision, the consultant will interview all stakeholders and partners. They will then deliver a report summarizing their findings. Visioning and Strategy; the consultant will lead a visioning workshop and develop strategic directions and recommendations, which will be summarized in a report. Planning and Implementation; the consultant will develop and test a governance and operational model and create a programming framework plan. They will also create a roadmap for implementation. A final plan will be delivered, outlining the governance and operational framework, programming and interpretive strategy, and an implementation roadmap.

During the grant period, LANLT will manage all project elements of the Sleepy Lagoon Memorial including coordination and scheduling between all community-based partners and consultants involved with the Sleepy Lagoon Memorial project, art fabrication, programming, and long-term stewardship planning. LANLT will hire necessary contractors and fabricators to implement the final product and facilitate all programmed events. LANLT will work with the City of Maywood to review all deliverables so that they align with the city's capacity for operations and maintenance and availability for programming events.