



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

WEDNESDAY, NOVEMBER 19, 2025 AT 6:00 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/88551984986> 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 4:30 p.m. the day of the meeting by email to 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. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

V. PUBLIC PARTICIPATION (Agenda Items Only; 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.

VI. PRESENTATIONS

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT: CITY UPDATE

2025 HALLOWEEN HOME DECORATION CONTEST WINNERS

VII. 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 OCTOBER 22, 2025, REGULAR CITY COUNCIL MEETING
2. MONTHLY CASH AND INVESTMENT REPORT OCTOBER 2025
3. REVENUE REPORT OCTOBER 2025
4. CONSIDERATION OF ADOPTING RESOLUTION NO. 6436 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
5. APPROVAL OF AUDIT ENGAGEMENT LETTER FOR FINANCIAL STATEMENT AUDIT SERVICES – FY 2024-25 WITH VAN LANT & FANKHANEL, LLP IN THE AMOUNT OF \$40,950.

6. APPROVAL OF FINAL PARCEL MAP NO. 84166, FOR A HOUSING DEVELOPMENT PROJECT LOCATED AT 4536 E. 59TH PLACE AND FINDING OF AN EXEMPTION FROM CEQA
7. RECONSIDERATION OF THE CITY'S PREVIOUS ACTION AND RESCIND THE AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH FLOCK GROUP INC. FOR AUTOMATED LICENSE PLATE READERS (ALPR) FOR PUBLIC SAFETY TECHNOLOGY SERVICES
8. CONSIDERATION TO APPROVE AN AMENDMENT TO EXTEND THE WILLDAN ENGINEERING PROFESSIONAL SERVICES AGREEMENT FOR CODE COMPLIANCE SERVICES IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$40,000.00
9. CONSIDERATION TO APPROVE THE MEMORANDUM OF UNDERSTANDING FOR THE MAINTENANCE AND OPERATIONS OF THE JOHN ANSON FORD PARK INFILTRATION CISTERN PROJECT IN AN ANNUAL AMOUNT OF \$5,320.00

VIII. DISCUSSION/ACTION ITEMS

10. CONSIDER THE APPOINTMENT OF THREE (3) YOUTHS TO FILL VACANCIES ON THE MAYWOOD YOUTH COMMISSION
11. ADOPT RESOLUTION NO. 6437 APPROVING A COST-OF-LIVING ADJUSTMENT (COLA) AND WORK-FROM-HOME OPTION FOR NON-REPRESENTED EMPLOYEES INCLUDING THE FINANCE DIRECTOR; DEPUTY DIRECTOR OF BUILDING AND PLANNING; HUMAN RESOURCES/RISK MANAGER; AND DEPUTY CITY CLERK/ ASSISTANT TO THE CITY MANAGER
12. DISCUSSION REGARDING THE UPDATE TO THE ZONING CODE AND PROVIDE DIRECTION REGARDING A REQUEST FOR PROPOSAL FOR THE UPDATE
13. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM IRVINE FC ACADEMY - MAYWOOD IN THE AMOUNT OF \$10,000 TO SUPPORT THE YOUTH SOCCER PROGRAM TOURNAMENT FEES AND FIELD RENTAL COST

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.

X. ADJOURNMENT - The next Adjourned Meeting of the Maywood City Council is December

17, 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 raising 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.

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City of Maywood / LASD

October Crime Statistics

Month-to-Month Change



	Sept'25	Oct'25	(Sept'25 - Oct'25)
Crimes Against a Person			
Homicide	0	0	No Change
Sexual Assault	0	1	↑ 1
Aggravated Assault	5	1	↓ -4
Crimes Against Property			
Robbery (Armed)	1	0	↓ -1
Robbery (Other)	3	1	↓ -2
Burglary (Residential)	1	0	↓ -1
Burglary (Other)	1	3	↑ 2
Grand Theft	5	2	↓ -3
Theft from Vehicle	2	7	↑ 5
Petty Theft	5	5	No Change
Auto Theft	10	6	↓ -4
Arson	0	0	No Change



City of Maywood / LASD

October Crime Statistics

Year-to-Year Change



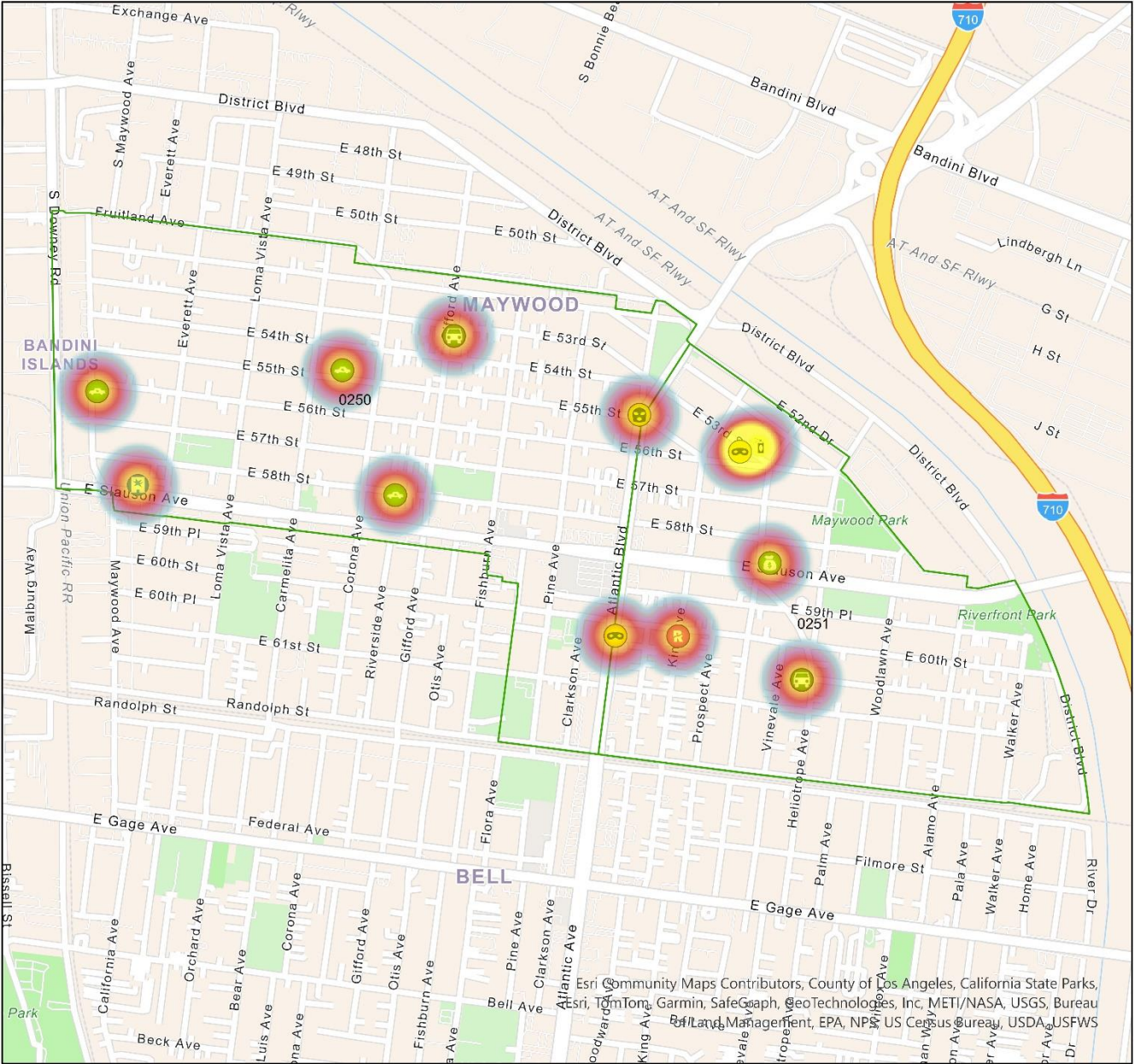
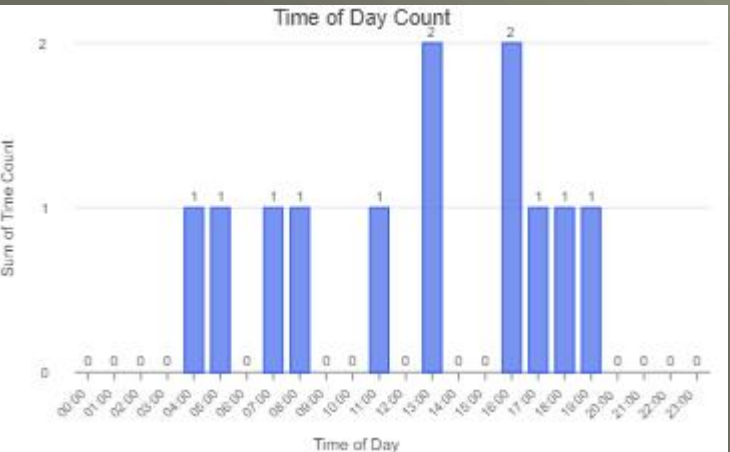
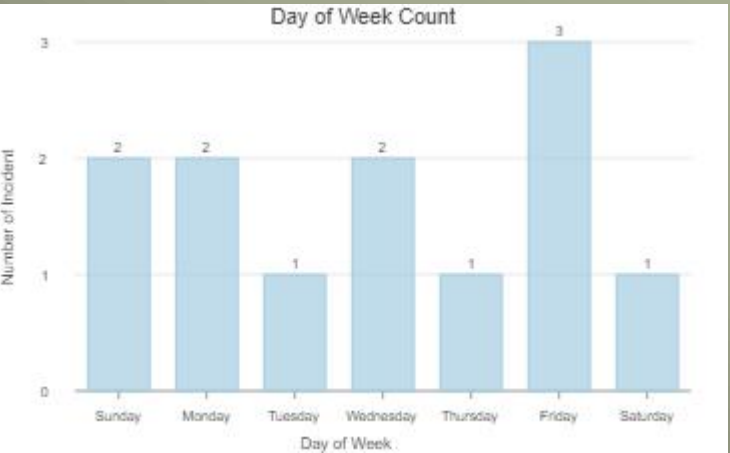
	Oct'24	Oct'25	(Oct'24-Oct'25)
Crimes Against a Person			
Homicide	1	0	↓ -1
Sexual Assault	2	1	↓ -1
Aggravated Assault	12	1	↓ -11
Crimes Against Property			
Robbery (Armed)	3	0	↓ -3
Robbery (Other)	3	1	↓ -2
Burglary (Residential)	1	0	↓ -1
Burglary (Other)	2	3	↑ 1
Grand Theft	7	2	↓ 4
Theft from Vehicle	3	7	↑ 4
Petty Theft	9	5	↓ -4
Auto Theft	22	6	↓ -16
Arson	0	0	No Change

City of Maywood Crime Trend

Source: LARCIS Master Query
10/20/2025

City of Maywood Crime Trends in the categories of: Robbery (Weapon and Strong-Arm), Burglary (Commercial), Grand Theft, GTA, Vehicle Burglary, Petty Theft, and Sex Felony.

Most Freq. RDs: RD 0250 - 7, RD 0251 - 5.



Los Angeles Sheriff

East LA - City of Maywood Crime Trend
10/1- 10/15/2025

Legend

- BURGLARY, OTHER STRUCTURE
- GRAND THEFT VEHICLE (GTA)
- GRAND THEFT
- RAPE, FORCIBLE
- ROBBERY, STRONG-ARM
- THEFT, PETTY
- VANDALISM FELONY
- VEHICLE BURGLARY

Sparse
 Dense

0 0.1 0.2 Miles

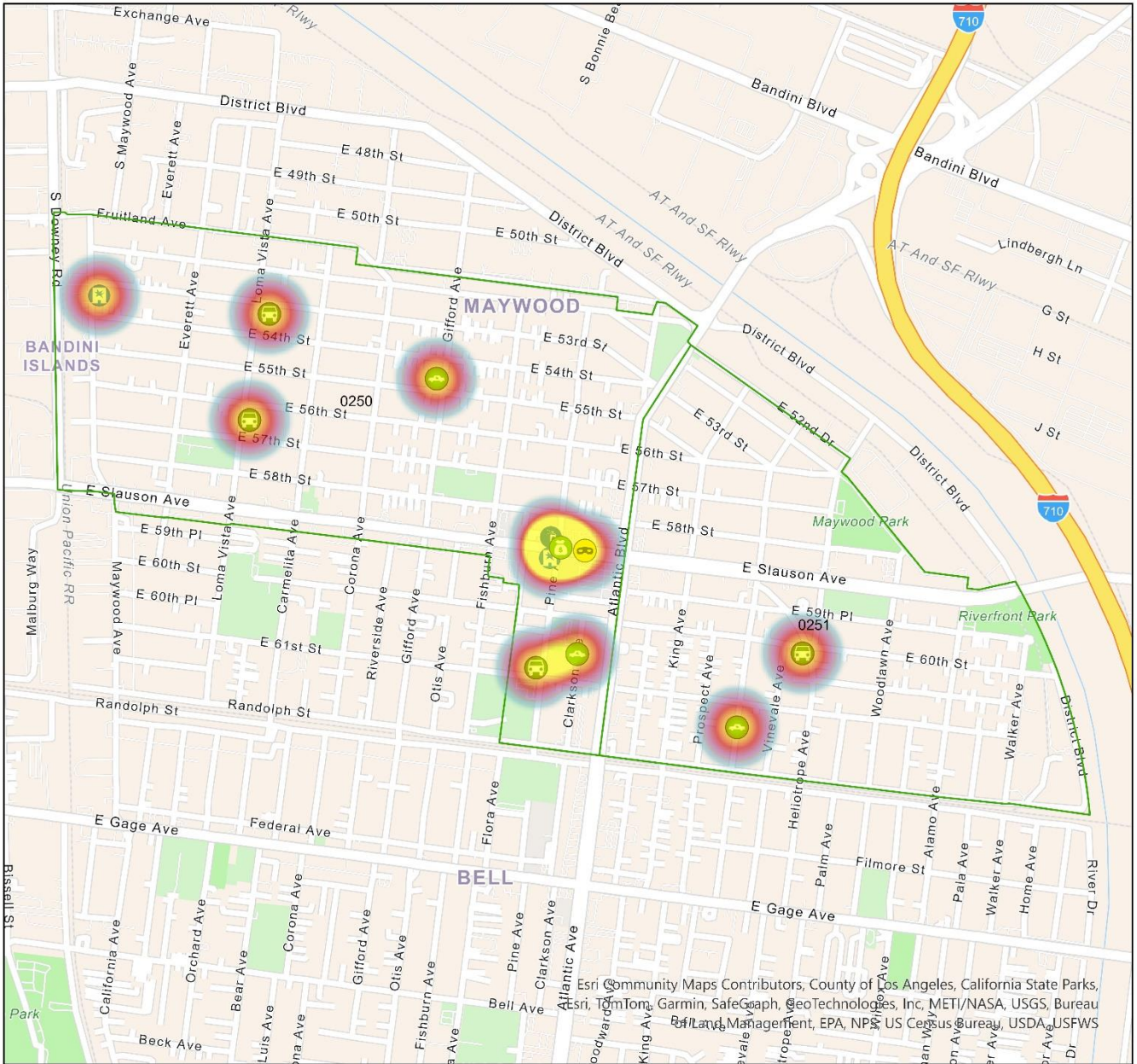
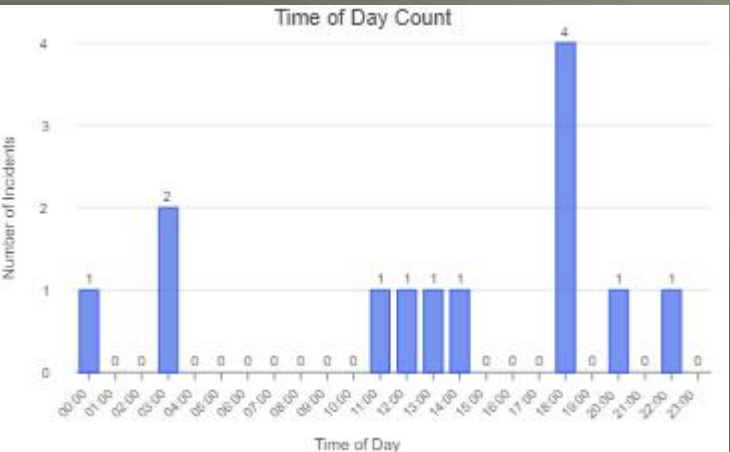
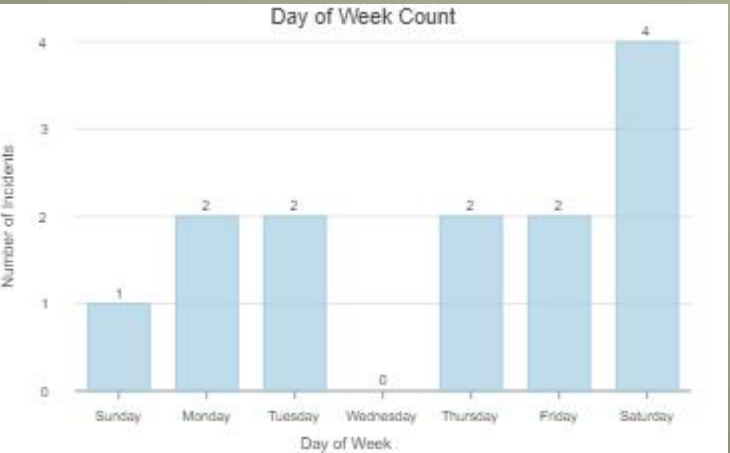
This agency is not responsible for the misinterpretation of this map and makes no inference or judgment as to the relative safety of particular areas. This map does not meet national map accuracy standards and should not be used for engineering purposes.

City of Maywood Crime Trend

Source: LARCIS Master Query
11/07/2025

City of Maywood Crime Trends in the categories of: Robbery (Weapon and Strong-Arm), Burglary (Commercial), Grand Theft, GTA, Vehicle Burglary, Petty Theft, and Sex Felony.

Most Freq. RDs: RD 0250 - 10, RD 0251 - 3.



Los Angeles Sheriff

East LA - City of Maywood Crime Trend
10/16 - 10/31/2025

Legend

- BURGLARY, OTHER STRUCTURE
- GRAND THEFT VEHICLE (GTA)
- GRAND THEFT
- THEFT, PETTY
- VANDALISM FELONY
- VEHICLE BURGLARY

Sparse
 Dense

0 0.1 0.2 Miles

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City of Maywood

2025

HALLOWEEN HOME DECORATING CONTEST WINNERS!!



House #2





House #3





House #1





**THANK YOU, MAYWOOD
RESIDENTS, FOR PARTICIPATING
IN THE ANNUAL HALLOWEEN
HOME DECORATING CONTEST.**





MEETING MINUTES

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

WEDNESDAY, OCTOBER 22, 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

Mayor Aguiluz called the meeting to order at 5:30 P.M. Deputy City Clerk Miguel Leon conducted roll call.

Present: Mayor Aguiluz, Mayor Pro Tem Marquez, Council Member De La Riva, Council Member Flores.

Late Arrival: Council Member Garcia arrived at 5:36 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 – Late Arrival**)
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

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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:

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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: ANTICIPATED LITIGATION-INITIATION OF LITIGATION; GOVERNMENT CODE SECTION 54956.9(D)(4); NUMBER OF POTENTIAL CASES: 1

CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION; GOVERNMENT CODE SECTION 54956.9(D)(1); *CITY OF MAYWOOD V. VIRAMONTES*, LOS ANGELES COUNTY SUPERIOR COURT CASE NO. 24NWCV01322

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

CONFERENCE WITH LABOR NEGOTIATOR – CALIFORNIA GOVERNMENT CODE SECTION 54957.6 – CITY NEGOTIATOR: CITY MANAGER, UNREPRESENTED EMPLOYEES: DIRECTOR OF FINANCE, DEPUTY DIRECTOR OF BUILDING AND PLANNING, HUMAN RESOURCES/RISK MANAGER, DEPUTY CITY CLERK/ASSISTANT TO THE CITY MANAGER

City Attorney Diaz announced the Closed Session items at **5:31 p.m.**

The City Council reconvened into open session at **6:05 p.m.**

City Attorney Diaz reported that there was no reportable action on any of the Closed Session items.

V. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

Comments were provided by members of the City Council.

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.

The following individuals provided public comments on agenda items:

1. David Perez

VII. PRESENTATIONS

1. LOS ANGELES UNIFIED SCHOOL DISTRICT PRESENTATION AND COMMUNITY PARTNERSHIP UPDATE

Representatives from the Los Angeles Unified School District, Martha Alvarez (Chief of Legislative Affairs and Government Relations) and Nathaniel Dozier (Legislative Liaison), delivered a presentation providing updates on district initiatives.

2. LOS ANGELES COUNTY SHERIFF'S DEPARTMENT: CITY UPDATE

Special Assignment Deputy Peña provided a brief monthly presentation on the City's crime statistics and updates.

VIII. CONSENT CALENDAR

Council Member Garcia motioned to approve Consent Calendar items 3 through 9, seconded by Council Member De La Riva. 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

3. MINUTES FOR THE SEPTEMBER 24, 2025, REGULAR CITY COUNCIL MEETING

4. MONTHLY CASH AND INVESTMENT REPORT SEPTEMBER 2025

5. REVENUE REPORT SEPTEMBER 2025

6. CONSIDERATION OF ADOPTING RESOLUTION NO. 6434 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE

MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE
WARRANTS FOR PAYMENT

7. CONSIDERATION OF ADOPTING RESOLUTION NO. 6435 AUTHORIZING THE DESTRUCTION OF OBSOLETE CITY RECORDS
8. 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)
9. ADOPTION OF A SIX-YEAR UPDATE TO THE CITY OF MAYWOOD'S SEWER SYSTEM MANAGEMENT PLAN

IX. **DISCUSSION/ACTION ITEMS**

10. CONSIDERATION OF A MAYWOOD COMMUNITY FIRST SPONSORSHIP PROGRAM, AND THE ASSOCIATED POLICIES AND GUIDELINES

City Manager Vasquez presented the report on the proposed Maywood Community First Sponsorship Program.

The City Council provided staff direction.

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 meeting was adjourned at 7:01 p.m. The next Study Session Meeting of the Maywood City Council is November 18, 2025, at 5:30 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.

DATE: November 19, 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 OCTOBER 2025

RECOMMENDATION:

Staff recommends that the City Council receive and file the attached cash and investment report for October 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 October 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. October 2025 Cash and Investment Report

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

Description	Type	Ending Balance as of 10/31/2025
A - Non-Investment Cash Accounts		
US Bank - Corporate Checking	Cash	\$ 1,863,008.91
Total Cash Accounts		<u>\$ 1,863,008.91</u>
B - Investment Accounts		
Local Agency Investment Fund (LAIF)	Pooled Money Investment Account (PMIA)	\$ 16,719,866.42
California Public Employees' Retirement System (CalPERS) California Employers' Retiree Benefit Trust (CERBT)	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	\$ 1,231,194.91
California Public Employees' Retirement System (CalPERS) California Employers' Pension Prefunding Trust (CEPPT)	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	\$ 1,119,823.24
Total Investment Accounts		<u>\$ 19,070,884.57</u>
Total Cash and Investments		<u>\$ 20,933,893.48</u>

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 3.

DATE: November 19, 2025
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: JENNIFER VASQUEZ, CITY MANAGER
BY: RIMO HANSON, FINANCE DIRECTOR
SUBJECT: REVENUE REPORT OCTOBER 2025

RECOMMENDATION:

Staff recommends that the City Council receive and file the Revenue Report for the months of July–October 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–October 2024 and July–October 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 - October 2025 City of Maywood FY 2025-2026 - General Fund
2. July - October 2025 City of Maywood FY 2025-2026 - Special Revenue

**Year-To-Date Revenue Report-General Fund
FY 2025-2026
As of October 31, 2025**

Acct #	Account Description	Adopted Budget FY 2025-26	July 2024 - October 2024	July 2025 - October 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
Taxes:							
Various	Property Taxes	\$ 793,230	\$ 41,993	\$ 28,119	\$ (13,874)	3.54%	Major payments receive in December and March.
4203/4302	Franchise & Collectors Fee	604,000	-	49	49	0.01%	Received Quarterly.
4211	Utility Users Tax	1,500,000	345,377	352,569	7,192	23.50%	Received in the following month.
4206	Transfer Tax	16,000	8,131	4,582	(3,549)	28.64%	Based on activities.
4202	Transient Occupancy Tax (TOT)	83,000	8,973	8,476	(497)	10.21%	Received Quarterly.
4212	Cannabis Sales Tax	1,650,000	60,600	60,034	(566)	3.64%	Received Quarterly.
4213	Cannabis Sales Tax - Installment Pmts	-	-	47,733	47,733	0.00%	This is a new account to account for installment payments.
4201	Sales and Use Tax (Retail Sales Tax)	2,240,720	335,986	294,225	(41,761)	13.13%	Received in the following month.
Taxes Total		6,886,950	801,060	795,787	8,601	11.55%	
Licenses & Permits:							
4301	Compliance Program Fee	47,810	-	-	-	0.00%	Payment is generally received in March.
Various	Plumbing, Electrical & Conditional/Land Used Permits	13,220	4,601	4,631	30	35.03%	Permits fluctuate based on activities.
4305	Public Works Permit Fees	100,000	41,959	94,436	52,477	94.44%	Fees fluctuate based on activities.
Various	Other Fees & Permits	25,694	7,523	7,684	161	29.91%	Fees fluctuate based on activities.
4320	Occupancy Permits	1,200	1,165	-	(1,165)	0.00%	Fees fluctuate based on activities.
4313	Building Permits	70,000	25,231	41,329	16,098	59.04%	Fees fluctuate based on activities.
4751	Rental Registry Program Fees	60,000	-	50,517	50,517	84.20%	The City started collecting the fees in January 2025.
4753	Rental Registry Program - Late Fees	-	-	25,259	25,259	0.00%	this is a new revenue source beginning 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	10,360	9,852	(508)	15.16%	Parking Permits issued during Sept.
4311	Apartment License	22,000	320	1,054	734	4.79%	Majority of payments are received in January-March.
4205	Business License Tax	267,000	16,147	19,238	3,091	7.21%	Majority of payments are received in January-March.
4110	Vehicle License Fees Excess	30,600	-	-	-	0.00%	State Allocation.

**Year-To-Date Revenue Report-General Fund
FY 2025-2026
As of October 31, 2025**

Acct #	Account Description	Adopted Budget FY 2025-26	July 2024 - October 2024	July 2025 - October 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
4107	Motor Vehicle License Fee (VLF) in lieu	3,783,840	-	-	-	0.00%	City receives two payments per year: January and May.
Licenses and Permits Total		4,560,614	107,306	254,000	146,694	5.57%	
Charges for Services:							
4704	Plan Check Fees	65,000	18,406	12,032	(6,374)	18.51%	Fees fluctuate based on activities.
4702	Rents & Concessions	25,005	7,939	8,336	397	33.34%	Monthly payments.
Charges for Services Total		90,005	26,345	20,368	(5,977)	22.63%	
Fines and Forfeitures:							
4401	Penalties: Apartment & Business Lic	13,000	3,166	5,336	2,170	41.05%	Penalties generally occur after February.
4404	Southeast Municipal Court (SEMC)/ Court Collections	240,000	59,763	48,516	(11,247)	20.22%	Monthly Payments.
4403	Citations: Administrative	5,000	100	4,300	4,200	86.00%	Code Enforcement Citations fluctuate based on activities.
4402	Citations: Parking	450,000	89,369	71,039	(18,330)	15.79%	Fees fluctuate based on activities. Payments are received two months after the citations
Fines and Forfeitures Total		708,000	152,398	129,191	(23,207)	18.25%	
Leases and Concessions:							
4501	Leased Property Rental Income	59,880	17,554	20,269	2,715	33.85%	Payments received monthly.
Leases and Concessions Total		59,880	17,554	20,269	2,715	33.85%	
Miscellaneous:							
4817	Good Corporate Citizen Program	21,000	-	-	-	0.00%	Payment is generally received in March.
4803	Interest Income	550,000	152,790	147,245	(5,545)	26.77%	Internal allocations are done quarterly.
4821	Other Interest Income	8,950	-	3,045	3,045	34.02%	This is a new account to track interest other than investment earning.
4809	Miscellaneous Revenue	10,000	1,109	50,508	49,399	505.08%	Amount received varies from year to year.
4814	Refunds & Overpayments-Reimb	10,000	46,171	7,154	(39,017)	71.54%	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	64,000	13,550	(50,450)	67.75%	Amount received varies from year to year.
Various	County/State/Federal Grants	-	-	44,486	44,486	0.00%	Reimbursement based on actual expenditures.
4850	Parks & Rec Revenues	2,600	-	-	-	0.00%	Amount received depends on when the facility rental occurred.
4800	Transfer In -General	552,000	131,953	-	(131,953)	0.00%	Generally, transfers are processed at year-end. The \$131,953 was a transfer from Successor's Agency for City's admin costs.

**Year-To-Date Revenue Report-General Fund
FY 2025-2026
As of October 31, 2025**

Acct #	Account Description	Adopted Budget FY 2025-26	July 2024 - October 2024	July 2025 - October 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
Miscellaneous Revenue Total		1,176,550	396,023	265,988	(130,035)	22.61%	
Pension/Retirement Fund:							
4830	Retiree Pension Levy	1,300,000	9,396	9,266	(130)	0.71%	Majority of payments are received in January & June.
Retiree Pension Levy Total		1,300,000	9,396.00	9,266.00	(130.00)	0.71%	
General Fund Revenue Total		\$ 14,781,999	\$ 1,510,082	\$ 1,494,869	\$ (1,339)	10.11%	

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

Fund #	Fund Description	Adopted Budget FY 2025-26	July 2024 - October 2024	July 2025 - October 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(A/C)	
212	Gas Tax Fund	\$ 749,414	\$ 209,161	\$ 200,150	\$ (9,011)	26.71%	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	114,204	115,663	1,459	17.60%	Received monthly.
221	Proposition A Transit Fund	632,687	215,306	220,138	4,832	34.79%	Received monthly.
222	Proposition C Transit Fund	541,131	183,230	186,594	3,364	34.48%	Received monthly.
223	Air Quality Management District (AQMD) Fund	32,500	136	131	(5)	0.40%	Received quarterly.
224	Measure R Transit Fund	413,474	140,373	109,959	(30,414)	26.59%	Received monthly.
225	Measure M Transit Fund	470,937	157,980	123,719	(34,261)	26.27%	Received monthly.
227	LACMTA - Exchange STP-L for Metro Fund	75,014	-	-	-	0.00%	
232	Supplemental Law Enforcement Services Fund (SLESF) Grant	175,000	110,484	117,820	7,336	67.33%	Received monthly.
243	Community Development Block Grant (CDBG)	632,388	22,524	8,597	(13,927)	1.36%	Reimbursement based on actual expenditures.
251	Street Lighting Fund	204,520	10,069	9,706	(363)	4.75%	Payments start in November.
261	Federal / State / County Grants	18,894,412	485,456	22,253	(463,203)	0.12%	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	-	-	-	0.00%	Payment Received in August.
412	Sewer Enterprise Fund	-	-	-	-	0.00%	Payment Starts in November.
501	PLHA Fund (Permanent Local Housing Allocation)	267,788	-	493	493	0.18%	Reimbursement based on actual expenditures.
611	Redevelopment Successor Agency Fund	-	320	-	(320)	0.00%	
Special Revenue Funds Total		\$ 24,656,077	\$ 1,649,243	\$ 1,115,223	\$ (534,020)	4.52%	

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 4.

DATE: November 19, 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. 6436 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 9/30/2025 through 11/7/2025 and adopt Resolution NO. 6436 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 \$1,086,615.50 for the period from 9/30/2025 to 11/7/2025. This amount consists of Warrant Registers of \$850,987.21, ACH registers of \$105,207.73 and Payroll Wire Transfers of \$130,121.56.

ATTACHMENT(S)

1. Resolution No.6436 Approving the Warrants for Register 11.19.25
2. Exhibit A Summary Warrant Demand 11.19.25
3. Exhibit B Warrant Register Detail 11.19.2025

RESOLUTION NO. 6436

**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 \$1,086,316.50 are hereby
ratified:

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

PASSED, APPROVED AND ADOPTED THIS 19th day of November 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.6436, 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 19th day of November, 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, November 19, 2025

Accounts Payable

Amount

Accounts Payable void warrants for payment:	\$	-
Accounts Payable prepaid warrants for payment: Checks No. 093918 - 094011		850,987.21
Accounts Payable ACH warrants for payment: ACH No. 446 - 461		<u>105,207.73</u>
Sub-total	\$	<u>956,194.94</u>

Payroll /Wire Transfer

10/23/25 Payroll Pay Period 10/5/2025 - 10/18/2025		63,628.42
11/06/25 Payroll Pay Period 10/19/2025 - 11/1/2025		<u>66,493.14</u>
Sub-total	\$	<u>130,121.56</u>

Total Demands		<u><u>\$ 1,086,316.50</u></u>
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Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093918	P	10/17/2025	Gilbert Livas	1,681.44	Planning & Economic Development Svcs Aug 2025	General Fund	100
093919	P	10/17/2025	IDS Group, Inc.	4,730.25	Pro Eng Svcs - Teen Center Improv Project Sept 2025	Grant Fund	261
093920	P	10/17/2025	Gregory Kiley dba Kiley & Associates LLC	3,900.00	Federal Legislative Advocacy Svcs 9/15/25-10/14/25	General Fund	100
093921	P	10/17/2025	L.B. Johnson Hardware #1	35.29	PW Dept - Various Supplies 10/10/25	General Fund	100
		10/17/2025	L.B. Johnson Hardware #1	13.15	PW Dept - Various Supplies 10/13/25	General Fund	100
		10/17/2025	L.B. Johnson Hardware #1	32.21	PW Dept - Various Supplies 10/8/25	General Fund	100
		10/17/2025	L.B. Johnson Hardware #1	57.03	PW Dept - Epoxy 10/9/25	Gas Tax Fund	212
		10/17/2025	L.B. Johnson Hardware #1	93.47	PW Dept - Various Supplies 10/7/25	Gas Tax Fund	212
093922	P	10/17/2025	Metro Transit Services	41,004.66	Express Shuttle & Dial-A-Ride Transit Svcs Sept 2025	Prop A Fund	221
093923	P	10/17/2025	PEAC Solutions	590.46	Copier Lease 9/30/25-10/29/25	General Fund	100
093924	P	10/17/2025	QDoxs	49.39	Xerox Copier 10/5/25-11/4/25	General Fund	100
093925	P	10/17/2025	Revueltas Landscape Inc	4,500.00	Dodgers Dream Field Maint Sept 2025	General Fund	100
093926	P	10/17/2025	Staples Business Advantage	146.61	CH - Various Supplies 10/11/25	General Fund	100
		10/17/2025	Staples Business Advantage	499.29	Fin Dept - Toner 10/11/25	General Fund	100
093927	P	10/17/2025	The House of Printing, Inc.	275.75	CH - Business Cards t 8/7/25	General Fund	100
093928	P	10/17/2025	World Private Security Inc.	16,811.37	Crossing Guard Svcs Sept 2025	Gas Tax Fund	212
093929	P	10/24/2025	Abila	485.95	Main & Support Subscription 9/1/25-9/30/25	General Fund	100
093930	P	10/24/2025	Abila	485.95	Main & Support Subscription 10/1/25-10/31/25	General Fund	100
093931	P	10/24/2025	ACC Business	833.58	Internet Svcs 9/11/25 - 10/10/25	General Fund	100
093932	P	10/24/2025	Avant Garde, Inc.	642.75	Compliance Svcs 52nd St & 52nd PI Sewer Improvement Proj Aug	Grant Fund	261
093933	P	10/24/2025	Alta Environmental	917.90	Professional Svcs Aug 2025	General Fund	100
093934	P	10/24/2025	Amazon Capital Services	357.73	CH-Variou Supplies 10/14/25	General Fund	100
		10/24/2025	Amazon Capital Services	266.16	PW Dept - Various Supplies 10/6/25	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093935	P	10/24/2025	AT&T	31.23	Emergency Elevator Phone Svcs 9/10/25-10/9/25	General Fund	100
093936	P	10/24/2025	Benefit Coordinators Corporation (BCC)	1,518.40	Dental & Vision Benefits Nov 2025	General Fund	100
		10/24/2025	Benefit Coordinators Corporation (BCC)	244.51	Dental & Vision Benefits Nov 2025	Gas Tax Fund	212
		10/24/2025	Benefit Coordinators Corporation (BCC)	8.02	Dental & Vision Benefits Nov 2025	Prop A Fund	221
		10/24/2025	Benefit Coordinators Corporation (BCC)	32.26	Dental & Vision Benefits Nov 2025	Prop C Fund	222
		10/24/2025	Benefit Coordinators Corporation (BCC)	23.65	Dental & Vision Benefits Nov 2025	Measure R Fund	224
		10/24/2025	Benefit Coordinators Corporation (BCC)	103.20	Dental & Vision Benefits Nov 2025	Measure M Fund	225
		10/24/2025	Benefit Coordinators Corporation (BCC)	19.12	Dental & Vision Benefits Nov 2025	CDBG	243
		10/24/2025	Benefit Coordinators Corporation (BCC)	6.45	Dental & Vision Benefits Nov 2025	Street Lighting Fund	251
		10/24/2025	Benefit Coordinators Corporation (BCC)	15.48	Dental & Vision Benefits Nov 2025	Permanent Local Housing Allocation	501
		10/24/2025	Benefit Coordinators Corporation (BCC)	20.91	Dental & Vision Benefits Nov 2025	Successor Agency Fund	611
093937	P	10/24/2025	Bordin Semmer LLP	3,275.00	Legal Svcs Aug 2025	General Fund	100
		10/24/2025	Bordin Semmer LLP	3,750.00	Legal Svcs July 2025	General Fund	100
		10/24/2025	Bordin Semmer LLP	5,850.00	Legal Svcs June 2025	General Fund	100
093938	P	10/24/2025	CoreLogic Solutions LLC.	150.00	Property Finder Svcs Sept 2025	General Fund	100
093939	P	10/24/2025	County of L.A. Dept. of Animal Control	20,003.71	Animal Control Svcs Jul 2025	General Fund	100
		10/24/2025	County of L.A. Dept. of Animal Control	16,964.01	Animal Control Svcs May 2025	General Fund	100
093940	P	10/24/2025	Crosstown Electrical & Data Inc.	75.50	3572 55th St 9/8/25	Gas Tax Fund	212
		10/24/2025	Crosstown Electrical & Data Inc.	105.17	56th & Maywood 9/8/25	Gas Tax Fund	212
		10/24/2025	Crosstown Electrical & Data Inc.	2,459.68	Maywood & 55th St 9/5/25	Gas Tax Fund	212
		10/24/2025	Crosstown Electrical & Data Inc.	2,114.00	Maywood Ave 8/28/25	Gas Tax Fund	212
		10/24/2025	Crosstown Electrical & Data Inc.	1,208.00	Maywood Ave 9/4/25	Gas Tax Fund	212
		10/24/2025	Crosstown Electrical & Data Inc.	302.00	Slauson Ave & Gifford Ave 9/3/25	Gas Tax Fund	212
		10/24/2025	Crosstown Electrical & Data Inc.	1,125.00	Street Preventive Maint Sept 2025	Street Lighting Fund	251
093941	P	10/24/2025	Dapeer, Rosenblit & Litvak, LLP	274.75	Municipal Code Enforcement Professional Svcs Sept 2025	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093942	P	10/24/2025	Dewey Pest Control	162.50	Pest Control Svcs Oct 2025	General Fund	100
093943	P	10/24/2025	Diana Cho & Associates	3,124.00	CDBG Code Enforcement Consulting Aug 2025	CDBG	243
		10/24/2025	Diana Cho & Associates	3,344.00	CDBG Code Enforcement Consulting Jul 2025	CDBG	243
		10/24/2025	Diana Cho & Associates	572.00	Consulting Svcs Rental Asst Prog PLH Aug 2025	Permanent Local Housing Allocation	501
093944	P	10/24/2025	George Hills Company	136.20	City Claims/Adjuster Sept 2025	General Fund	100
093945	P	10/24/2025	Graffiti Protective Coatings Inc.	5,232.93	Graffiti Bus Shelter Maint Sept 2025	Prop C Fund	222
093946	P	10/24/2025	HD Supply formerly Home Depot Pro	2,193.00	PW Dept- Jackhammer 10/3/25	General Fund	100
		10/24/2025	HD Supply formerly Home Depot Pro	1,039.01	PW Dept- Various Supplies 10/6/25	General Fund	100
093947	P	10/24/2025	Hinderliter de Llamas & Assoc.	18,500.00	Cannabis Management Prog Sept 2025	General Fund	100
093948	P	10/24/2025	National Fitness Campaign LP	875.00	PW Dept - Bend Station Cushions 10/13/25	General Fund	100
093949	P	10/24/2025	Nationwide Environmental Services	7,537.00	Street Sweeping Svcs Sept 2025	Gas Tax Fund	212
093950	P	10/24/2025	Phoenix Group Information Systems	154.42	Admin Citations Processing Fee Aug 2025	General Fund	100
		10/24/2025	Phoenix Group Information Systems	812.25	Parking Permit Processing Fees Aug 2025	General Fund	100
093951	P	10/24/2025	County of LA Dept of Public Works	3,256.12	SSMP Admin Svcs Jul - Aug 2025	Sewer Enterprise Fund	412
093952	P	10/24/2025	Revueltas Landscape Inc	11,500.00	Landscape Svcs Boxing Club Oct 2025	General Fund	100
093953	P	10/24/2025	Roadline Products Inc.	3,177.88	PW Dept- Various Supplies 9/16/25	Gas Tax Fund	212
093954	P	10/24/2025	SHERIFF'S DEPT COUNTY OF LOS ANGELES	514,938.40	Municipal Law Enforcement Svcs Sept 2025	General Fund	100
093955	P	10/24/2025	Stantec Planning & Landscape Architecture	4,854.00	Slauson Ave & Atlantic Blvd Congestion Relief Improv Aug 2025	Grant Fund	261
		10/24/2025	Stantec Planning & Landscape Architecture	2,206.75	Slauson Ave & Atlantic Blvd Congestion Relief Improv Jul 2025	Grant Fund	261
		10/24/2025	Stantec Planning & Landscape Architecture	9,214.50	Slauson Ave & Atlantic Blvd Congestion Relief Improv Sept 2025	Grant Fund	261

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093956	P	10/24/2025	Techline Sports Lighting, LLC.	10,345.50	Baseball Field Lighting at Maywood Park Sept 2025	Grant Fund	261
093957	P	10/24/2025	The House of Printing, Inc.	213.19	CS Dept - Business Cards 0/8/25	General Fund	100
093958	P	10/24/2025	Quadient Finance USA Inc.	425.00	Postage Usage 9/15/25-10/10/25	General Fund	100
093959	P	10/24/2025	ULINE INC.	1,672.30	PW Dept - Picnic Table 9/11/25	General Fund	100
093960	P	10/24/2025	UniFirst Corporation	82.96	Building Mat Svcs 10/10/25	General Fund	100
		10/24/2025	UniFirst Corporation	82.96	Building Mat Svcs 10/17/25	General Fund	100
		10/24/2025	UniFirst Corporation	84.20	Building Mat Svcs 10/3/25	General Fund	100
		10/24/2025	UniFirst Corporation	82.96	Building Mat Svcs 9/26/25	General Fund	100
		10/24/2025	UniFirst Corporation	82.96	Building Mat Svcs 9/5/25	General Fund	100
093961	P	11/4/2025	Amazon Capital Services	43.86	CS Dept - Pumpkin Patch Backdrop 10/28/25	General Fund	100
093962	P	11/4/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	4,025.00	IT Professional Svcs 9/30/25	General Fund	100
093963	P	11/4/2025	Base Hill Inc.	6,172.97	Janitorial Svcs Oct 2025	General Fund	100
093964	P	11/4/2025	Brent Talmo	1,005.00	Retiree Medical Reimb Nov 2025	General Fund	100
093965	P	11/4/2025	Bruce Leflar	887.86	Retiree Medical Reimb Nov 2025	General Fund	100
093966	P	11/4/2025	Christine M. Locher	426.70	Retiree Medical Reimb Nov 2025	General Fund	100
093967	P	11/4/2025	CivicPlus LLC	6,500.00	Rec Management Annual Fee 11/15/25-11/14/26	General Fund	100
093968	P	11/4/2025	Crosstown Electrical & Data Inc.	1,057.00	Atlantic Blvd & Slauson Ave (Banner Removal) 9/25/25	General Fund	100
		11/4/2025	Crosstown Electrical & Data Inc.	273.43	Slauson Ave & Downey Road 9/15/25	Gas Tax Fund	212
		11/4/2025	Crosstown Electrical & Data Inc.	303.49	Slauson Ave & Pine Ave 9/3/25	Gas Tax Fund	212
093969	P	11/4/2025	Department of Conservation	191.28	Dept of Conservation Fee Report Jul-Sept 2025	General Fund	100
093970	P	11/4/2025	HD Supply formerly Home Depot Pro	66.33	CS Dept - LED Light 10/24/25	General Fund	100
093971	P	11/4/2025	HdL Software LLC	2,936.17	Business License Processing Svcs Sept 2025	General Fund	100
093972	P	11/4/2025	Kimley-Horn and Associates Inc.	2,299.74	HSIP Cycle 11 Traffic Signal Improv Aug 2025	Measure R Fund	224
093973	P	11/4/2025	L.B. Johnson Hardware #1	75.70	PW Dept - Various Supplies 10/24/25	General Fund	100
093974	P	11/4/2025	Laura Ahrens	768.52	Retiree Medical Reimb Nov 2025	General Fund	100
093975	P	11/4/2025	Tri-City Mutual Water Company	338.00	4618 Slauson Ave 8/29/25-10/13/25	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		11/4/2025	Tri-City Mutual Water Company	230.00	5316 Atlantic Ave 8/26/25-10/14/25	General Fund	100
		11/4/2025	Tri-City Mutual Water Company	96.00	5600 Heliotrope Ave 8/23/25-10/13/25	General Fund	100
		11/4/2025	Tri-City Mutual Water Company	1,866.00	E 58th St 8/29/25-10/15/25	General Fund	100
093976	P	11/4/2025	Party on a Penny Corp	4,023.60	Council - State of the City Decoration 10/10/25	General Fund	100
093977	P	11/4/2025	Prado Entertainment	100.00	Tree Lighting Photo Booth Deposit 10/24/25	General Fund	100
093978	P	11/4/2025	BlueTriton Brands, Inc.	40.97	PW Dept - Drinking Water 9/25/25-10/24/25	General Fund	100
093979	P	11/4/2025	Robert Leach	1,005.00	Retiree Medical Reimb Nov 2025	General Fund	100
093980	P	11/4/2025	Ronald Lindsey	1,690.43	Retiree Medical Reimb Nov 2025	General Fund	100
093981	P	11/4/2025	T-MOBILE	626.65	Cell Phone Svcs 9/21/25-10/20/25	General Fund	100
093982	P	11/4/2025	U.S. Bank Corporate Payment System	8,513.39	Cred Card- 10/15/25 stmt	General Fund	100
093983	P	11/4/2025	UniFirst Corporation	82.96	Building Mat Svcs 10/24/25	General Fund	100
093984	P	11/7/2025	Abila	485.95	Main & Support Subscription Nov 2025	General Fund	100
093985	P	11/7/2025	Alta Environmental	1,660.86	Professional Svcs Sept 2025	General Fund	100
		11/7/2025	Alta Environmental	60.10	Professional Svcs Sept 2025	Measure W Fund	280
093986	P	11/7/2025	Amazon Capital Services	87.75	PW Dept - Toner Cartridges 10/14/25	General Fund	100
		11/7/2025	Amazon Capital Services	44.48	PW Dept- Various Supplies 8/28/25	General Fund	100
093987	P	11/7/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	2,276.23	Dell Pro Micro Desktops 10/20/25	General Fund	100
093988	P	11/7/2025	Cat Specialties Inc.	114.90	PW Dept - Banner Patches 10/30/25	General Fund	100
093989	P	11/7/2025	Stickers & Banners LA Inc.	434.61	State of the City Backdrop Stand 10/31/25	General Fund	100
093990	P	11/7/2025	Dave and Frank Automotive	30.00	Vehicle Repair VIN# 307470 10/10/25	General Fund	100
		11/7/2025	Dave and Frank Automotive	30.00	Vehicle Repair VIN# 307470 10/7/25	General Fund	100
093991	P	11/7/2025	Diana Cho & Associates	3,036.00	CDBG Code Enforcement Consulting Sept 2025	CDBG	243

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		11/7/2025	Diana Cho & Associates	572.00	Consulting Svcs Rental Asst Prog PLH Sept 2025	Permanent Local Housing Allocation	501
093992	P	11/7/2025	Francisco & Associates, Inc.	9,950.00	Admin Street Lighting Assessment District FY25-26	Street Lighting Fund	251
093993	P	11/7/2025	HD Supply formerly Home Depot Pro	(30.63)	Centennial Event- Zip Ties 9/5/24	General Fund	100
		11/7/2025	HD Supply formerly Home Depot Pro	119.36	PW Dept- Blinds for Parking Enf Office 10/14/25	General Fund	100
		11/7/2025	HD Supply formerly Home Depot Pro	330.40	PW Dept- Various Supplies 10/21/25	General Fund	100
		11/7/2025	HD Supply formerly Home Depot Pro	46.34	PW Dept - Concrete 10/16/25	Gas Tax Fund	212
093994	P	11/7/2025	Hinderliter de Llamas & Assoc.	985.70	Sales Tax Svcs Jan-Mar 2025	General Fund	100
093995	P	11/7/2025	IDS Group, Inc.	5,000.00	Pro Eng Svcs- Teen Center Improv Oct 2025	Grant Fund	261
093996	P	11/7/2025	Innovative Fence Inc.	91.30	Fence Rental - 5102 Cudahy Ave 9/1/25-10/1/25	General Fund	100
		11/7/2025	Innovative Fence Inc.	314.90	Fence Rental - 5110 District Blvd 10/9/25-11/9/25	General Fund	100
		11/7/2025	Innovative Fence Inc.	689.00	Fence Rental - 5110 District Blvd 9/9/25-10/9/25	General Fund	100
093997	P	11/7/2025	El Cafecito by Cakes B&G	699.92	State of the City - Catering 11/13/25	General Fund	100
093998	P	11/7/2025	Los Cabos The Pupusa House	1,000.00	State of the City - Catering	General Fund	100
093999		11/7/2025	L.B. Johnson Hardware #1	12.41	PW Dept - Various Supplies 10/15/25	General Fund	100
		11/7/2025	L.B. Johnson Hardware #1	151.32	PW Dept - Various Supplies 10/17/25	General Fund	100
094000	P	11/7/2025	Regional TAP Service Center	787.20	Metro TAP Cards Oct 2025	Prop C Fund	222
094001	P	11/7/2025	Maywood Mutual Water No.1	148.82	3530 E Slauson Ave 8/15/25-10/23/25	General Fund	100
		11/7/2025	Maywood Mutual Water No.1	386.10	3630 E Slauson Ave 8/18/25-10/23/25	General Fund	100
		11/7/2025	Maywood Mutual Water No.1	311.95	3728 E Slauson Ave 8/20/25-10/22/25	General Fund	100
		11/7/2025	Maywood Mutual Water No.1	154.27	4400 E Slauson Ave 8/26/25-10/23/25	General Fund	100
		11/7/2025	Maywood Mutual Water No.1	84.55	5921 Atlantic Ave 6/24/25-8/26/25	General Fund	100
		11/7/2025	Maywood Mutual Water No.1	79.61	5961 Atlantic Ave 8/26/25-10/23/25	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		11/7/2025	Maywood Mutual Water No.1	124.10	6027 Atlantic Ave 8/25/25-10/21/25	General Fund	100
		11/7/2025	Maywood Mutual Water No.1	1,710.93	6135 Atlantic Ave 8/25/25-10/21/25	General Fund	100
094002	P	11/7/2025	Maywood Mutual Water Co. No.2	170.50	3626 E 56th St/Pixley Pk 9/1/25-11/1/25	General Fund	100
		11/7/2025	Maywood Mutual Water Co. No.2	220.00	4319 E Slauson 9/1/25-11/1/25	General Fund	100
		11/7/2025	Maywood Mutual Water Co. No.2	29.50	4323 S Slauson Ave 9/1/25-11/1/25	General Fund	100
		11/7/2025	Maywood Mutual Water Co. No.2	87.36	5313 Pine Ave 9/1/25-11/1/25	General Fund	100
		11/7/2025	Maywood Mutual Water Co. No.2	81.00	5515 Maywood Ave 9/1/25-11/1/25	General Fund	100
		11/7/2025	Maywood Mutual Water Co. No.2	342.99	Fruitland/Carmelita 9/1/25-11/1/25	General Fund	100
094003	P	11/7/2025	Tri-City Mutual Water Company	558.00	4800 Slauson 8/28/25-10/15/25	General Fund	100
		11/7/2025	Tri-City Mutual Water Company	53.25	5000 Slauson Ave Oct 2025	General Fund	100
		11/7/2025	Tri-City Mutual Water Company	2,652.00	5950 Walker Ave Oct 2025	General Fund	100
094004	P	11/7/2025	Nationwide Environmental Services	7,537.00	Street Sweeping Svcs Oct 2025	Gas Tax Fund	212
094005	P	11/7/2025	Ok Printing Design & Digital Print	720.00	Newsletter Oct - Dec 2025	General Fund	100
094006	P	11/7/2025	County of LA Dept of Public Works	3,446.59	SSMP Admin Svcs Sept 2025	Sewer Enterprise Fund	412
094007	P	11/7/2025	Aresolo, Inc.	1,931.60	State of the City - Catering 10/4/25	General Fund	100
094008	P	11/7/2025	Revueltas Landscape Inc	6,020.00	Landscaping Svcs Oct 2025	General Fund	100
		11/7/2025	Revueltas Landscape Inc	4,325.00	Landscaping Svcs Oct 2025	Gas Tax Fund	212
094009	P	11/7/2025	Roadline Products Inc.	322.38	PW Dept- Graco Striper Svcs 10/9/25	Gas Tax Fund	212
		11/7/2025	Roadline Products Inc.	158.65	PW Dept- Hwy Glass Beads 10/9/25	Gas Tax Fund	212
094010	P	11/7/2025	ULINE INC.	688.60	PW Dept- Various Supplies 10/7/25	General Fund	100
094011	P	11/7/2025	Vernon City of	23.88	Slauson/Downey 8/13/25-9/15/25	General Fund	100
ACH-446		9/30/2025	State Compensation Insurance Fund	4,415.00	Workers Compensation Insurance - Sept 2025	General Fund	100
ACH-447		10/1/2025	US Bank Fees	25.00	Bank Merchant Fees- Rental Registry Credit Card Sept 2025	General Fund	100
ACH-448		10/1/2025	US Bank Fees	35.00	Bank Merchant Fees - Rental Registry Checks Sept 2025	General Fund	100
ACH-449		10/1/2025	US Bank Fees	1,030.00	Bank Merchant Fees - Front Counter Sept 2025	General Fund	100
ACH-450		10/6/2025	8x8 Inc.	465.97	Telephone Svcs Sept 2025	General Fund	100
ACH-451		10/7/2025	California Public Employees' Retirement System	28,005.71	Health Contribution Oct 2025	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		10/7/2025	California Public Employees' Retirement System	4,810.07	Health Contribution Oct 2025	Gas Tax Fund	212
		10/7/2025	California Public Employees' Retirement System	231.63	Health Contribution Oct 2025	Prop A Fund	221
		10/7/2025	California Public Employees' Retirement System	844.29	Health Contribution Oct 2025	Prop C Fund	222
		10/7/2025	California Public Employees' Retirement System	587.35	Health Contribution Oct 2025	Measure R Fund	224
		10/7/2025	California Public Employees' Retirement System	1,946.87	Health Contribution Oct 2025	Measure M Fund	225
		10/7/2025	California Public Employees' Retirement System	509.59	Health Contribution Oct 2025	CDBG	243
		10/7/2025	California Public Employees' Retirement System	164.29	Health Contribution Oct 2025	Street Lighting Fund	251
		10/7/2025	California Public Employees' Retirement System	333.55	Health Contribution Oct 2025	Permanent Local Housing Allocation	501
		10/7/2025	California Public Employees' Retirement System	605.88	Health Contribution Oct 2025	Successor Agency Fund	611
ACH-452		10/10/2025	California Joint Powers Insurance Authority	22,355.58	CJPIA Oct 2025	General Fund	100
ACH-453		10/10/2025	WELLS FARGO BANK N A	5,000.00	Tax Alloc REF. 2017A1,A2,B - Administration Charges	Successor Agency Fund	611
ACH-454		10/7/2025	California Public Employees' Retirement System	7,934.53	Contribution 9/7/2025-9/20/2025	General Fund	100
		10/7/2025	California Public Employees' Retirement System	1,017.44	Contribution 9/7/2025-9/20/2025	Gas Tax Fund	212
		10/7/2025	California Public Employees' Retirement System	48.87	Contribution 9/7/2025-9/20/2025	Prop A Fund	221
		10/7/2025	California Public Employees' Retirement System	341.78	Contribution 9/7/2025-9/20/2025	Prop C Fund	222
		10/7/2025	California Public Employees' Retirement System	186.59	Contribution 9/7/2025-9/20/2025	Measure R Fund	224
		10/7/2025	California Public Employees' Retirement System	416.78	Contribution 9/7/2025-9/20/2025	Measure M Fund	225
		10/7/2025	California Public Employees' Retirement System	242.53	Contribution 9/7/2025-9/20/2025	CDBG	243

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		10/7/2025	California Public Employees' Retirement System	82.53	Contribution 9/7/2025-9/20/2025	Street Lighting Fund	251
		10/7/2025	California Public Employees' Retirement System	149.30	Contribution 9/7/2025-9/20/2025	Permanent Local Housing Allocation	501
		10/7/2025	California Public Employees' Retirement System	245.09	Contribution 9/7/2025-9/20/2025	Successor Agency Fund	611
ACH-455		10/14/2025	Southern California Edison	8,778.48	Everett Ave 9/1/25-9/30/25	Gas Tax Fund	212
ACH-456		10/14/2025	Southern California Edison	519.95	Various Locations Sept 2025	General Fund	100
		10/14/2025	Southern California Edison	2,506.71	Various Locations Sept 2025	Gas Tax Fund	212
		10/14/2025	Southern California Edison	10,365.84	Various Locations Sept 2025	Street Lighting Fund	251
ACH-457		10/15/2025	US Bank Fees	120.00	Analysis Svc Charges Oct 2025	General Fund	100
ACH-458		10/15/2025	Colonial Life	27.44	Colonial Life Sept2025	General Fund	100
ACH-459		10/17/2025	American Family Life Assurance Company of Columbus (AFLAC)	438.38	Aflac payment Sept2025	General Fund	100
ACH-460		10/21/2025	Southern California Edison	123.66	5916 King Ave/5913 Mayflower Ave 9/9/2025-10/7/2025	Gas Tax Fund	212
ACH-461		10/22/2025	Southern California Edison	296.05	4805 E 58th St 9/10/2025-10/8/2025	General Fund	100
			Total ACH and Warrant Registers	956,194.94			
		10/23/25	Payroll Transfer	63,628.42	Payroll Pay Period 10/5/2025 - 10/18/2025		
		11/06/25	Payroll Transfer	66,493.14	Payroll Pay Period 10/19/2025 - 11/1/2025		
			Total ACH, Warrant Registers and Payroll Transfer	1,086,316.50			

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 5.

DATE: November 19, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: RIMO HANSON, FINANCE DIRECTOR

SUBJECT: APPROVAL OF AUDIT ENGAGEMENT LETTER FOR FINANCIAL STATEMENT AUDIT SERVICES — FY 2024-25 WITH VAN LANT & FANKHANEL, LLP IN THE AMOUNT OF \$40,950.

RECOMMENDATION:

Staff recommends that the City Council approve the annual financial audit services agreement with Van Lant & Fankhanel, LLP for fiscal year 2024-25, as outlined in the attached audit engagement letter in the amount of \$40,950 and authorize the City Manager to sign the engagement letter.

BACKGROUND:

The City engages with an independent auditing firm annually to conduct an annual audit of its financial statements.

DISCUSSION:

Van Lant & Fankhanel, LLP currently serves as the City's external auditors. Each year, the City engages independent auditors to conduct an annual audit of its financial statements. The auditors play a critical role in assessing the City's system of internal controls and overall financial management and condition. They also assist in the preparation of the financial statements and provide assistance with the implementation of new Governmental Accounting Standard Board (GASB) pronouncements.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The cost of these audit services, \$40,950, which includes \$2,350 for Single Audit and \$550 for the Gann Limit Calculation has been appropriately budgeted in the Finance Department's Fiscal Year 2025-26 budget.

ATTACHMENT(S)

1. Maywood Engagement Letter FY 2025

November 10, 2025

To: Management and the City Council
City of Maywood
Maywood, CA

We are pleased to confirm our understanding of the services we are to provide the City of Maywood (City) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedules.
- 3) Pension and OPEB RSI.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.
- 2) Combining schedules.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory Section
- 2) Statistical Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk of material misstatement as part of our audit planning. According to GAAS, significant risks include management override of controls. Accordingly, we have considered management override of controls as a significant risk.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

We will also provide a report on agreed upon procedures performed on the City's calculation of its annual appropriations limit as required by Article XIII B of the California State Constitution. We will perform the procedures in the Article XIII B Appropriations Limit Uniform Guidelines as published by the League of California Cities. This report will include a statement that the report is intended solely for the information and use of management, City Council and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government

complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of VLF, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of VLF, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We will begin our audit in November 2025 and plan to issue our reports as soon as possible thereafter. Brett Van Lant, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for the 2024-2025 fiscal year, will be \$40,950, which includes \$2,350 for Single Audit and \$550 for the Gann Limit Calculation. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. In addition, the above fees are based on the assumption that the Single Audit will include no more than one major program, in accordance with the Uniform Guidance.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City of Maywood. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Maywood and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

VAN LANT & FANKHANEL, LLP

Van Lant & Fankhanel, LLP

Brett Van Lant
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of the City of Maywood.

Signature: _____

Title: _____

Date: _____

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 6.

DATE: November 19, 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: APPROVAL OF FINAL PARCEL MAP NO. 84166, FOR A HOUSING DEVELOPMENT PROJECT LOCATED AT 4536 E. 59TH PLACE AND FINDING OF AN EXEMPTION FROM CEQA

RECOMMENDATION:

Staff recommends that the City Council find the project exempt from CEQA under Section 15332, Class 32 (In-Fill Development), and approve Final Parcel Map PC24-04 (PM84166), and authorize its filing with the Los Angeles County Recorder's Office.

BACKGROUND:

On January 16, 2024, Planning Staff presented to the Planning Commission a Tentative Parcel Map Application No. PC23-04, (TPM84166) to merge parcels located at 4539 East 59th Place, Assessor's Parcel Number ("APN") 6313-011-021 and 4545 East 59th Place, APN 6313-011-20 into one parcel and find the merger exempt from CEQA.

The two parcels are owned by the Applicant. Parcel "A" is located at 4539 East 59th Place. Parcel "B" is located directly above Parcel A on the same lot, and is given the address 4545 East 59th Place. The Applicant is proposing a residential addition to the existing structure. The City cannot approve development of a noncompliant structure and parcels. Parcel A contains the single family dwelling unit. The dimensions of Parcel A are approximately 39 feet by 70 feet. Parcel B contains the detached garage and is considered a flag lot. Parcel B dimensions are one (1) foot by 70 feet from East 59th Place, and 40 feet by 70 feet in the rear. The parcels will need to be consolidated before the City can review the proposed scope of work on the existing structure. Residential development criteria cannot be enforced until a parcel conforms with the minimum City requirements.

DISCUSSION:

On January 16, 2024, the Planning Commission adopted Resolution No. PC 24-1, recommending that the City Council approve Tentative Parcel Map Application No. PC23-04, ("Application") to merge parcels located at 4539 East 59th Place, Assessor's Parcel Number ("APN") 6313-011-021 and 4545 East 59th Place, APN 6313-011-20 into one parcel and find the merger exempt from CEQA.

The Planning Department staff has determined that the parcel merger is categorically exempt from the requirements of the California Environmental Quality Act (CEQA). The parcel merger qualifies under Class 32 exemption under State CEQA Guideline Section 15332 (In-Fill Development) because the proposed parcel merger is consistent with the applicable General Plan designation and all applicable General Plan policies as

well as with applicable zoning designation and regulations; the site is within City limits on a site of no more than five acres substantially surrounded by urban developments; the site has no value has habitat for endangered, rare or threatened species; approval would not result in any significant effects relating to traffic, noise, air quality, or water quality

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENT(S)

1. Attachment C - PC Staff Report TPM - 84166
2. Attachment B - Resolution

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 1.

DATE: January 16, 2024

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: STEVE FOWLER, DIRECTOR OF BUILDING AND PLANNING

BY: CALVIN KO, ASSISTANT PLANNER

SUBJECT: TENTATIVE PARCEL MAP APPLICATION PC23-04 (TENTATIVE PARCEL MAP NO. 84166)

RECOMMENDATION:

Staff recommends that the Planning Commission adopt Resolution No. PC 24-1, recommending that the City Council approve Tentative Parcel Map Application No. PC23-04, ("Application") to merge parcels located at 4539 East 59th Place, Assessors Parcel Number ("APN") 6313-011-021 and 4545 East 59th Place, APN 6313-011-20 into one parcel and fine the merger exempt from CEQA.

BACKGROUND:

Mathur Investments, LLC ("Applicant") is requesting approval of the merger of two adjacent parcels into one parcel for future development. The parcels are located on East 59th Place, between Atlantic Boulevard on the west, King Avenue to the east, and Slauson Avenue to the north. The current parcels have a zoning designation of Residential (R-3). The surrounding properties to the west, east, and south are also residential dwellings in the Residential (R-3) zone. The parcel directly north of the two parcels is a commercial motel located in the Commercial (C) zoned area. The lot was originally part of Tract 3648 lot number 1369. This lot was later divided into 4 parcels, two of which are the parcels that the Applicant would like to merge together.

The two parcels are owned by the Applicant. Parcel "A" is located at 4539 East 59th Place. Parcel "B" is located directly above Parcel A on the same lot, and is given the address 4545 East 59th Place. The Applicant is proposing a residential addition to the existing structure. The City cannot approve development of a noncompliant structure and parcels. Parcel A contains the single family dwelling unit. The dimensions of Parcel A are approximately 39 feet by 70 feet. Parcel B contains the detached garage and is considered a flag lot. Parcel B dimensions are 1 foot by 70 feet from East 59th Place, and 40 feet by 70 feet in the rear. The parcels will need to be consolidated before the City can review the proposed scope of work on the existing structure. Residential development criteria cannot be enforced until a parcel conforms with the minimum City requirements.

DISCUSSION:

Section 6(b) of the City's Subdivision Ordinance sets forth the Planning Commission's responsibility for land divisions.

"The Planning Commission shall be the Advisory Agency and be responsible for recommending approval, conditional approval, or denial of the application for land division and reporting its action to the City Council."

Section 8 of the City's Subdivision Ordinance provides that map approval requires a finding of General Plan consistency as follows:

"At the public hearing, the Planning Commission shall hear all testimony and evidence, and recommendations, and shall recommend approval, conditional approval, or disapproval of the tentative map within thrifty (30) days of the filing thereof. Such action shall specify the facts and reasons for the decision made with a finding as to whether or not the division, along with its improvement and design, conforms to the City General Plan."

In addition, Government Code Section 66474 of the Subdivision Map Act requires that the following findings be made

- A. That the proposed map is consistent with the applicable general and specific plans as specified in Section 65451

The parcel merger is located in a residential designated area of the General Plan. The consolidation of the parcels will meet the minimum lot width requirement of 40 feet. Additionally, it will allow for the proper review of the proposed development of the lot based on the new property lines that will be established. The parcels have a MZO designation as Residential; they are not within a specific plan area. According to 4010.50 of the MZO, the minimum lot size shall be 5,000 square feet. Parcel "A" is approximately 2,816 square feet. Parcel "B" is approximately 2,877 square feet. Once the parcels are merged, it will be approximately 5,693 square feet. According to 4010.60, the minimum lot width shall be 40 feet. The dimensions of Parcel A are approximately 39 feet by 70 feet. Parcel B contains the detached garage and is considered a flag lot. Parcel B dimensions are 1 foot by 70 feet from East 59th Place, and 40 feet by 70 feet in the rear. The consolidated parcel will have a lot width of 40 feet.

- B. That the design or improvement of the proposed merger is consistent with applicable general and specific plans.

The proposed merger is consistent with the MZO with usage and zoning as indicated below. The adjacent parcels are also designated for Residential (R-3) and their uses are within scope.

Surrounding Lan Use and Zoning for 4539 East 59th Place

- North - Garage, Residential (R-3)
- South - Multifamily dwelling, Residential (R-3)
- West - Multifamily dwelling, Residential (R-3)
- East - Single family dwelling, Residential (R-3)

Surrounding Lan Use and Zoning for 4545 East 59th Place

- North - Motel, Commercial (CM)
- South - Singly family dwelling, Residential (R-3)
- West - Multifamily dwelling, Residential (R-3)
- East - Single family dwelling, Residential (R-3)

- C. That the site is physically suitable for the type of development.

The site is physically suitable for the type of residential development. There is no change in use for the parcel. This is a consolidation of properties owned by the Applicant. Parcel "A" contains a single family dwelling and Parcel "B" contains a garage.

- D. That the site is physically suitable for the proposed density of development.

The site is physically suitable for the proposed density of the development. According to Section 4010.80 of the MZO, irrespective of its square footage, a lot with less than 50 feet in width can only have a single-family dwelling or a primary dwelling unit and second dwelling unit constructed pursuant

to the provisions of Appendix C. The proposed addition is to the existing single family dwelling unit, along with the proposed detached accessory dwelling unit of 585 square feet.

- E. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantial and avoidable injuries to fish or wildlife or their habitat.

The merger is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat in that the merger is proposed within an entirely urbanized area and the parcels are graded and paved. The newly created parcel is connected to all urbanized utilities.

- F. That the design of the subdivision or type of improvements is not likely to cause serious public health problems.

The design of the merged parcel or type of improvements is not likely to cause serious public health problems in that the proposed merger is for parcel consolidation and continued use of the existing parcel.

- G. That the design of the subdivisions or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. .

The design of the parcel does not contain easements for access through, or use of, property within the proposed merged parcels.

This item was advertised as a public hearing in the Bell/Maywood Industrial Post newspaper, and notices were mailed to all property owners within a 500-foot radius of the site.

LEGAL REVIEW:

The Planning Department Staff has determined that the parcel merger is categorically exempt from the requirements of the California Environmental Quality Act (CEQA). The parcel merger qualifies under class 32 exemption under State CEQA Guideline Section 15332 (In-Fill Development) because the proposed parcel merger is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations; the site is within city limites on a site of no more than five acres substantially surrounded by urban guess; the site has no value has habitat for endangered, rare or threatened species; approval would not result in any significant effects relating to traffic, noise, air quality, or water quality.

FISCAL IMPACT:

ATTACHMENT(S)

1. TPM 84166 - 4539 E. 59th Pl.

RESOLUTION NO. PC24-0472

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MAYWOOD, RECOMMENDING THAT THE CITY COUNCIL APPROVE TENTATIVE PARCEL MAP APPLICATION PC24-01 TO ALLOW THE PARCEL MERGER OF TWO RESIDENTIAL PARCELS, ASSESSOR PARCEL NUMBER ("APN") 6313-011-020 AND 6313-011-021 INTO ONE PARCEL, LOCATED AT 4539 E. 59TH PLACE, FOR DEVELOPMENT AND FINDING PARCEL MERGER EXEMPT UNDER CEQA

THE PLANNING COMMISSION OF THE CITY OF MAYWOOD, CALIFORNIA HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

WHEREAS, Mathur Investments, LLC ("Applicant") filed Application No. PC24-01 for a Tentative Parcel Map ("TPM") to allow the parcel merger of two adjacent residential parcels located at 4539 East 59th Place and 4545 East 59th Place ("Application"); and

WHEREAS, the parcels have a General Plan designation of Residential and zoning designation of Residential (R-3); and

WHEREAS, the City's Subdivision Ordinance provides that the Planning Commission serves as the advisory agency to recommend approval, conditional approval, or denial of applications for land mergers to the City Council after a public hearing; and

WHEREAS, City Planning Department staff reviewed the proposed TPM for compliance with the State Subdivision Map Act, the City's General Plan, and the City's Zoning and Subdivision Ordinances; and

WHEREAS, Planning Department staff also completed an initial environmental assessment of the proposed matter in accordance with the California Environmental Quality Act (CEQA) and recommends that the Planning Commission determine the parcel merger is Categorical Exemption from CEQA review as a Class 32 exemption pursuant to State CEQA Guidelines Section 15332 because the project falls within exemption requirements for the in-fill development projects; and

WHEREAS, on January 16th, 2024, the Planning Commission of the City of Maywood ("Commission") conducted a duly noticed public hearing on the Application at which time all persons wishing to testify in connection with the Application were heard and the Application was comprehensively reviewed; and

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

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

SECTION 1. Based on the entire record before the Planning Commission and all written and oral evidence presented to the Commission, including the staff report, and pursuant to the provisions of the Maywood Subdivision Ordinance, the Commission finds as follows:

- A. That the proposed TPM is consistent with the applicable general and specific plans as specified in Section 65451. The parcels are located in a residential designated area of the General Plan. The consolidation of the parcels will meet the minimum lot width requirement of 40 feet. Additionally, it will allow for the proper review of the proposed development of the lot based on the new property lines that will be established. The project site has a MZO designation as Residential; it is not within a specific plan area. According to 4010.50 of the MZO, the minimum lot size shall be 5,000 square feet. Parcel "A" is approximately 2,816 square feet. Parcel "B" is approximately 2,877 square feet. Once the parcels are merged, it will be approximately 5,693 square feet. According to 4010.60, the minimum lot width shall be 40 feet. The dimensions of Parcel A are approximately 39 feet by 70 feet. Parcel B contains the detached garage and is considered a flag lot. Parcel B dimensions are 1 foot by 70 feet from East 59th Place, and 40 feet by 70 feet in the rear. The consolidated

parcel will have a lot width of 40 feet.

3. That the design or improvement of the proposed parcel merger is consistent with applicable general and specific plans. The proposed Marcel merger is consistent with the MZO with usage and zoning. The adjacent parcels are also designated for Residential (R-3) and their uses are within scope.
3. That the site is physically suitable for the type of development contemplated. There is no change in use for the parcels. This is a consolidation of properties owned by the Applicant. Parcel "A" contains a single family dwelling and Parcel "B" contains a garage.
3. That the site is physically suitable for the proposed density of development. The site is physically suitable for the proposed density of the development. According to Section 4010.80 of the MZO, irrespective of its square footage, a lot with less than 50 feet in width can only have a single-family dwelling or a primary dwelling unit and second dwelling unit constructed pursuant to the provisions of Appendix C. The proposed addition is to the existing single family dwelling unit, along with the proposed detached accessory dwelling unit of 585 square feet.
- E. That the design of the parcel merger or the proposed improvements are not likely to cause substantial environmental damage or substantial and avoidable injuries to fish or wildlife or their habitat. The merger is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat in that the parcel merger is proposed within an entirely urbanized area and the parcel is graded and paved. The newly created parcel is connected to all urbanized utilities.
- F. That the design of the parcel merger or type of improvements is not likely to cause serious public health problems. The design of the merged parcel or type of improvements is not likely to cause serious public health problems in that the proposed merger is for parcel consolidation and continued use of the existing parcel.
3. That the design of the parcel merger or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed parcel merger. In this case, the design of the parcel does not contain easements for access through, or use of, property within the proposed merger.

SECTION 2. The Planning Commission finds that the Application is exempt from the provisions of the California Environmental Quality Act (CEQA). The Planning Commission has analyzed the Application and has concluded that it is appropriate in this case to grant a Class 32 Categorical Exemption under CEQA Guidelines Section 15332 because the proposed parcel merger is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations; the site is within City limits on a site of no more than five acres substantially surrounded by urban uses; the site has no value as habitat for endangered, rare or threatened species; and approval would not result in any significant effects relating to traffic, noise, air quality, or water quality.

SECTION 3. Based on the entire record before the Commission, all written and oral evidence presented to the Commission, and the findings set forth in this Resolution, the Commission hereby recommends that the City Council approve TPM Application No. PC24-01 and find the merger exempt from CEQA to allow the parcel merger of two residential zoned parcels into one parcel.

SECTION 4. The location and custodian of the documents and any other material which constitute the record of proceedings upon which the Planning Commission based its decisions is as follows : Steve Fowler, Director of Building and Planning.

SECTION 5. Effective Date. This Resolution shall become effective upon its adoption

PASSED, APPROVED AND ADOPTED THIS 16TH DAY OF JANUARY, 2024 by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAINED:**

Raul Rodriguez
Planning Commissioner Chairperson

ATTEST:

Steve Fowler
Planning Commission Secretary

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 7.

DATE: November 19, 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: RECONSIDERATION OF THE CITY'S PREVIOUS ACTION AND RESCIND THE AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH FLOCK GROUP INC. FOR AUTOMATED LICENSE PLATE READERS (ALPR) FOR PUBLIC SAFETY TECHNOLOGY SERVICES

RECOMMENDATION:

Staff recommends that the City Council reconsider its prior action authorizing the City to enter into an agreement with Flock Group Inc. for Automated License Plate Recognition (ALPR) camera services and rescind the authorization provided to the City Manager to execute the agreement.

BACKGROUND:

On February 26, 2025, the City Council approved an agenda item authorizing the City to enter into an agreement with Flock Group Inc. for the installation of automated license plate recognition (ALPR) cameras to support local public safety efforts. Following City Council action, the agreement was not executed, and the Flock Group Inc. services were never implemented in the City as locations for the cameras were being reviewed.

Since that time, significant changes in the local, state, and national landscape, particularly involving federal immigration enforcement policies and increased community concern regarding data-sharing, surveillance technologies, and public safety, have prompted further internal review of the proposed partnership.

DISCUSSION:

Although the original intent of the Flock Group Inc. camera program was to enhance local crime prevention and assist law enforcement with investigative resources, community trust and public safety outcomes must be considered in equal measure.

Following the City Council's initial action of this agreement, heightened Immigration and Customs Enforcement (ICE) activity and potential reported collaborations between federal agencies and local law enforcement technologies have generated significant concern among immigrant communities, including fears that surveillance platforms, even when used for local policing, could inadvertently enable federal enforcement

actions or compromise community safety, mobility, and privacy.

The City of Maywood is home to a large immigrant population, many of whom are essential workers, long-standing residents, and deeply rooted in the social and economic fabric of our community. The City acknowledges the importance of:

- Preserving trust between residents and local government,
- Protecting vulnerable communities from potential unintended data sharing or surveillance impacts, and
- Maintaining public safety strategies that do not create fear or deter community members from living, working, or accessing services within the City.

While Flock Group Inc. has stated that its systems are designed for local law enforcement use, growing public concern surrounding third-party data retention, data sharing, and federal access pathways has prompted the need for a revised policy determination.

Given these concerns, and the fact that no contract was executed or services initiated, staff recommends that the City consider the withdrawal from the previously approved action and rescind its authorization to the City Manager to enter into the agreement.

LEGAL REVIEW:

The City Attorney reviewed this report.

FISCAL IMPACT:

There is no fiscal impact at this time. The agreement with Flock Safety was never executed, no services were rendered, and no City funds were expended. While the City previously appropriated \$61,100 for this program, rescinding the prior action will eliminate any future financial obligations and ensure that allocated funds remain unspent and available for other City priorities.

ATTACHMENT(S)

1. Flock Group Inc. Master Services Agreement w Exhibits

Master Services Agreement

This Master Services Agreement (this “*Agreement*”) is entered into by and between Flock Group, Inc. with a place of business at 1170 Howell Mill Road NW Suite 210, Atlanta, GA 30318 (“*Flock*”) and the entity identified in the signature block (“*Customer*”) (each a “*Party*,” and together, the “*Parties*”). This Agreement is effective on the date of mutual execution (“*Effective Date*”). Parties will sign an Order Form (“*Order Form*”) which will describe the Flock Services to be performed and the period for performance, attached hereto as **Exhibit A**.

RECITALS

WHEREAS, Flock offers a software and hardware situational awareness solution through Flock’s technology platform that upon detection is capable of capturing audio, video, image, and recording data and provide notifications to Customer (“*Notifications*”);

WHEREAS, Customer desires access to the Flock Services (defined below) on existing devices, provided by Customer, or Flock provided Flock Hardware (as defined below) in order to create, view, search and archive Footage and receive Notifications, via the Flock Services;

WHEREAS, Customer shall have access to the Footage in Flock Services. Pursuant to Flock’s standard Retention Period (defined below) Flock deletes all Footage on a rolling thirty (30) day basis, except as otherwise stated on the *Order Form*. Customer shall be responsible for extracting, downloading and archiving Footage from the Flock Services on its own storage devices; and

WHEREAS, Flock desires to provide Customer the Flock Services and any access thereto, subject to the terms and conditions of this Agreement, solely for the awareness, prevention, and prosecution of crime, bona fide investigations and evidence gathering for law enforcement purposes, (“*Permitted Purpose*”).

1. DEFINITIONS

Certain capitalized terms, not otherwise defined herein, have the meanings set forth or cross-referenced in this Section 1.

1.1 “**Agreement**” means the order form (to be provided as Exhibit A, “Order Form”), these terms and conditions, and any document therein incorporated by reference in section 11.4.

1.2 “**Anonymized Data**” means Customer Data permanently stripped of identifying details and any potential personally identifiable information, by commercially available standards which irreversibly alters data in such a way that a data subject (i.e., individual person or entity) can no longer be identified directly or indirectly and is thereby rendered “anonymized data” as defined in ISO 25237:2017, Sections 3.2 and 3.3.

1.3 “**Authorized End User(s)**” means any individual employees, agents, or contractors of Customer and/or LASD accessing or using the Services, under the rights granted to Customer pursuant to this Agreement.

1.4 “**Customer Data**” means the data, media and content provided or made accessible to Flock by Customer through or in connection with the Services. For the avoidance of doubt, the Customer Data will include the Footage.

1.5. “**Customer Hardware**” means the third-party cameras owned or provided by Customer and any other physical elements that interact with the Embedded Software and the Web Interface to provide the Services.

1.6 “**Effective Date**” means the date this Agreement is mutually executed (valid and enforceable) by both Parties.

1.7 “**Embedded Software**” means the Flock proprietary software and/or firmware integrated with or installed on the Flock Hardware or Customer Hardware.

1.8 “**Flock Hardware**” means the Flock device(s), which may include the pole, clamps, cameras, solar panel, installation components, and any other Flock owned physical elements that interact with the Embedded Software and the Web Interface, to provide the Flock Services as specifically set forth in the applicable Order Form.

1.9 “**Flock IP**” means the Services, the Embedded Software, and any intellectual property or proprietary information therein or otherwise provided to Customer and/or its Authorized End Users. Flock IP does not include Footage (as defined below).

1.10 “**Flock Services**” or “Services” means the provision of Flock’s software and hardware situational awareness solution, via the Web Interface, for automatic license plate detection, alerts, audio detection, searching image records, video and sharing Footage.

1.11 “**Footage**” means still images, video, audio, and other data captured by the Flock Hardware or Customer Hardware in the course of and provided via the Flock Services.

1.12 “**Installation Services**” means the services provided by Flock for installation of Flock Services and Flock Hardware.

1.13 “**Permitted Purpose**” means any legitimate public safety and/or business purpose, including, but not limited to, the awareness, prevention, and prosecution of crime; investigations; and prevention of commercial harm, to the extent permitted by law.

1.14 “**Retention Period**” means the time period that the Customer Data is stored by Flock within the cloud storage, as specified in the applicable Order Form. Flock deletes all Footage on a rolling thirty (30) day basis, except as otherwise stated on the Order Form. Customer shall be responsible for extracting, downloading and archiving Footage from the Flock Services on its own storage devices.

1.15 “**Vehicle Fingerprint 'TM'**” means the unique vehicular attributes captured through the Services such as: type, make, color, state registration, missing/covered plates, bumper stickers, decals, roof racks, and bike racks.

1.16 “**Web Interface**” means the website(s) or application(s) through which Customer and its Authorized End Users can access the Services.

1.17 “**LASD**” means the Los Angeles County Sheriff’s Department.

1.18 “**Applicable Laws**” means Title 1.81 of Part 4 of Division 3 of the California Civil Code, including Section 1798.90.5, et seq., and the California Consumer Privacy Act, Section 1798.100, et seq., Government Code Section 7284, et seq., and any and all other applicable local, State and federal laws and regulations.

1.19 “**Term**” means the date, unless otherwise stated in the Order Form, upon which the cameras are validated by both Parties as operational.

2. SERVICES AND SUPPORT

2.1 Provision of Access. Flock hereby grants to Customer a non-exclusive, non-transferable right to access the features and functions of the Flock Services via the Web Interface during the Term, solely for the Authorized End Users. The Footage will be available for Authorized End Users to access and download via the Web Interface for the longer of: the Retention Period, period of retention required by Customer's records retention requirements or State law including California Government Code Section 34090, et seq., or any period set forth in a notice of litigation hold as provided herein. Authorized End Users will be required to sign up for an account and select a password and username ("**User ID**"). Customer may request that access by any Authorized End User of the Flock Services requires 2-step verification. Customer shall be responsible for all acts and omissions of Authorized End Users, and any act or omission by an Authorized End User which, including any acts or omissions of authorized End user which would constitute a breach of this agreement if undertaken by Customer. Customer shall undertake reasonable efforts to make all Authorized End Users aware of all applicable provisions of this Agreement and shall cause Authorized End Users to comply with such provisions. Flock may use the services of one or more third parties to deliver any part of the Flock Services, (such as using a third party to host the Web Interface for cloud storage or a cell phone provider for wireless cellular coverage), provided any such third parties with access to Customer Data, maintain confidentiality of Customer Data.

2.2 Embedded Software License. Flock grants Customer a limited, non-exclusive, non-transferable, non-sublicensable (except to the Authorized End Users), revocable right to use the Embedded Software as it pertains to Flock Services, solely as necessary for Customer to use the Flock Services.

2.3 Support Services. Flock shall monitor the Flock Services, and any applicable device health, in order to improve performance and functionality. Flock will use commercially reasonable efforts to respond to requests for support within forty-eight (48) hours of becoming aware of a malfunction in the Flock Services or Flock Hardware. Flock will provide Customer with reasonable technical and on-site support and maintenance services in-person, via phone or by email at support@flocksafety.com such services collectively referred to as "**Support Services**").

2.4 Updates to Platform. Flock may make any updates to its system or platform that it deems necessary or useful to (i) maintain or enhance the quality or delivery of Flock's products or

services to its customers, the competitive strength of, or market for, Flock's products or services, such platform or system's cost efficiency or performance, or (ii) to comply with applicable law. Parties understand and agree that such updates are necessary from time to time and will not diminish the quality of the services or materially change any terms or conditions within this Agreement.

2.5 Service Interruption. Services may be interrupted in the event that: (a) Flock's provision of the Services to Customer or any Authorized End User is prohibited by applicable law; (b) any third-party services required in order to provide the Services are interrupted; (c) if Services are being used for malicious, unlawful, or otherwise unauthorized use; (d) there is a threat or attack on any of the Flock IP by a third party; or (e) scheduled or emergency maintenance ("**Service Interruption**"). Flock will make commercially reasonable efforts to provide written notice of any Service Interruption to Customer, to provide updates, and to resume providing access to Flock Services as soon as reasonably possible after the event giving rise to the Service Interruption is cured. Flock will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized End User may incur as a result of an unforeseeable Service Interruption. To the extent that the Service Interruption is not caused by Customer's direct actions or by the actions of parties under Customer's direction, the time will be tolled by the duration of the Service Interruption (for any continuous suspension lasting at least one full day). For example, in the event of a Service Interruption lasting five (5) continuous days, Customer will receive a credit for five (5) free days at the end of the Term.

2.6 Service Suspension. Flock may temporarily suspend Customer's and any Authorized End User's access to any portion or all of the Flock IP or Flock Service if (a) there is a threat or attack on any of the Flock IP by Customer; (b) Customer's or any Authorized End User's use of the Flock IP disrupts or poses a security risk to the Flock IP or any other customer or vendor of Flock; (c) Customer or any Authorized End User is/are using the Flock IP for fraudulent or illegal activities; (d) Customer has violated any term of this provision, including, but not limited to, utilizing Flock Services for anything other than the Permitted Purpose; or (e) any unauthorized access to Flock Services through Customer's account ("**Service Suspension**"). Customer shall not be entitled to any remedy for the Service Suspension period, including any reimbursement, tolling, or credit, unless the suspension occurred at no fault of Customer. If the

Service Suspension was not caused by Customer, the Term will be tolled by the duration of the Service Suspension.

2.7 Hazardous Conditions. Flock Services do not contemplate hazardous materials, or other hazardous conditions, including, without limit, asbestos, lead, or toxic or flammable substances. In the event any such hazardous materials are discovered in the designated locations in which Flock is to perform services under this Agreement, Flock shall have the right to cease work immediately.

3. CUSTOMER OBLIGATIONS

3.1 Customer Obligations. Flock will assist Customer Authorized End Users in the creation of a User ID. Authorized End Users agree to provide Flock with accurate, complete, and updated registration information. Authorized End Users may not select as their User ID, a name that they do not have the right to use, or any other name with the intent of impersonation. Customer and Authorized End Users may not transfer their account to anyone else without prior written permission of Flock. Authorized End Users shall not share their account username or password information and must protect the security of the username and password. Unless otherwise stated and defined in this Agreement, Customer shall not designate Authorized End Users for persons who are not officers, employees, or agents of Customer or LASD. Authorized End Users shall only use Customer or LASD-issued email addresses for the creation of their User ID. Customer is responsible for any Authorized End User activity associated with its account. Customer shall ensure that Customer provides Flock with up-to-date contact information at all times during the Term of this agreement. Customer shall be responsible for obtaining and maintaining , and/or requiring LASD to obtain and maintain, any equipment and ancillary services needed to connect to, access or otherwise use the Flock Services (e.g., laptops, internet connection, mobile devices, etc.). Customer shall (at its own expense) provide Flock with reasonable access and use of Customer facilities and shall require LASD to provide reasonable access to LASD facilities, and to Customer and LASD personnel, as applicable in order to enable Flock to perform the Services (such obligations of Customer are collectively defined as “*Customer Obligations*”).

3.2 Customer Representations and Warranties. Customer represents, covenants, and warrants that Customer and/or LASD shall use Flock Services only in compliance with this Agreement

and all applicable laws and regulations, including but not limited to any laws relating to the recording or sharing of data, video, photo, or audio content.

3.3 NOTWITHSTANDING ANY OTHER PROVISION HEREIN, THE PARTIES ACKNOWLEDGE AND AGREE THAT: (A) LASD WILL BE AN “AUTHORIZED END USER” AND OPERATOR OF THE FLOCK ALPR SYSTEM, INCLUDING ALL HARDWARE, FLOCK IP, AND THE SERVICES; (B) LASD IS THE LAW ENFORCEMENT AGENCY PROVIDING LAW ENFORCEMENT SERVICES FOR THE CUSTOMER AND THAT IT IS LASD, BY AUTHORIZATION FROM THE CUSTOMER, THAT WILL BE ACCESSING AND USING THE ALPR DATA COLLECTED BY THE FLOCK HARDWARE, SOFTWARE AND SYSTEM; (C) FLOCK SHALL EXTEND TO LASD THE SAME RIGHTS AND BENEFITS OF THIS AGREEMENT AS ARE PROVIDED TO THE CUSTOMER, INCLUDING, WITHOUT LIMITATION, THE RIGHTS AND BENEFITS OF THIS SECTION 3.2, SECTION 5, SECTION 8, AND SECTION 9; AND (D) CUSTOMER SHALL REMAIN RESPONSIBLE FOR COMPLIANCE WITH THESE SECTIONS.

4. DATA USE AND LICENSING

4.1 Customer Data. As between Flock and Customer, all right, title and interest in the Customer Data, belong to and are retained solely by Customer. For the term of this Agreement, Customer hereby grants to Flock a limited, non-exclusive, royalty-free, irrevocable, worldwide license to use the Customer Data solely for the purpose of performing all acts as may be necessary for Flock to lawfully provide the Flock Services to Customer. Notwithstanding any other provision herein, Flock shall: (a) keep and maintain Customer Data and Customer Generated Data (collectively, “Data” sometimes in this Section 4) in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Agreement and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose the Data solely and exclusively for the purpose of providing the Services, such use and disclosure being in accordance with this Agreement, and Applicable Laws; (c) allow access to the Data only to Customer, Authorized End Users, and those employees or agents of Flock who are directly involved with and responsible for providing the Services, and/or third parties bound in writing to maintain confidentiality of the Data; and, (d) not use, sell, rent, transfer, distribute, or otherwise disclose or make available any of the Data for Flock’s own purposes or for the benefit of anyone other than Customer without Customer’s prior written consent, or as otherwise provided herein.

4.2 Customer Generated Data. Flock may provide Customer with the opportunity to post, upload, display, publish, distribute, transmit, broadcast, or otherwise make available, messages,

text, illustrations, files, images, graphics, photos, comments, sounds, music, videos, information, content, ratings, reviews, data, questions, suggestions, or other information or materials produced by Customer (“**Customer Generated Data**”). Customer shall retain whatever legally cognizable right, title, and interest it otherwise possesses in Customer Generated Data. Customer understands and acknowledges that Flock has no obligation to monitor or enforce Customer’s intellectual property rights of Customer Generated Data. For the term of this Agreement, Customer grants Flock a non-exclusive, irrevocable, worldwide, royalty-free, license to use the Customer Generated Data for the purpose of providing Flock Services. Flock does not own and shall not share, disseminate, or sell Customer Generated Data, except as expressly authorized herein.

4.3 Anonymized Data. Flock shall have the right to collect, analyze, and anonymize Customer Data and Customer Generated Data to the extent such anonymization renders the data non-identifiable to create Anonymized Data, as defined herein to use and perform the Services and related systems and technologies, including the training of machine learning algorithms. Customer hereby grants Flock a non-exclusive, worldwide, perpetual, royalty-free right to use and distribute such Anonymized Data to improve and enhance the Services and for other development, diagnostic and corrective purposes, and other Flock offerings. Parties understand that the aforementioned license is required for continuity of Services. Flock does not own and shall not sell Anonymized Data.

4.4 Security of Customer Data. In storing, handling, transmitting, and/or accessing Data, Flock shall incorporate a comprehensive set of data security protocols comprising a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that comply with Applicable Laws, to protect Data at rest, Data in use, and Data in transit, and that, at minimum: (i) control access to Data; (ii) include regular audits, including threat assessments, to evaluate susceptibility to unauthorized access; (iii) provide regular maintenance and updating to ensure current cyber threats are identified and proactive defensive measures are undertaken; (iv) meet all current rules, regulations, policies, and standards of the Criminal Justice Information Services, Division of the Federal Bureau of Investigation (CJIS), including ensuring that persons having access to Data are free of criminal history or any other security threat that would otherwise disqualify any such person from accessing confidential

criminal justice information under current rules, regulations, policies, and standards of the CJIS; and (v) provide for the physical and environmental protection of all Data.

In the event of any act, error or omission, negligence, misconduct, or breach that permits any unauthorized access to, or that compromises or is suspected to compromise the security, confidentiality, or integrity of Data, or the physical, technical, administrative, or organizational safeguards put in place by Flock that relate to the protection of the security, confidentiality, or integrity of that Data, Flock shall, as applicable: (a) notify Customer and LASD as soon as practicable or as required by Applicable Laws, but no later than forty-eight (48) hours of becoming aware of such occurrence; (b) cooperate with Customer and LASD in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with Applicable Laws; (c) in the case of personally identifiable information, provide all notifications to individuals required by Applicable Laws; (d) perform or take any other actions required to comply with Applicable Law as a result of the occurrence; and (e) provide to Customer a detailed plan within ten (10) calendar days of the occurrence describing the measures Flock will undertake to prevent a future occurrence.

To the maximum extent permitted by law, Flock shall indemnify, defend and pay reasonable attorneys' fees and costs, and hold Customer and the County of Los Angeles, and Customer's and County's elected officials, officers, employees, and agents free and harmless, with respect to any and all claims and liabilities to the extent arising out of, related to, or incurred in connection with any unauthorized access to or theft of Data, including any and all related bank charges in the case of identity theft; provided, however, that Flock's liability for "cyber theft" shall not exceed the limits of Flock's cyber liability policy required herein. All cloud-based storage shall comply with ISO/IEC 27001 - 27018, as applicable, or successor standards thereto, and shall be provided solely within the continental United States and on computing and data storage devices residing therein, and all such locations shall be disclosed to Customer promptly upon request. Cloud based storage using Amazon Web Services (AWS) or Microsoft Azure, shall be deemed to satisfy the foregoing requirements.

Customer and LASD shall have full and complete access to, and ability to download, any Data 24 hours per day, 7 days per week, except during authorized periods of maintenance by Flock or

during a Service Suspension not due to the fault of Customer. Customer or LASD may at any time, provide Flock with a written “litigation hold” notice, therein requiring Flock to isolate and maintain any Data that Flock has access to and that becomes relevant to any criminal or civil action or discovery process involving Customer or LASD.

5. CONFIDENTIALITY; DISCLOSURES

5.1 **Confidentiality.** To the extent required by any applicable public records requests, each Party (the “*Receiving Party*”) understands that the other Party (the “*Disclosing Party*”) has disclosed or may disclose business, technical or financial information relating to the Disclosing Party’s business (hereinafter referred to as “*Proprietary Information*” of the Disclosing Party). Proprietary Information of Flock includes non-public information regarding features, functionality and performance of the Services. Proprietary Information of Customer includes non-public data provided by Customer or any to Flock or collected by Flock via Flock Services, which includes but is not limited to geolocation information and environmental data collected by sensors. For avoidance of doubt, all Customer Data and Customer Generated Data is Proprietary Information. The Receiving Party agrees: (i) to take the same security precautions to protect against disclosure or unauthorized use of such Proprietary Information that the Party takes with its own proprietary information, but in no event less than commercially reasonable precautions, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information that the Receiving Party can document (a) is or becomes generally available to the public; or (b) was in its possession or known by it prior to receipt from the Disclosing Party; or (c) was rightfully disclosed to it without restriction by a third party; or (d) was independently developed without use of any Proprietary Information of the Disclosing Party. Nothing in this Agreement will prevent the Receiving Party from disclosing the Proprietary Information pursuant to any subpoena, judicial or governmental order, or the California Public Records Act provided that the Receiving Party gives the Disclosing Party reasonable prior notice of such disclosure to contest such order or disclosure. At the termination of this Agreement, all Proprietary Information will be returned to the Disclosing Party, destroyed or erased (if recorded on an erasable storage medium), together with any copies thereof, when no longer needed for the purposes above, or upon request from the

Disclosing Party, and in any case upon termination of the Agreement. Notwithstanding any termination, all confidentiality obligations of Proprietary Information that is trade secret shall continue in perpetuity or until such information is no longer trade secret.

5.2 Usage Restrictions on Flock IP. Flock and its licensors retain all right, title and interest in and to the Flock IP and its components, and Customer acknowledges that it neither owns nor acquires any additional rights in and to the foregoing not expressly granted by this Agreement. Customer further acknowledges that Flock retains the right to use the foregoing for any purpose in Flock's sole discretion. Customer and Authorized End Users shall not: (i) copy or duplicate any of the Flock IP; (ii) decompile, disassemble, reverse engineer, or otherwise attempt to obtain or perceive the source code from which any software component of any of the Flock IP is compiled or interpreted, or apply any other process or procedure to derive the source code of any software included in the Flock IP; (iii) attempt to modify, alter, tamper with or repair any of the Flock IP, or attempt to create any derivative product from any of the foregoing; (iv) interfere or attempt to interfere in any manner with the functionality or proper working of any of the Flock IP; (v) remove, obscure, or alter any notice of any intellectual property or proprietary right appearing on or contained within the Flock Services or Flock IP; (vi) use the Flock Services for anything other than the Permitted Purpose; or (vii) assign, sublicense, sell, resell, lease, rent, or otherwise transfer, convey, pledge as security, or otherwise encumber, Customer's rights. There are no implied rights.

5.3 Disclosure of Footage. Subject to and during the Retention Period, and in compliance with all Applicable laws, Flock may access, use, preserve and/or disclose the Footage to law enforcement authorities, government officials, and/or third parties, if legally required to do so or if Flock has a good faith belief that such access, use, preservation or disclosure is reasonably necessary to comply with a court order, subpoena, or Applicable Laws, legal process, enforce this Agreement, or detect, prevent or otherwise address an actual security breach, crime of fraud, or emergency situations where there is an actual threat to public health or safety.

6. PAYMENT OF FEES

6.1 Billing and Payment of Fees. Customer shall pay the fees set forth in the applicable Order Form based on the billing structure and payment terms as indicated in the Order Form. To the extent the Order Form is silent, Customer shall pay all invoices net thirty (30) days from the date

of receipt. If Customer believes that Flock has billed Customer incorrectly, Customer shall use reasonable efforts contact Flock no later than thirty (30) days after the closing date on the first invoice in which the error or problem appeared to receive an adjustment or credit. Customer acknowledges and agrees that a failure to contact Flock within this period will serve as a waiver of any claim, except a claim that any Flock Hardware installed by Flock is not properly functioning. If any undisputed fee is more than thirty (30) days overdue, Flock may, without limiting its other rights and remedies, suspend delivery of its service until such undisputed invoice is paid in full. Flock shall provide at least thirty (30) days' prior written notice to Customer of the payment delinquency before exercising any suspension right.

6.2 Notice of Changes to Fees. In the event of any changes to fees, Flock shall provide Customer with sixty (60) days' notice (email sufficient) prior to the end of the Initial Term or Renewal Term (as applicable). Any such changes to fees shall only impact subsequent Renewal Terms.

6.3 Taxes. To the extent Customer is not a tax exempt entity, Customer is responsible for all taxes, levies, or duties, excluding only taxes based on Flock's net income, imposed by taxing authorities associated with the order. If Flock has the legal obligation to pay or collect taxes, including amount subsequently assessed by a taxing authority, for which Customer is responsible, the appropriate amount shall be invoice to and paid by Customer unless Customer provides Flock a legally sufficient tax exemption certificate and Flock shall not charge Customer any taxes from which it is exempt. If any deduction or withholding is required by law, Customer shall notify Flock and shall pay Flock any additional amounts necessary to ensure that the net amount that Flock receives, after any deduction and withholding, equals the amount Flock would have received if no deduction or withholding had been required.

7. TERM AND TERMINATION

7.1 Term. Unless sooner terminated as provided herein, the initial term of this Agreement shall be the period of time set forth on the Order Form (the "**Term**"). Unless otherwise indicated on the Order Form, the Term shall commence upon first installation of Flock Hardware, as applicable. Following the Term, unless otherwise indicated on the Order Form, this Agreement will automatically renew for successive renewal terms of the greater of one year or the length set

forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

7.2 Termination. Upon termination or expiration of this Agreement, Flock will remove any applicable Flock Hardware at a commercially reasonable time period. In the event of any material breach of this Agreement, the non-breaching Party may terminate this Agreement prior to the end of the Term by giving thirty (30) days prior written notice to the breaching Party; provided, however, that this Agreement will not terminate if the breaching Party has cured the breach prior to the expiration of such thirty (30) day period (“**Cure Period**”). Either Party may terminate this Agreement (i) upon the institution by or against the other Party of insolvency, receivership or bankruptcy proceedings, (ii) upon the other Party's making an assignment for the benefit of creditors, or (iii) upon the other Party's dissolution or ceasing to do business. In the event of a material breach by Flock, and Flock is unable to cure within the **Cure Period**, Flock will refund Customer a pro-rata portion of the pre-paid fees for Services not received due to such termination.

7.3 Survival. The following Sections will survive termination: 1, 3, 4, 5, 6, 7, 8.3, 8.4, 9, 11.1 and 11.6.

8. REMEDY FOR DEFECT; WARRANTY AND DISCLAIMER

8.1 Manufacturer Defect. Upon a malfunction or failure of Flock Hardware or Embedded Software to perform as represented by Flock or as described in any applicable documentation (a “*Defect*”), Customer shall utilize reasonable efforts to notify Flock’s technical support team. In the event of a Defect, Flock shall make a commercially reasonable attempt to repair or replace the defective Flock Hardware at no additional cost to the Customer. Flock reserves the right, in its sole discretion, to repair or replace such Defect, provided that Flock shall conduct inspection or testing within a commercially reasonable time, but no longer than seven (7) business days after Customer gives notice to Flock.

8.2 Replacements. In the event that Flock Hardware is lost, stolen, or damaged, Customer may request a replacement of Flock Hardware at a fee according to the reinstall fee schedule (<https://www.flocksafety.com/reinstall-fee-schedule>). In the event that Customer chooses not to replace lost, damaged, or stolen Flock Hardware, Customer understands and agrees that Flock is not liable for any resulting impact to Flock service, nor shall Customer receive a refund for the lost, damaged, or stolen Flock Hardware. However, annual fees paid hereunder shall be reduced in proportion to the reduced functionality resulting from the reduction in Flock Hardware.

8.3 Warranty. Flock shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Installation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Flock or by third-party providers, or because of other causes beyond Flock’s reasonable control, but Flock shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption.

8.4 Service Level Guarantee. Flock understands and agrees that Customer is a public entity and that the Services are paid for with public funds. Therefore, in order to ensure accountability to the public and that the public is receiving the level of performance of online services for which public funds are being paid (“Guaranteed Service Levels”), Flock agrees that, unless otherwise agreed upon in writing, “Uptime Availability” of the Web Interface shall be not less than 99% over any calendar month period based on the following formula: “Scheduled Uptime” = the total minutes in the reporting month, minus the total minutes consumed by scheduled downtime for

maintenance or documented force majeure events. “Actual Uptime” means the total minutes in the reporting month that the Web Interface was actually available to Customer and Authorized End Users for normal use. “Uptime Availability” = (Actual Uptime/Scheduled Uptime) x 100. Failure to maintain the Guaranteed Service Levels for any two consecutive month period shall constitute a material breach of this Agreement.

8.4 Disclaimer. THE REMEDY DESCRIBED IN SECTION 8.1 ABOVE IS CUSTOMER’S SOLE REMEDY, AND FLOCK’S SOLE LIABILITY, WITH RESPECT TO DEFECTS. FLOCK DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES ARE PROVIDED “AS IS” AND FLOCK DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THIS DISCLAIMER ONLY APPLIES TO THE EXTENT ALLOWED BY THE LAW OF THE STATE OF CALIFORNIA.

8.5 Insurance. Flock will maintain commercial general liability policies as stated in Exhibit B.

8.6 Force Majeure. Parties are not responsible or liable for any delays or failures in performance from any cause beyond their control, including, but not limited to acts of God, changes to law or regulations, embargoes, war, terrorist acts, pandemics (including the spread of variants), issues of national security, acts or omissions of third-party technology providers, riots, fires, earthquakes, floods, power blackouts, strikes, supply chain shortages of equipment or supplies, financial institution crisis, weather conditions or acts of hackers, internet service providers or any other third party acts or omissions not caused by a party hereto, Notwithstanding the foregoing, nothing herein shall require Customer to pay for Services made unavailable by any force majeure.

9. LIMITATION OF LIABILITY; INDEMNITY

9.1 Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, FLOCK, ITS OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED

THERE TO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, PRODUCT LIABILITY, OR OTHER THEORY: (A) FOR LOSS OF REVENUE, BUSINESS OR BUSINESS INTERRUPTION; (B) INCOMPLETE, CORRUPT, OR INACCURATE DATA; (C) COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY; (D) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (E) FOR ANY MATTER BEYOND FLOCK'S ACTUAL KNOWLEDGE OR REASONABLE CONTROL INCLUDING REPEAT CRIMINAL ACTIVITY OR INABILITY TO CAPTURE FOOTAGE; OR (F) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID AND/OR PAYABLE BY CUSTOMER TO FLOCK FOR THE SERVICES UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS PRIOR TO THE ACT OR OMISSION THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT FLOCK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION OF LIABILITY OF SECTION ONLY APPLIES TO THE EXTENT ALLOWED BY THE GOVERNING LAW OF THE STATE REFERENCED IN SECTION 11.6. NOTWITHSTANDING ANYTHING TO THE CONTRARY, THE FOREGOING LIMITATIONS OF LIABILITY SHALL NOT APPLY (I) IN THE EVENT OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, OR (II) INDEMNIFICATION OBLIGATIONS. THIS SECTION 9.1 SHALL NOT APPLY TO, AND NOTHING IN THIS SECTION 9.1 SHALL LIMIT, FLOCK'S LIABILITY ARISING OUT OF ANY INDEMNITY OR INSURANCE PROVISION OR OBLIGATION HEREIN.

9.2 Responsibility. Each Party to this Agreement shall assume the responsibility and liability for the acts and omissions of its own employees, officers, or agents, in connection with the performance of their official duties under this Agreement. Each Party to this Agreement shall be liable for the torts of its own officers, agents, or employees.

9.3 Flock Indemnity. Flock shall indemnify and hold harmless Customer, its agents and employees, from liability of any kind, including claims, stop notices, costs (including defense) and expenses, on account of: (i) any alleged or actual infringement of any intellectual property or proprietary right, any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this Agreement or related to the Flock Services; or (ii) any damage, injury, or death to any person or any damage to property to the

extent directly caused by Flock's installation of Flock Hardware by Flock, or any of Flock's employees, agents, or contractors, except for where such damage or injury was caused solely by the negligence of the Customer or its agents, officers or employees. Should Customer or any Authorized End User be prevented from using the Flock Services or any of the Flock Hardware as a result of any such infringement claim or violation, at Flock's expense, Flock shall (i) obtain all rights for Customer and Authorized End Users to utilize the Services and/or Flock Hardware; (ii) provide alternate services or hardware providing substantially the same functionality; or (iii) refund all amounts prepaid to Flock, remove all Flock Hardware, and restore each Flock Hardware site to its original condition, reasonable wear and tear excepted.

10. INSTALLATION SERVICES AND OBLIGATIONS

10.1 Ownership of Hardware. Flock Hardware is owned and shall remain the exclusive property of Flock. Title to any Flock Hardware shall not pass to Customer upon execution of this Agreement, except as otherwise specifically set forth in this Agreement. Except as otherwise expressly stated in this Agreement, Customer is not permitted to remove, reposition, re-install, tamper with, alter, adjust or otherwise take possession or control of Flock Hardware, unless otherwise necessary in order to protect the public health or safety, or to safeguard Flock Hardware until retrieval by Flock. Customer agrees and understands that in the event Customer is found to engage in any of the foregoing restricted actions, all warranties herein shall be null and void, and this Agreement shall be subject to immediate termination for material breach by Customer. Customer shall not perform any acts which would interfere with the retention of title of the Flock Hardware by Flock. Should Customer default on any payment of the Flock Services for not less than sixty (60) days after receipt of written demand by Flock, Flock may remove Flock Hardware at Flock's discretion and Flock shall restore all Customer property to substantially its original condition, wear and tear excepted. Such removal, if made by Flock, shall not be deemed a waiver of Flock's rights to any damages Flock may sustain as a result of Customer's default and Flock shall have the right to enforce any other legal remedy or right.

10.2 Deployment Plan. Flock shall advise Customer on the location and positioning of the Flock Hardware for optimal product functionality, as conditions and locations allow. Flock will collaborate with Customer to design the strategic geographic mapping of the location(s) and implementation of Flock Hardware to create a deployment plan ("***Deployment Plan***"). In the

event that Flock determines that Flock Hardware will not achieve optimal functionality at a designated location, Flock shall have final discretion to veto a specific location, and will provide alternative options to Customer. Customer may also reject any location proposed by Flock, without penalty. Customer hereby grants Flock a right of entry in and onto Customer's property to perform Installation Services. Flock understands and agrees that, since LASD shall be the operator of the Flock Equipment and shall have exclusive possession and control over the Footage, Customer will assist Flock as reasonably necessary to enable Flock to make any necessary physical, including electronic, connections to LASD facilities. Notwithstanding any other provision herein, Customer's obligation to commence payment of subscription fees shall not commence unless and until LASD is fully capable of receiving the Footage.

10.3 Changes to Deployment Plan. After installation of Flock Hardware, any subsequent requested changes to the Deployment Plan, including, but not limited to, relocating, re-positioning, adjusting of the mounting, removing foliage, replacement, changes to heights of poles will incur a fee according to the reinstall fee schedule located at (<https://www.flocksafety.com/reinstall-fee-schedule>), Customer will receive prior notice and confirm approval of any such fees.

10.4 Customer Installation Obligations. Customer is responsible for any applicable supplementary cost as described in the Customer Implementation Guide, attached hereto as Exhibit C. Customer represents and warrants that it has, or shall lawfully obtain, all necessary right title and authority and hereby authorizes Flock to install the Flock Hardware at the designated locations and to make any necessary inspections or maintenance in connection with such installation.

10.5 Flock's Obligations. Installation of any Flock Hardware shall be installed in a professional manner within a commercially reasonable time from the Effective Date of this Agreement, and in compliance with All Applicable Laws including, but not limited to, the current California Building Code and California Electrical Code. Upon termination or expiration of this Agreement Flock Hardware shall be removed and, Flock shall restore the location to its original condition, ordinary wear and tear excepted. Flock will continue to monitor the performance of Flock Hardware for the length of the Term. Flock may use a subcontractor or third party to perform certain obligations under this Agreement, provided that Flock's use of such subcontractor or

third party shall not release Flock from any duty or liability to fulfill Flock's obligations under this Agreement.

11. MISCELLANEOUS

11.1 Compliance With Laws. Parties shall comply with All Applicable Laws including all applicable local, state and federal laws, regulations, policies and ordinances and their associated record retention schedules, including responding to any subpoena request(s). If applicable, Flock shall comply with all California Labor Code requirements related to "public works" projects.

11.2 Severability. If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect.

11.3 Assignment. This Agreement is not assignable, transferable or sublicensable by either Party, without prior consent. Notwithstanding the foregoing, either Party may assign this Agreement, without the other Party's consent, (i) to any parent, subsidiary, or affiliate entity, or (ii) to any purchaser of all or substantially all of such Party's assets or to any successor by way of merger, consolidation or similar transaction.

11.4 Entire Agreement. This Agreement, together with the Order Form(s), the reinstall fee schedule (<https://www.flocksafety.com/reinstall-fee-schedule>), and any attached exhibits are the complete and exclusive statement of the mutual understanding of the Parties and supersedes and cancels all previous or contemporaneous negotiations, discussions or agreements, whether written and oral, communications and other understandings relating to the subject matter of this Agreement. All waivers and modifications must be in a writing signed by both Parties, except as otherwise provided herein. None of Customer's purchase orders, authorizations or similar documents will alter the terms of this Agreement, and any such conflicting terms are expressly rejected. Any mutually agreed upon future purchase order is subject to these legal terms and does not alter the rights and obligations under this Agreement, except that future purchase orders may outline additional products, services, quantities and billing terms to be mutually accepted by Parties. Customer shall not be bound by the terms of any "click-through" end user license or similar online agreement unless provided to and approved in writing in advance by Customer. In the event of any conflict of terms found in this Agreement or any other terms and conditions, the terms of this Agreement shall prevail. Customer agrees that Customer's purchase is neither

contingent upon the delivery of any future functionality or features nor dependent upon any oral or written comments made by Flock with respect to future functionality or feature.

11.5 Relationship. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Parties do not have any authority of any kind to bind each other in any respect whatsoever. Flock shall at all times be and act as an independent contractor to Customer.

11.6 Governing Law; Venue. This Agreement shall be governed by the laws of the State of California. The Parties hereto agree that venue would be proper in the Superior Court for the County of Los Angeles , California, or the U.S. District Court for the Central District, State of California. The Parties agree that the United Nations Convention for the International Sale of Goods is excluded in its entirety from this Agreement.

11.7 Special Terms. Flock may offer certain special terms which are indicated in the Order Form and will become part of this Agreement, upon Customer's prior written consent and the mutual execution by authorized representatives ("*Special Terms*"). To the extent that any terms of this Agreement are inconsistent or conflict with the Special Terms, the Special Terms shall control.

11.8 Publicity. Provided Customer's written consent is first obtained, Flock has the right to reference and use Customer's name and disclose the nature of the Services in business and development and marketing efforts. Nothing contained in this Agreement shall be construed as conferring on any Party, any right to use the other Party's name as an endorsement of product/service.

11.9 Feedback. If Customer or Authorized End User provides any suggestions, ideas, enhancement requests, feedback, recommendations or other information relating to the subject matter hereunder, Agency or Authorized End User hereby assigns to Flock all right, title and interest (including intellectual property rights) with respect to or resulting from any of the foregoing.

11.10 Export. Customer may not remove or export from the United States or allow the export or re-export of the Flock IP or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign Customer or authority. As defined in Federal Acquisition Regulation ("FAR"), section 2.101, the Services, the Flock Hardware and Documentation are "commercial items" and

according to the Department of Defense Federal Acquisition Regulation (“DFAR”) section 252.2277014(a)(1) and are deemed to be “commercial computer software” and “commercial computer software documentation.” Flock is compliant with FAR Section 889 and does not contract or do business with, use any equipment, system, or service that uses the enumerated banned Chinese telecommunication companies, equipment or services as a substantial or essential component of any system, or as critical technology as part of any Flock system. Consistent with DFAR section 227.7202 and FAR section 12.212, any use, modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by the U.S. Government will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.

11.11 **Headings.** The headings are merely for organization and should not be construed as adding meaning to the Agreement or interpreting the associated sections.

11.12 **Authority.** Each of the below signers of this Agreement represent that they understand this Agreement and have the authority to sign on behalf of and bind the Parties they are representing upon the Effective Date.

11.13 **Conflict.** In the event there is a conflict between this Agreement and any applicable statement of work, or Customer purchase order, this Agreement controls unless explicitly stated otherwise.

11.14 **Notices.** All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by email; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt to the address listed on the Order Form (or, if different, below), if sent by certified or registered mail, return receipt requested.

These Terms and Conditions are subject to change upon written agreement of the parties.

11.15 **Non-Appropriation.** Notwithstanding any other provision of this Agreement, all obligations of the Customer under this Agreement which require the expenditure of public funds are conditioned on the availability of said funds appropriated for that purpose. To the extent applicable, Customer shall have the right to terminate this Agreement for non appropriation with thirty (30) days written notice without penalty or other cost.

The Parties have executed this Agreement as of the dates set forth below.

CITY OF MAYWOOD

FLOCK GROUP, Inc.

Jennifer Vasquez, City Manager
Date _____

Name _____
Title _____
Date _____

ATTEST:

Miguel Leon, Deputy City Clerk

APPROVED AS TO FORM

Roxanne Diaz, City Attorney

FLOCK NOTICES ADDRESS:

1170 HOWELL MILL ROAD, NW SUITE 210

ATLANTA, GA 30318

ATTN: LEGAL DEPARTMENT

EMAIL: legal@flocksafety.com

Customer NOTICES ADDRESS:

ADDRESS:

ATTN:

EMAIL:

EXHIBIT A
ORDER FORM

Flock Safety + CA - City of Maywood

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Evan Sandler
evan.sandler@flocksafety.com
+19493552100



EXHIBIT A
ORDER FORM

Customer: CA - City of Maywood
 Legal Entity Name: CA - City of Maywood
 Accounts Payable Email: daisy.guerrero@cityofmaywood.org
 Address: 4319 E Slauson Ave Maywood, California 90270

Initial Term: 60 Months
 Renewal Term: 24 Months
 Payment Terms: Net 30
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.
 Retention Period: 30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$12,000.00
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	4	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	1	\$650.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	3	\$450.00

Subtotal Year 1:	\$13,100.00
Annual Recurring Subtotal:	\$12,000.00
Estimated Tax:	\$0.00
Contract Total:	\$61,100.00

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$13,100.00
Annual Recurring after Year 1	\$12,000.00
Contract Total	\$61,100.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: CA - City of Maywood

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PO Number: _____

EXHIBIT B
INSURANCE

Required Coverage. Flock shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the services under this Agreement and the results of that work by Flock or its agents, representatives, employees or subcontractors. Insurance shall be placed with insurers with a current A. M. Best rating of no less than “A” and “VII”. Flock shall obtain and, during the term of this Agreement, shall maintain policies of professional liability (errors and omissions), automobile liability, and general liability insurance for insurable amounts of not less than the limits listed herein. The insurance policies shall provide that the policies shall remain in full force during the life of the Agreement. Flock shall procure and shall maintain during the life of this Agreement Worker's Compensation insurance as required by applicable State law for all Flock employees. For the avoidance of doubt, all required insurance limits by Customer can be met through a combination of primary and excess/umbrella coverage. The commercial general, umbrella or excess liability and the automobile liability policies shall contain an endorsement naming City of Maywood and the County of Los Angeles, and their elected and appointed officials, officers, employees and agents as additional insureds. The insurance policies required herein 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 shall be in excess of Contractor's insurance and shall not contribute with it. In addition, Flock hereby waives all rights of subrogation against City.

Types and Amounts Required. Flock shall maintain, at minimum, the following insurance coverage for the duration of this Agreement:

(i) **Commercial General Liability** insurance written on an occurrence basis with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury, death, and property damage, including personal injury, contractual liability, independent contractors, broad-form property damage, and product and completed operations coverage;

(ii) **Umbrella or Excess Liability** insurance written on an occurrence basis with minimum limits of Ten Million Dollars (\$10,000,000) per occurrence and Ten Million Dollars (\$10,000,000) in the aggregate;

(iii) **Professional Liability/Errors and Omissions** insurance with minimum limits of Five Million Dollars (\$5,000,000) per occurrence and Five Million Dollars (\$5,000,000) in the aggregate;

(iv) **Commercial Automobile Liability** insurance with a minimum combined single limit of One Million Dollars (\$1,000,000) per occurrence for bodily injury, death, and property coverage, including owned and non-owned and hired automobile coverage; and

(v) **Cyber Liability** insurance written on an occurrence basis with minimum limits of Five Million Dollars (\$5,000,000).

EXHIBIT C
CUSTOMER IMPLEMENTATION GUIDE
WILL BE PROVIDED UPON APPROVAL
OF THE AGREEMENT

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 8.

DATE: November 19, 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 TO APPROVE AN AMENDMENT TO EXTEND THE WILLDAN ENGINEERING PROFESSIONAL SERVICES AGREEMENT FOR CODE COMPLIANCE SERVICES IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$40,000.00

RECOMMENDATION:

Staff recommends that the City Council: (i) Approve an amendment to the existing Professional Services Agreement with Willdan Engineering for Code Compliance services extending the agreement for an additional three (3) months in the final form approved by the City Manager and City Attorney; and authorize an additional appropriation of \$40,000 for the agreement for a new not-to-exceed contract total of \$70,000, to be paid using Community Development Block Grant (CDBG) funds.

BACKGROUND:

On July 21, 2025, the City entered into a Professional Services Agreement with Willdan Engineering to provide support for the City's Code Compliance Division, with contract term through December 31, 2025, unless extended or terminated sooner; and a not-to-exceed amount of \$30,000.

At the time, the City initiated the agreement to maintain code compliance operations while recruiting for a permanent Code Compliance Officer. Since execution, Community Development Block Grant (CDBG) funds have been used to cover all service invoices.

DISCUSSION:

The City is actively recruiting to fill the full-time Code Compliance Officer position. Over the past three months, the City conducted two recruitment cycles and advanced multiple candidates to interviews. However, no finalist sufficiently met the operational needs of the department. The City is now in the process of another round of interviews to identify a qualified candidate. During this interim period, Willdan's assigned Code Compliance Officer has demonstrated exceptional performance, conducting proactive community outreach, resolving complex compliance cases, reducing active code violations, and helping the City regain compliance in historically challenging areas.

Given current workload demands and ongoing recruitment efforts, continuity of service is critical to avoid

disruption of enforcement operations. Staff therefore recommends a three-month contract extension to maintain uninterrupted services while recruitment is finalized, along with a brief overlap period between Willdan's officer and the incoming Code Compliance Officer to support training, knowledge transfer, and operational continuity.

The agreement is approaching the current \$30,000 expenditure cap previously approved by the City Manager. To avoid service disruption and support the proposed extension, staff is requesting an additional \$40,000 appropriation, bringing the revised contract total to \$70,000.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

All services rendered to date have been funded through the Community Development Block Grant (CDBG) program. The additional \$40,000 request is appropriately budgeted within the CDBG fund. For Fiscal Year 2025-26, the City has allocated \$112,873 from the CDBG Fund to support Code Enforcement activities. This amendment ensures continuity of essential code compliance services without placing any additional fiscal burden on the City's unrestricted funds.

ATTACHMENT(S)

1. Amendment No. 1 - Willdan Engineering - Code Enforcement Services

**AMENDMENT NO. 1 TO THE
PROFESSIONAL SERVICES AGREEMENT
WITH WILLDAN ENGINEERING FOR CODE ENFORCEMENT SERVICES**

This Amendment No. 1 (“Amendment”) is entered into this November 19, 2025, and is to that Professional Services Agreement dated July 21, 2025, by and between the City of Maywood, a California municipal corporation (“City”) and Willdan Engineering (“Consultant”). City and Consultant are sometimes referred to as the “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, City and Consultant entered into a Professional Services Agreement on July 21, 2025, for Code Enforcement Services (“Agreement”); and

WHEREAS, the Parties desire to amend the Agreement to expand the scope of services and provide for compensation for these additional services;

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, the Parties agree as follows:

Section 1. Scope of Services.

Consultant shall continue to provide the City with the same services described in **Exhibit A** attached to this Amendment (“Additional Services”). The Additional Services shall be provided pursuant to the terms of the Agreement.

Section 2. Term of Agreement.

The term of this amendment shall be extended through February 27, 2026, unless sooner terminated if not to exceed amount is reached.

Section 3. Compensation.

For the extension of services provided by Consultant, City agrees to compensate Consultant in the amount not to exceed \$40,000, for a total of \$70,000 for this Agreement.

Section 4.

Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

TO EFFECTUATE THIS AMENDMENT, the Parties have caused their duly authorized representatives to execute this Amendment to the Agreement as of the date written above.

City: City of Maywood

Consultant: Willdan Engineering

By: _____
Jennifer Vasquez, City Manager

By: _____
Albert Brady, CBO, Consultant

Date: _____

Date: _____

ATTEST:

By: _____
Miguel Leon, Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, City Attorney

EXHIBIT A

SCOPE OF SERVICES

Willdan Engineering, shall provide the following consulting services, as requested by the City.



July 11, 2025

Ms. Daisy Guerrero
Deputy Director of Building and Planning
City of Maywood
4319 E. Slauson Ave.
Maywood, CA 90270

Subject: Code Enforcement Services

Dear Ms. Guerrero:

Willdan Engineering (Willdan) is pleased and grateful to submit this proposal to provide contract code enforcement services to the City of Maywood. We appreciate the opportunity to assist the City in maintaining the high public safety standards, neighborhood integrity, and quality of life that your residents deserve.

With over 60 years of municipal consulting experience, Willdan has established itself as a leader in delivering effective and professional code compliance services to cities and counties throughout California. Our proven track record includes successful partnerships with jurisdictions such as Torrance, La Puente, Inglewood, South Gate, San Bernardino County, and San Diego County.

We understand that Maywood has unique needs, and we take pride in providing tailored enforcement solutions that reflect the City's specific goals, ordinances, and priorities. Our approach emphasizes responsive service, public education, and fair but firm enforcement, ensuring voluntary compliance whenever possible and taking appropriate corrective action when necessary.

Willdan's team of highly experienced professionals is a key strength of our service delivery. Our management group includes Deputy Director Al Brady (35 years of experience), Code Enforcement Managers Terry Cox (27 years) and Kerry Simpson (35 years), as well as senior consultants and supervisors with extensive municipal enforcement backgrounds. The field team we deploy consists of former directors, managers, senior officers, and enforcement specialists who bring decades of expertise and professionalism to every assignment.

Mr. Terry Cox, a seasoned enforcement leader, will serve as the dedicated Project Manager for this engagement. Under his direction, Willdan will assign a team of qualified officers capable of addressing a full spectrum of code compliance issues according to City policies and expectations.


The attached proposal outlines our approach to service delivery, including our staffing plan, scope of work, and relevant qualifications. It also includes the proposed contract terms, which we believe are competitive and beneficial for the City. We welcome the opportunity to discuss how we can support the City of Maywood with a responsive, effective, and community-oriented enforcement program.

If you have any questions or need further information, please contact me at (951) 454-3539 or Mr. Cox at (562) 233-8969.

We are committed to Maywood's well-being and look forward to potentially serving the City and contributing to its residents' continued well-being.

Respectfully submitted,

WILLDAN ENGINEERING


Albert Brady, CBO
abrady@willdan.com

Contract Code Inspection Services

The project shall consist of Willdan staff coordinating with the City of Maywood Community Development Department and providing Code Enforcement staff to the City. Willdan staff shall conduct inspections and re-inspections of code enforcement cases. It will also identify and enforce all violations of the City's municipal code, ordinances, laws, and all applicable statutes as directed by City personnel. Willdan employees shall issue notifications, letters, and citations when necessary to achieve compliance. Staff must document all complaints received and inspections conducted through photos, notes, and correspondence. In addition to the services mentioned above, Willdan employees would provide the following to the City as needed (this is not intended to be a comprehensive list):

- Investigate complaints from the public and staff regarding violations of the municipal codes, ordinances, standards, and health and safety regulations.
- Initiate contact with residents, business representatives, and other parties to explain the nature of the violations and encourage voluntary compliance with municipal codes, zoning and land use ordinances, and community standards.
- Prepare notices of violation for non-compliance according to applicable codes and regulations.
- Prepare reports for cases requiring legal action or civil abatement.
- When required, meet with legal counsel and provide testimony on criminal cases.
- Maintain records of complaints, inspections, violation notices, and other field enforcement activities.
- Coordinate with City departments on cases as they relate to code enforcement.

Fee Schedule

Willdan will provide contract code enforcement services to the City of Maywood for a flat hourly rate based on the Willdan hourly rate schedule below. All rates and costs shall be effective through the term of the agreement.

SERVICE PROVIDED	HOURLY RATE
Code Enforcement Officer	\$75/hour

If Willdan is required to provide vehicles for the officers, the rate will be increased by **\$10/ hr**.

NOTE: Overtime rates of 1.5x the regular hourly rate will be charged for all overtime hours.



DATE: November 19, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: JERRY GOMEZ, PUBLIC WORKS SUPERINTENDENT

SUBJECT: CONSIDERATION TO APPROVE THE MEMORANDUM OF UNDERSTANDING FOR THE MAINTENANCE AND OPERATIONS OF THE JOHN ANSON FORD PARK INFILTRATION CISTERN PROJECT IN AN ANNUAL AMOUNT OF \$5,320.00

RECOMMENDATION:

It is recommended that the City Council approve the Memorandum of Understanding for the Maintenance and Operations of the John Anson Ford Park Infiltration Cistern Project in the form approved by the City Attorney and authorize the City Manager to execute the memorandum of understanding.

BACKGROUND:

The Memorandum of Understanding MOU agreement between the permittee members of the Los Angeles River Upper Reach 2 (LAR UR2) Watershed Group establishes an annual cost share for continued maintenance and operation of the John Anson Ford Park Infiltration Cistern Project. Project is located at 8000 Park Lane, Bell Gardens CA 90201. This is the first completed regional project for the LAR UR2 group, as required by the approved Watershed Management Plan (WMP), and contributes toward compliance with LA County MS4 Permit requirements.

Among the six original, regional BMP projects proposed in the 2015 LAR UR2 WMA WMP Plan, the John Anson Ford Park Infiltration Cistern Project, located in the City of Bell Gardens, has the largest runoff capture volume and the highest construction priority. Now complete, the project is expected to capture runoff from a drainage area of 2,295 acres to assist the LAR UR2 WMA group with meeting water quality objectives with dry- and wet-weather Rio Hondo River discharge requirements. Captured runoff will then be discharged into a subsurface cistern that will facilitate infiltration and groundwater recharge. In addition to water quality and water supply benefits, the Project revitalized the existing park, by addition of 10,000 square feet of habitat restoration to the wilderness area and pond in the eastern portion of the park, educational signage to promote water conservation, a new sports complex to enhance recreational opportunity, and planting of native and drought tolerant landscaping to support wildlife habitat.

In late 2018, the LAR UR2 WMA group jointly funded the preparation of several San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) Proposition 1 Lower Los Angeles River (P1 LLAR) Grant Applications, including one for the John Anson Ford Park project. Funds from the RMC grant applications were supposed to be released in Spring 2019; however, funds still have not been released as of June 2021. In December 2019, the LAR UR2 WMA submitted a grant application during Round 1 of the Safe, Clean Water Program. Ultimately, the project secured \$10 million in funding through the Lower Los Angeles River Watershed Area Steering Committee (WASC). The City of Bell Gardens authorized the release of the project's construction bid package in August 2019, resulting in a bid award to a construction contractor in November

2019, and a formal Notice-to-Proceed (NTP) was issued on January 13, 2020. Construction was completed during the 2024-2025 reporting year.

DISCUSSION:

The project is designed to capture, retain, infiltrate, and replenish urban runoff by installing a stormwater capture and subsurface infiltration system at John Anson Ford Park. The project includes a constructed diversion structure and subsurface infiltration basin below John Anson Ford Park to capture and recharge up to 1,200 acre-feet per year of dry-weather and storm runoff from a catchment area of 2,295 acres. The project diverts stormflows from an existing stormwater drainage system, includes a water treatment facility beneath the northerly parking lot at John Anson Ford Park, and constructed bottomless cisterns beneath the existing baseball field and soccer field.

The John Anson Ford Park Maintenance fee share amount is required for all members of the LAR UR2 Group. The project is needed to meet Group compliance requirements in accordance with the approved August 1, 2023, Watershed Management Plan (WMP)

Final approval of the Los Angeles River Upper Reach 2 Watershed Management Group's Watershed Management Plan was provided by the Los Angeles Regional Water Quality Control Board on November 14, 2024.

The approved Watershed Management Plan requires the LAR UR2 group to implement projects (related to the capture of urban stormwater runoff and improve water quality) to comply with state water quality objectives.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The cost share amounts will follow the same percentage share for each Permittee as established for the GWMA membership (Maywood's is 5.32%). The total cost share is assumed to be \$100,000.00 at this time and Maywood's portion would be \$5,320. This budget item has been incorporated into the amended 25/26 Annual Plan budget for Safe Clean Water fund. The City will appropriate \$5,320 to the Measure W Fund during the Mid-Year Review, scheduled for January 2026.

The city's share will continue for the life of the infiltration cistern and be included in future annual budgets.

ATTACHMENT(S)

1. MOU John Anson Ford

**Memorandum of Understanding
Maintenance and Operations of
John Anson Ford Park Infiltration Cistern Project**

This Agreement is made and dated this ____ day of _____, 2024, by and between the Cities of Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood, and Vernon (collectively the "Cities") for the maintenance and operations of the John Anson Ford Park Infiltration Cistern Project.

WHEREAS, the State of California Los Angeles Regional Water Quality Control Board (LARWQCB) adopted Board Order No. R4-2012-0175, Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges Within the LA Coastal Watersheds of Los Angeles County (LA County MS4 Permit) effective December 28, 2012; and,

WHEREAS, the LA County MS4 Permit regulates all surface water discharges from all municipal jurisdictions in the LA Coastal Watersheds of Los Angeles County; and,

WHEREAS, the LA County MS4 Permit allows Permittees the option to develop either a Watershed Management Plan or an Enhanced Watershed Management Plan for implementation of the permit requirements on a watershed schedule through customized strategies, control measures, and Best Management Practices (BMPs) to comply with Part V.A (Receiving Water Limitations), Part VI.E and Attachments L through R (Total Maximum Daily Load Provisions), by customizing the control measures in Parts III.A (Prohibitions – Non-Storm Water Discharges) and VI.D (Minimum Control Measures), except the Planning and Land Development Program of the LA County MS4 Permit; and,

WHEREAS, the Cities lie exclusively within the Los Angeles River Watershed and each Permittee discharges to Reach 2 of the Los Angeles River, a concrete-lined river channel and the Cities of Bell Gardens and Commerce also drain southeast to the Rio Hondo, a concrete-lined tributary channel to Reach 2 of the Los Angeles River; and,

WHEREAS, the Cities agreed to collectively form the Los Angeles River Upper Reach 2 Watershed Management Area (LAR UR2 WMA) defined as the drainage area made up of the Cities collective boundaries; and,

WHEREAS, the Cities entered into an Agreement on April 29, 2013 to develop a WMP and a Coordinated Integrated Monitoring Plan (CIMP) for the LAR UR2 WMA to comply with the LA County MS4 Permit; and,

WHEREAS, the Cities on June 27, 2013 submitted a Notice of Intent (NOI) letter, to the LARWCB Executive Officer, announcing the formation of the LAR UR2 WMA Group, and their intent to prepare a Reasonable Assurance Analysis (RAA), to guide development of the WMP Plan, and a Coordinated Integrated Monitoring Program (CIMP) Plan to track progress in attaining the LA County MS4 Permit objectives, through the Adoptive Management Process (AMP) identified within LA County MS4 Permit Part VI.C.8.a; and,

WHEREAS, the Cities submitted a RAA and WMP to the LARWQCB on June 26, 2014; and,

WHEREAS, the LARWCB gave final approval of the LAR UR2 WMA RRA and WMP on August 13, 2015; and,

WHEREAS, the LAR UR2 RAA and WMP identified six regional BMP projects, estimated to cost a total of \$210 million, and an additional \$90 million in residential and commercial LID street renovations that may need to be implemented to achieve Permit numeric limits; and,

WHEREAS, the LAR UR2 RAA and WMP identified the John Anson Ford Park Infiltration Cistern (JAF Park) Project as the highest priority BMP; and,

WHEREAS, the cost of the JAF Park Project is beyond the Cities' budget, the Cities sought outside funding support for its construction.

WHEREAS, in May 2013 the Cities entered into a Memorandum of Understanding with the Los Angeles Gateway Regional Water Management Joint Powers Authority (GWMA) for GWMA to act as lead agency for applying to the State Water Resources Control Board (Water Board) for a Grant to fund the planning, design, and construction of the Project; and,

WHEREAS, on January 15, 2018 the Cities entered into a Sub-recipient Agreement with GWMA to provide for funding the administrative support for the design, construction, maintenance and operation costs of the Project in compliance with the Grant Agreement and for payment of the local match. Section 1.9 of the Sub-Recipient Agreement provides for the Cities to share the costs of the maintenance and operation of the Project based upon a pre-determined percentage share; and,

WHEREAS, on January 2018 the State Board executed an Agreement with GWMA for the JAF Park Infiltration Cistern: Phase I in the amount of \$9,904,842 requiring the Cities to provide matching funds in the amount of \$1,100,538; and,

WHEREAS, the Sub-recipient Agreement requires Bell Gardens to maintain and operate the Project throughout its useful life as required in the Grant Agreement and WMP; and,

WHEREAS, the Sub-recipient Agreement requires the costs associated with operating and maintaining the Project shall be paid by each Sub-recipient in accordance with each Sub-recipients' individual Percentage Share for the useful life of the Project as defined in the Grant Agreement; and,

NOW THEREFORE, in consideration of the mutual terms and conditions in this Agreement the parties agree as follows:

1. The City of Bell Gardens shall maintain and operate the JAF Park Infiltration Cistern Project throughout its useful life.
2. The City of Bell Gardens shall prepare and submit an annual budget for the purposes of funding the maintenance and operations of the JAF Park Infiltration Cistern Project.
3. The City of Bell Gardens shall submit invoices annually to each of the Sub-recipient Cities for the annual maintenance and operations costs of the JAF Park Infiltration Cistern Project in the individual Sub-recipient City's Percentage Share of the annual costs as further defined in the Attachment to this Agreement.
4. Each Sub-recipient City shall pay the invoice submitted by the City of Bell Gardens within 60 days of the invoice date.

IN WITNESS WHEREOF, the Parties have caused this document to be fully executed with all formalities required by the laws of the State of California. The parties are signing this Agreement as of the date stated in the introductory clause.

[Signatures for Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood, and Vernon begin on next page]

City of _____
a California municipal corporation

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

APPROVED AS TO FORM:

By: _____

Name: _____

Title: _____

Attachment

The Watershed Permittees of each UR2 Watershed City shall pay an equal one seventh (1/7th) share of fifty percent (50%) of the annual cost and each Watershed Permittee shall pay its pro-rate share, based on its percentage of land area of the total UR2 Watershed Area of fifty percent (50%) of the annual cost provided in Table 1.

Watershed City	Land Area in square miles	Percentage of Total Land Area
Bell	2.64	11.90%
Bell Gardens	2.49	11.22%
Commerce	6.57	29.61%
Cudahy	1.12	5.05%
Huntington Park	3.03	13.65%
Maywood	1.18	5.32%
Vernon	5.16	23.25%
TOTAL	22.19	100%

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 10.

DATE: November 19, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: JOHN THORNTON, COMMUNITY SERVICES SUPERVISOR

SUBJECT: CONSIDER THE APPOINTMENT OF THREE (3) YOUTHS TO FILL VACANCIES ON THE MAYWOOD YOUTH COMMISSION

RECOMMENDATION:

Staff recommends that the City Council review the eleven applications and appoint three youth members to the Maywood Youth Commission in order to establish a full board. This will allow the Commission to continue meeting with a quorum, complete its agenda items, and effectively serve as the voice of Maywood's youth community.

BACKGROUND:

In September 2023, the City Council adopted Ordinance No. 23-09 to establish the City Youth Commission. The Commission was created to give young people in Maywood a voice, provide input on issues affecting youth, and advise the City Council on youth-related matters. It is made up of five members, aged 15 to 18, who either live in the city or attend school in Maywood. Members are appointed by the City Council for two-year terms, with a limit of two terms per member, and initial appointments were staggered to ensure continuity. The Commission meets at least once a month, selects a chairperson, vice-chairperson, and members receive a \$50 monthly stipend, with possible reimbursement for approved expenses. Its duties include gathering information on youth issues, promoting youth programs, collaborating with schools and community organizations, organizing events, and advocating for youth needs. Members who miss three meetings without cause in a year may have their membership automatically terminated. The Commission is also required to provide an annual report to the City Council on its activities and accomplishments. The ordinance went into effect 30 days after adoption.

DISCUSSION:

The City of Maywood established the Youth Commission in 2023 to increase understanding and awareness of issues facing youth in the community, help them develop leadership skills and social responsibility. The Commission will address community issues from a youth perspective, and help identify solutions. The Commission also provides youth with a voice in the community, encourages participation in decision-making that affects them and their community, works on projects that improve the City of Maywood, advises the City Council on youth-related matters, promotes understanding of government, and supports youth involvement in community development and city government. To achieve these goals, the Commission is composed of five members, with at least three required to establish a quorum. Currently, there are three vacant seats due to members aging out and being unable to attend meetings. Staff received eleven applications and recommend

that City Council appoint three of the eleven applicants to the current vacancies.

LEGAL REVIEW:

The City Attorney has reviewed this report

FISCAL IMPACT:

Youth Commission stipends are budgeted within the Community Services Division for five (5) appointed members at \$50 per member per month, for twelve (12) months, totaling \$3,000 for FY 2025-26.

ATTACHMENT(S)

1. Valentina Application 2025
2. Amar Application 2025
3. Carmen Application 2025
4. Chelesa Application 2025
5. Daniel Application 2025
6. Julia Application 2025
7. Julissa Application 2025
8. Nicole Application 2025
9. Chris Application 2025
10. Pedro Application 2025
11. Hailey Application 2025



RECEIVED
OCT 14 2025
CITY OF MAYWOOD

Youth Commission Application

First Name: Valentina Last Name: Ortiz
Phone Number: [REDACTED] Email Address: [REDACTED]
Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):

<u>[REDACTED]</u>	<u>[REDACTED]</u>
Parent/Guardian Name	Parent/Guardian Name
Phone <u>[REDACTED]</u>	Phone <u>[REDACTED]</u>
Parent Email: <u>[REDACTED]</u>	Parent Email: <u>[REDACTED]</u>

What grade are you in?

- 9
 10
 11
 12

Are you a Maywood Resident?

- Yes
 No

If yes what is your Address?

[REDACTED]

Briefly state reasons why you are interested in serving on this commission.

I am interested in the Youth Commission because I think young people
are the heart of our future. It is so important that our voices and ideas are heard, especially since
they can sometimes get missed in the decisions that affect the lives of our communities.
When we come together and share our thoughts, we can help create policies and initiatives that truly
match our needs and dreams. Appreciating what we have to say can help build a more inclusive
community for everyone.

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

If I am selected for this commission, my primary objective will be to foster meaningful connections between the community and its young people. I envision organizing engaging programs and initiatives that encourage collaboration and open dialogue, allowing the youth to express their ideas and concerns. By facilitating workshops, mentorship opportunities, and community events, I aim to create an inclusive environment where young voices are heard, valued, and actively participate in shaping the future of our community.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

The most significant challenge we face is our difficulty in truly understanding and connecting with the younger generation.

There is a gap between our worlds, and it often feels like we are speaking different languages. Their vibrant energy and unique perspectives deserve to be heard, yet we find ourselves at a crossroads, unsure of how to bridge this divide.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

I am involved in Servealways (A volunteer club), a Future Women In STEM club, Varsity Flag Football, Varsity Softball, Photography club, and my school's art/creativity club (liaison). Along with a scholarship program known as the Onward Scholars Program (OSP) and

I am currently taking honors and AP classes. I have been an event volunteer for the last year and a half for Maywood, and I have

participated in the California Youth Think Tank (CYTT) Leadership Program, hosted at USC, where I was able to experience dorm life for a week.

I have received a scholar athlete award, along with honor roll, for two years in a row.

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

V.E.O take my volunteer commitment seriously and work in a professional manner.

V.E.O keep my agreed upon schedule, which includes being punctual.

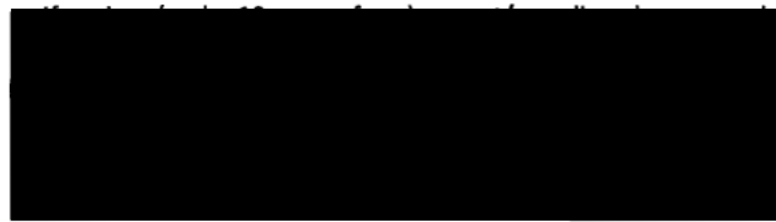
I certify that all statements on this application are true and complete. I understand that any false information or incomplete

information will result in termination or dismissal from any volunteer position with the City of Maywood.



10/14/25
Date

State the following:
the City of Maywood



10/14/25
Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to claudia.zavala@cityofmaywood.org.)



RECEIVED

SEP 11 2025

CITY OF MAYWOOD

Youth Commission Application

First Name: Amanda Last Name: Gomez

Phone Number: [REDACTED] Email Address: [REDACTED]

Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):

[REDACTED] Parent/Guardian Name [REDACTED] Parent/Guardian Name

Phone: [REDACTED] Phone: [REDACTED]

Parent Email: [REDACTED] Parent Email: [REDACTED]

What grade are you in?

- 9
- 10
- 11
- 12

Briefly state reasons why you are interested in serving on this commission.

I want to help make maywood a better & safer place. I would also like to help plan fun events.

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

I would like to help make the riverfront park safer for little ones. A goal for me is to allow the people of Maywood to have fun and meet new people at city events. And another goal for me is to speak for those who can't speak for themselves. And help me maintain and keep up riverfront it needs a lot of TLC.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

I feel like many youth are scared to go to riverfront park because of the homeless that are there. I myself have had bad experiences at the park because of this. I think they should have better safety precautions and help get the homeless help as well so that both parties can be safe.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

At my school they are very big on being involved around school with a big leadership program. They are also very big on being academically challenged with many rigorous classes that most other schools don't offer.

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

- take my volunteer commitment seriously and work in a professional manner.
- keep my agreed upon schedule, which includes being punctual.

I certify that all statements on this application are true and complete. I understand that any false information or incomplete statements will subject me to disqualification or dismissal from any volunteer position with the City of Maywood.

[Redacted Signature]

9/6/25

Date

If a minor (under 18 years of age), parent/guardian please complete the following:

I have read this notice and will allow my child to volunteer for the City of Maywood

[Redacted Signature]

9/6/25

Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to john.thornton@cityofmaywood.org.)



RECEIVED

SEP 11 2025

CITY OF MAYWOOD

2025

Youth Commission Application

First Name: Carmen Last Name: Lilly
Phone Number: [REDACTED] Email Address: [REDACTED]
Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):

[REDACTED]	[REDACTED]
Parent/Guardian Name	Parent/Guardian Name
Phone [REDACTED]	Phone: [REDACTED]
Parent Email [REDACTED]	Parent Email: [REDACTED]

What grade are you in?

- 9
- 10
- 11
- 12

Briefly state reasons why you are interested in serving on this commission.

I am interested to learn how to discussing
issues the people are facing and learning solutions
we can do to help the people of Maywood.

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

My goals are to help the people at Maywood to live comfortably without any issues, One being the significant amount of the homeless.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

The biggest issue I feel youth face is addiction or gang-related lives. Many teens are heavily influenced and can be introduced to drugs when in depressive states and have little attention to parents. I would advise the City council to make more sports and activities kids can join to distract them from the street life and can focus on their sports.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

~~Leadership, Red Cross, Secretary of class~~
My school has a Leadership class where students can help our school spirit, sports to play in but ~~can't~~ ^{are able to} not accept some kids, clubs such as Red Cross, Rock club, etc.

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

C.L take my volunteer commitment seriously and work in a professional manner.

C.L keep my agreed upon schedule, which includes being punctual.

I certify that all statements on this application are true and complete. I understand that any false information or incomplete information or dismissal from any volunteer position with the City of Maywood.

[Redacted Signature]

9.3.25

Date

If a minor (under 18 years of age), parent/guardian please complete the following:

I have read this notice and will allow my child to volunteer for the City of Maywood

[Redacted Signature]

9.3.25

Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to john.thornton@cityofmaywood.org.)



RECEIVED
SEP 11 2025
CITY OF MAYWOOD

Youth Commission Application

First Name: chelsea Last Name: Ortigoza
Phone Number: [REDACTED] Email Address: [REDACTED]
Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):
[REDACTED] [REDACTED]
Parent/Guardian Name Parent/Guardian Name
Phone [REDACTED] Phone [REDACTED]
Parent Email: [REDACTED] Parent Email: [REDACTED]

What grade are you in?

- 9
 10
 11
 12

Are you a Maywood Resident?

- Yes
 No

If yes what is your Address?

[REDACTED]

Briefly state reasons why you are interested in serving on this commission.

If given the opportunity to serve on this commission, some of the reasons I am interested in the endeavor include: taking advantage of the opportunities to better my community, contributing to helping make the voices of the neighborhood heard, and learning how to be a good leader for current and future opportunities.

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

One of my main priorities while serving on this commission would include taking every opportunity to better the safety of the community of my family

neighbors.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

As every year passes, children seem to be more affected by mental health issues. A solution I would present to the Mayor and/or the City Council

is to increase the amount of mental health professionals accessible to the children and students of the community. A way this solution could be

executed would be to allocate a certain budget towards the hiring and employing of these mental health professionals for the schools in the

city.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

The school activity's I currently participate in are, Volleyball, soccer goalkeeper, and band.

This in my first year on the volleyball team and I play right back on the junior varsity team

This is my second year as a goalkeeper on the soccer team, and this will be my first year playing a full season on the varsity team.

This is my first year playing alto sax in my high school band class, having played the flute in middle school two years prior.

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

C.O take my volunteer commitment seriously and work in a professional manner

C.O keep my agreed upon schedule, which includes being punctual.


I certify that all statements on this application are true and complete. I understand that any false information or incomplete statements will subject me to disqualification or dismissal from any volunteer position with the City of Maywood.

 _____

09-06-25
Date

If a minor (under 18 years of age), parent/guardian please complete the following:

I have read this notice and will allow my child to volunteer for the City of Maywood

 _____

09-06-25
Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to claudia.zavala@cityofmaywood.org.)



CITY OF MAYWOOD

SEP 15 2025

RECEIVED

Youth Commission Application

First Name: Daniel Last Name: Pantola

Phone Number: [REDACTED] Email Address: [REDACTED]

Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):

Parent/Guardian Name [REDACTED] Parent/Guardian Name _____

Phone [REDACTED] Phone: _____

Parent Email [REDACTED] Parent Email : _____

What grade are you in?

- 9
- 10
- 11
- 12

Briefly state reasons why you are interested in serving on this commission.

The reason why I want to join this commission is because I want to have my voice heard especially my opinions. I feel that I am a good role to help improve/guide the city council. I think that I am good at decision making especially in this city since I have lived here all my life.

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

My goals while serving this commission is to lower traffic accidents, fix the traffic lights, host community events, make walking safer, lower criminal activity, and convince the youth to avoid gangs, drugs, and violence.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

The biggest issue I have faced in Maywood is when me and my friends got sexually assaulted not too long ago at Jack in the Box. I would like the mayor and city council to address this issue by making a speech about how important it is for parents to be aware of their kids safety.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

My school classes are AP Spanish LNG, English, P.E., Computer Science, Biology, Geometry, Dance. My community activities that I attended are Debs Soccer I did it for 2 seasons.

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

- take my volunteer commitment seriously and work in a professional manner.
- keep my agreed upon schedule, which includes being punctual.

I certify that all statements on this application are true and complete. I understand that any false information or incomplete statements will subject me to disqualification or dismissal from any volunteer position with the City of Maywood.

Student Signature

~~9/15/25~~
Date
9/15/25

If a minor (under 18 years of age), parent/guardian please complete the following:

I have permitted _____ my child to volunteer for the City of Maywood

Parent/Guardian Signature

9/4/2025
Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to john.thornton@cityofmaywood.org.)



RECEIVED

SEP 11 2025

CITY OF MAYWOOD

Youth Commission Application

2025

First Name: Julia Last Name: Andrade

Phone Number: [REDACTED] Email Address: [REDACTED]

Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):

[REDACTED] Parent/Guardian Name [REDACTED]

Phone: [REDACTED] Phone: [REDACTED]

Parent Email [REDACTED] Parent Email [REDACTED]

What grade are you in?

- 9
- 10
- 11
- 12

Briefly state reasons why you are interested in serving on this commission.

I am interested in serving the maywood commission because I care deeply about making a change for the good in my community and advocating for young people like myself. I want to bring a different perspective that some might not see. I want to be a role model for young individuals and have them know there is someone who understands them.

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

If I were to be selected in commission, I would want youth advocacy and a youth podcast where people who have made an impact in our community. This would give youth adults a direct connection to becoming leaders or help understand what students are going through and being impacted.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

The biggest issue in my neighborhood is safety concerns and homeless encampment near schools. People especially youth like to run or be outside but we can't because of the fear of the worse. We can address by finding out where the most populated communities of teenagers and make sure there is no homeless and is safe for us to have fun and be young adults.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

I am in National Honor Society, SHOUT leadership, Var cheer, volleyball, MACES leadership, Interact, Dance, Redcross, H.E.A.L, Youth Champions Ambassador, class representative.

Classes,

AP Pre Calc, AP Lang, US History, Leadership, H physio, ADV CONDU

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

- take my volunteer commitment seriously and work in a professional manner.
- keep my agreed upon schedule, which includes being punctual.

I certify that all statements on this application are true and complete. I understand that any false information or incomplete statements will subject me to disqualification or dismissal from any volunteer position with the City of Maywood.

S

09104125
Date

If a minor (under 18 years of age), parent/guardian please complete the following:

I have read this notice and will allow my child to volunteer for the City of Maywood

Par

09104125
Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to john.thornton@cityofmaywood.org.)



RECEIVED

SEP 11 2025

CITY OF MAYWOOD

Youth Commission Application

First Name: Julissa Last Name: Villa

Phone Number: [REDACTED] Email Address: [REDACTED]

Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):

[REDACTED] Parent/Guardian Name

[REDACTED] Parent/Guardian Name

[REDACTED] Phone

[REDACTED] Phone

[REDACTED] Parent Email:

[REDACTED] Parent Email:

What grade are you in?

9

10

11

12

Are you a Maywood Resident?

Yes

No

If yes what is your Address?

[REDACTED]

Briefly state reasons why you are interested in serving on this commission.

Some reasons why I am interested in serving on this commission is because I would like to contribute to the community that I live in to help people feel safe and welcomed. It would also help me develop my leadership skills and be able to learn more on how governments think be more aware of some of the important local issues in the community that I live in and grew up in.

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

Some of the goals that I have if I get selected to serve on this commission is to try to use my voice and actions to help people feel safe in the community they live in. I would also like to help with donating food, water, blanket, and more to people in need. I would also like to keep the parks in Maywood more clean and safe for kids and adults.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

One of the biggest issue that I feel youth face in maywood or in my neighborhood would be the ICE (Immigration and Customs Enforcement) regulations. I know a lot of people whose familys are not going out and are even scared to go to school because of ICE being all most everywhere which of course could affect their education. Of course I m not believing that they can band it from maywood but to not let ICE go near school grounds.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

In school I m taking honors English, honors biology, honors Algebra 2, Health, PE, and computer science. Im curenly doing flag football but in the winter I Plan to try out for basketball. I signed of for two clubs which is self care and red cross.

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

JV take my volunteer commitment seriously and work in a professional manner.
JV keep my agreed upon schedule, which includes being punctual.

I certify that all statements on this application are true and complete. I understand that any false information or incomplete statements will subject me to disqualification or dismissal from any volunteer position with the City of Maywood.

09.06.2025
Date

If a minor (under 18 years of age), parent/guardian please complete the following:

I have read this notice and will allow my child to volunteer for the City of Maywood

09.06.2025
Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to claudia.zavala@cityofmaywood.org.)



Youth Commission Application

First Name: Nicole Last Name: Pacheco

Phone Number: [REDACTED] Email Address: [REDACTED]

Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):

[REDACTED] Parent/Guardian Name

[REDACTED] Parent/Guardian Name

Phone [REDACTED]

Phone [REDACTED]

Parent Email: [REDACTED]

Parent Email: _____

What grade are you in?

- 9
- 10
- 11
- 12

Are you a Maywood Resident?

- Yes
- No

If yes what is your Address?

Briefly state reasons why you are interested in serving on this commission.

I'm interested in serving on this commission because I would love to give back to my community. I can do this by advocating for those who can not. Additionally, I would like to learn how to be a better leader with first hand experience. I'm also able to speak up for others & can help others understand what we need to do but I still have more to learn. Finally I aim to fulfill my passion for becoming a politician & representative of community. With this, I am committed to serving this commission

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

IF I were to be selected to serve on this commission, my goal is to make May Wood a safer place for the youth. I can do this through park clean ups or having more event for the youth that informs them of danger.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

The biggest issue that young people in Maywood face is having no place to hang out peacefully, not having a safe environment where they can do their homework. Many of my peers shared stories in which they have been chased by older men, viewed others doing hallucinogens, most importantly, not felt safe. Many yell on others homes & fast food places. This is the issue I foresee changing by making the park a safer place for the youth.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

As president of girls who code, I collaborate with my peers to teach girls to code, break barriers for women in STEM. I am also the co-founder of Design Club where we teach kids to express them self through art. at church I volunteer weekly as part of choir for mass. I'm also a member of CSHS a club that aims to teach computer science to kids, encourage passion for technology.

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

NP take my volunteer commitment seriously and work in a professional manner.

NP keep my agreed upon schedule, which includes being punctual.

I certify that all statements on this application are true and complete. I understand that any false information or incomplete statements will subject me to disqualification or dismissal from any volunteer position with the City of Maywood.

Student Signature

10/31/25

Date

If a minor (under 18 years of age), parent/guardian please complete the following:

I have read this notice and will allow my child to volunteer for the City of Maywood

Parent/Guardian Signature

10-31-25

Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to claudia.zavala@cityofmaywood.org.)



RECEIVED
SEP 11 2025
CITY OF MAYWOOD

2025

Youth Commission Application

First Name: Chris Last Name: Perdomo
Phone Number: [REDACTED] Email Address: [REDACTED]
Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):

[REDACTED]	[REDACTED]
Parent/Guardian Name	Parent/Guardian Name
Phone: [REDACTED]	Phone: [REDACTED]
Parent Email: [REDACTED]	Parent Email: [REDACTED]

What grade are you in?

- 9
- 10
- 11
- 12

Briefly state reasons why you are interested in serving on this commission.

I am interested making maywood a better & safer place because it truly depresses me to see my city not growing but falling apart. I plan to make maywood a safer, funner, and better place.

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

I would love to make Maywood a better place by forming clean-up crews for the city, making a cleaner city, and fixing park slides, courts. I would love to use all my skills to form a good team to make my city better.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

As a 15 year old who goes to school in Maywood, I feel that the biggest issue is gang activity. I believe that a child who's brain is always learning new things and developing, tags, shooting, and gang violence can be bad for youth. I would talk to them about forming new groups to paint tags and even advocate for help.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

My school is a very protected safe space which offers ~~things~~ ~~clubs~~ clubs like MESA, AV Tech, Red Cross, more. It also involves school spirit which is one of my favorite classes ~~and~~ leadership and sports like volleyball, football, and more.

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

- take my volunteer commitment seriously and work in a professional manner.
- keep my agreed upon schedule, which includes being punctual.

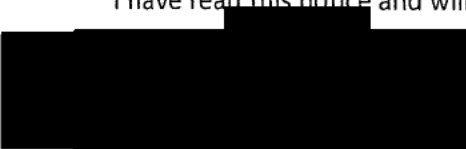
I certify that all statements on this application are true and complete. I understand that any false information or incomplete statements will subject me to disqualification or dismissal from any volunteer position with the City of Maywood.



9-4-25
Date

If a minor (under 18 years of age), parent/guardian please complete the following:

I have read this notice and will allow my child to volunteer for the City of Maywood



9-4-25
Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to john.thornton@cityofmaywood.org.)



Youth Commission Application

First Name: <u>Pedro</u>	Last Name: <u>Velez</u>
Phone Number: <u>[REDACTED]</u>	Email Address: <u>[REDACTED]</u>
Name of School Currently Attending: <u>[REDACTED]</u>	
Minors Only (Under 18 years)	
Name of Parent(s) or Guardian(s) (Please Print):	
<u>[REDACTED]</u>	<u>[REDACTED]</u>
Parent/Guardian Name	Parent/Guardian Name
Phone <u>[REDACTED]</u>	Phone <u>[REDACTED]</u>
Parent Email: <u>[REDACTED]</u>	Parent Email: <u>[REDACTED]</u>
What grade are you in?	
<input type="checkbox"/> 9	
<input type="checkbox"/> 10	
<input checked="" type="checkbox"/> 11	
<input type="checkbox"/> 12	
Are you a Maywood Resident?	
<input checked="" type="checkbox"/> Yes	
<input type="checkbox"/> No	
If yes what is your Address?	
<u>[REDACTED]</u>	
Briefly state reasons why you are interested in serving on this commission.	
<p>I have spent my entire life in the City of Maywood and this community has shaped my identity, because of this I am passionate about our community and the people living in it. I want to be able to represent the youth because I fully believe that we need to make their voices heard and empower all the young people of this community to use it. I would love to be a member of the Youth Commission to boost youth engagement, resources, and opportunities here. I believe that youth voice is necessary in decision making and if given the chance, I hope to provide significant contributions to the city and help create a more unified and stronger Maywood.</p>	

What would be your goal(s) if selected to serve on this commission? My three main goals if selected to serve on this commission include increasing youth involvement in city decisions, expanding youth programs and opportunities, and strengthening communication between the city and the youth. First of all, to be able to increase youth involvement, I propose, creating more spaces for youth voices and feedback. We could even partner with nearby schools to be able to teach the youth about what is going on in the City of Maywood and allow them to give feedback. Second of all, we can expand youth programs and opportunities by creating leadership workshops, more community service events, or college/career readiness activities. The reason why it is important to have these opportunities is due to the fact the younger generation will lead in the future, we want to create amazing people out of this city and help them reach their potential. Finally, to be able to increase communication, I propose using social media more often, holding meeting directly towards the youth, partner with schools to distribute news, and make the information clear. This is important because we want the youth to be aware of resources, events, opportunities and even empower them to speak out.

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue? The biggest issue that I feel youth faces in Maywood is that their voices are not being heard. Although, there is a youth commission team, I believe the city should do more in allowing the opinions of the general youth to be heard. The reason as to why this is a problem is that programs and policies can reflect their actual needs. I would advise the Mayor and City Council to address this issue through regular surveys in schools, youth monthly meetings, City officials actually responding to youth suggestions, and talk with the commission team to see how feedback is used.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes): Activities I participate in, but not limited to, include being President of the Southeast Rio Vista Youth and Government Delegation, in which I have expanded the delegation to its largest size ever. Furthermore, I am the MaCES Interact Cub President, where I have introduced event-based committees and on track to surpass last year's amount of service events. Moreover, I am the Co-Captain for the MaCES Debate team, where I have become the youngest team to reach Varsity Division and the only team to become JV Champions. Lastly, I am the Secretary for the MaCES robotics club where I help coordinate club activities and events, and I keep meeting documents organized. Recently, I volunteered at the City of Maywood Trunk or Treat Event, and I coordinated volunteer support for my school's middle/elementary school VEX Robotics competition. I have even volunteered in beach cleanups, toy drives, turkey drives, and LA Marathon volunteering. Academic wise, I have a 4.3 GPA and have taken rigorous courses including AP Seminar, where I got a 3, and AP World where I got a 4. However, currently, I am taking AP US History, AP Pre-Calculus, AP Computer Science Principles, and AP English Language and Composition, where I continue to maintain my all A's.

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial):

P.V. take my volunteer commitment seriously and work in a professional manner.
P.V. keep my agreed upon schedule, which includes being punctual.

I certify that all statements on this application are true and complete. I understand that any false information or incomplete statements will subject me to disqualification or dismissal from any volunteer position with the City of Maywood.

[Redacted Signature]
Student Signature

10/31/25
Date

**If a minor (under 18 years of age), parent/guardian please complete the following:
I have read this notice and will allow my child to volunteer for the City of Maywood**

[Redacted Signature]
Parent/Guardian Signature

10/31/25
Date

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to claudia.zavala@cityofmaywood.org.)



Youth Commission Application

First Name: **Hailey** Last Name: **Montenegro**

Phone Number: [REDACTED] Email Address: [REDACTED]

Name of School Currently Attending: [REDACTED]

Minors Only (Under 18 years)

Name of Parent(s) or Guardian(s) (Please Print):

Parent/Guardian [REDACTED]

Parent/Guardian Name [REDACTED]

Phone [REDACTED]

Phone [REDACTED]

Parent Email: [REDACTED]

Parent Email: [REDACTED]

What grade are you in?

9

10

11

12

Are you a Maywood Resident?

Yes

No

If yes what is your Address?

[REDACTED]

Briefly state reasons why you are interested in serving on this commission.

I am most excited to serve on this commission because of the integral platform it gives to the youth of Maywood. I am very interested in being civically engaged and the promotion of civic engagement in youth. A large part of Maywood is composed of youth which is why institutions like the Maywood Commission are so important to ensure such a large voice of Maywood City is heard. I am extremely passionate about utilizing my voice to uplift others, the Maywood City Commission is the perfect opportunity for me to voice my and my peers' concerns. I would cherish the opportunity to create real change by investing in our community including accessibility to life-changing resources, transparency with the public, and ensuring the empowerment of our city and its people.

What would be your goal(s) if selected to serve on this commission? (If you require more space please attach more to the back)

I believe my key goal on the commission would be to critically empower the citizens of Maywood. To ensure this empowerment I can break it up into small tasks including, quality education, inclusivity, and safety.

In the city of Maywood, with a predominantly Hispanic community, we run into political barriers such as the law system and the misinformation. This, in turn, means that most students that come from these backgrounds aren't typically aware of politics or the importance of politics, rendering them confused and often feeling like they don't deserve to participate in these conversations. By hosting workshops from elementary students to senior citizens, we can ensure a civically engaged and aware city of Maywood because they deserve to understand the choices being made in these court houses will affect them. The beauty of being educated is the voice it gives someone, by securing quality education we give everyone the platform they deserve.

Similarly, we can address inclusivity to delegate empowerment. Inclusivity allows for all people regardless of background to get resources like health or educational opportunities to shine. To be inclusive, this means taking into account all of the different people of Maywood and continuing with an empathetic and community-based approach. I want to give everyone the space they need to speak and ensure that even a small request, question, or critique is worth the time and effort. To function as a successful city we must understand that working together, including one another, is key to the blossoming of Maywood!

My third, but not last goal is to allow citizens of Maywood to feel safe in their community. During this past summer we saw the brutality of ICE raids and the racist rhetoric against communities like ours. This makes our citizens feel small and hopeless, susceptible to dictator-like power. By spreading resources, hosting cultural events, and most importantly utilizing the sheriffs to protect our people and make them know they are safe. When we are safe, we can empower one another to do amazing things

What is the biggest issue you feel youth face in Maywood or in your neighborhood? And how would you advise the Mayor and City Council to address this issue?

I feel like the biggest issue youth face is extreme disconnect with one another. This disconnect leads to bullying, utilization of drugs, and gang activity. As humans, we look to one another to feel security and safety so in times of disconnection people pit against one another or look to other sources of security like substance abuse. I would advise the City council to host events that give teens a youth specific space where they can come from different backgrounds, schools, even communities and know that these events are a safe space where they can be themselves, make friends, and find a community. In these spaces we can also offer opportunities to learn about the importance of surrounding yourself with empowering and safe communities. We can also provide mentorship and counseling to advise young people and steer them into the right directions of their future. These spaces will deter people who feel isolated into a flourishing community where they know they can fall back onto and if one of their peers falls, they themselves will be there to pick each other up.

Please list and briefly describe your school and community activities (clubs, volunteer activities, athletics, and classes).

Some civically engaged activities I participate in are debate, youth and government, and the beginnings of the civic engagement society, a club, at my school. This is my second year of debate and I am a co-captain of my team. I love debate because it educates me about current events and policies being enacted in the United States. Debate also trains me to analyze an issue from all sides which means I analyze scenarios with an empathetic and logical lens to ensure I am not leaning too much on a certain side. Similarly, in youth and government I get to debate topics and learn more about our government system. As vice president of youth and government at the YMCA, I get to facilitate and empower others to utilize their voice and make them know about the positions they can hold in the future. I am also a founding member of the Civic Engagement Society at my school which focuses on helping youth become civically and politically involved by holding voting registrations and in the future, workshops to educate others about the importance and logistics of our political system. I have been involved in robotics for 3 years and been president for 2 years. I love being president because I get to collaborate with others on difficult engineering topics that I would've never been able to do alone. We also host an elementary robotics competition league which is one of my favorite parts of being the president because I get to engage with even younger students and inspire them to continue with STEM pathways and promoting computer science in the future. I also participate in an organization called *Youth Champions* which focuses on empowering students with life-long skills. As a student leader in youth champions, I am able to connect with my peers and facilitate discussions about topics like time management skills, college readiness, and becoming goal oriented in a weekly meeting. I also participated in Volleyball and Wrestling for 2 years at my school. I loved both of these sports because of such a rigorous course load, these sports gave me the opportunity to play with others and an opportunity to have fun after such heavy days. I love all of these activities because they reflect my morals and ideals in my current and future life.

Participation Agreement:

In return for orientation, training, supervision, and evaluation of my volunteer efforts, I agree to (please initial): HM take my volunteer commitment seriously and work in a professional manner. HM keep my agreed upon schedule, which includes being punctual.

I certify that all statements on this application are true and complete. I understand that any false information or incomplete statements will subject me to disqualification or dismissal from any volunteer position with the City of Maywood.

Signature Date 10/30/25

If a minor (under 18 years of age), parent/guardian please complete the following:

I have read this notice and will allow my child to volunteer for the City of Maywood

██████████/Guardian Signature Date 10/30/25

(Please submit application to City Hall, 4319 E. Slauson Ave, Maywood, 90270, or email to claudia.zavala@cityofmaywood.org.)

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 11.

DATE: November 19, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: JENNIFER VASQUEZ, CITY MANAGER

SUBJECT: ADOPT RESOLUTION NO. 6437 APPROVING A COST-OF-LIVING ADJUSTMENT (COLA) AND WORK-FROM-HOME OPTION FOR NON-REPRESENTED EMPLOYEES INCLUDING THE FINANCE DIRECTOR; DEPUTY DIRECTOR OF BUILDING AND PLANNING; HUMAN RESOURCES/RISK MANAGER; AND DEPUTY CITY CLERK/ ASSISTANT TO THE CITY MANAGER

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 6437 approving a cost-of-living adjustment (COLA) and work-from-home option for Non-Represented employees including the Finance Director; Deputy Director of Building and Planning; Human Resources/Risk Manager; and Deputy City Clerk/ Assistant to the City Manager

BACKGROUND:

In the past, the City's exempt non-represented group has generally adopted the terms of the Memorandum of Understanding (MOU) established with the represented employee group. However, the previously adopted MOU expired as of June 30, 2025. As part of ongoing personnel and compensation considerations, the City has met with the non-represented employees to review and discuss terms for adjustments, including cost-of-living, work schedule options, and related provisions.

This resolution formalizes the agreed-upon adjustments for the specified non-represented classifications, consistent with the City's authority and personnel policies.

DISCUSSION:

The City Manager, serving as the designated negotiator, met with the non-represented employees to review compensation and work schedule matters. The parties reached an agreement that includes a 4% Cost-of-Living Adjustment (COLA) effective the first full pay period after July 1, 2025, with retroactive pay, as well as a one-day-per-week work-from-home option. The work-from-home option would be discontinued in the event the City adopts a 4/10 work schedule. These adjustments are intended to recognize the contributions of the non-represented employees while maintaining consistency with City policies and operational needs.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The 4% salary increase for non-represented employees results in an additional \$19,760 in salary costs and \$2,923 in related retirement costs for fiscal year 2025-26. These adjustments will be incorporated into the Mid-Year Budget Review in January 2026.

ATTACHMENT(S)

1. RESO NO. 6437 APPROVING A COST-OF-LIVING ADJUSTMENT (COLA) AND WORK-FROM-HOME OPTION FOR NON-REPRESENTED EMPLOYEES

RESOLUTION NO. 6437

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, APPROVING A COST-OF-LIVING ADJUSTMENT (COLA) AND WORK-FROM-HOME OPTION FOR NON-REPRESENTED EMPLOYEES INCLUDING THE FINANCE DIRECTOR; DEPUTY DIRECTOR OF BUILDING AND PLANNING; HUMAN RESOURCES/RISK MANAGER; AND DEPUTY CITY CLERK/ ASSISTANT TO THE CITY MANAGER

WHEREAS, this resolution applies to the following non-represented classifications: Finance Director; Deputy Director of Building and Planning; Human Resources/Risk Manager; and Deputy City Clerk/ Assistant to the City Manager; and

WHEREAS, the City of Maywood recognizes the valuable contributions of its non-represented employees in supporting the effective and efficient operations of the City; and

WHEREAS, the City's designated negotiator, the City Manager, met with non-represented employees; and

WHEREAS, an agreement was reached to provide a four percent (4%) Cost-of-Living Adjustment (COLA) for non-represented employees, effective the first full pay period following July 1, 2025, with retroactive pay included; and

WHEREAS, as part of this agreement, non-represented employees shall be eligible to work one (1) day per week remotely, subject to operational needs and supervisor approval; and

WHEREAS, in the event the City adopts a 4/10 work schedule, the one-day-per-week remote work option shall be discontinued in recognition of the adjusted work structure; and

WHEREAS, the City Council desires to formalize and approve the agreed-upon terms.

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

SECTION 1. A 4% Cost-of-Living Adjustment (COLA), effective the first full pay period following July 1, 2025, with retroactive pay included, is hereby approved.

SECTION 2. The option to work remotely one (1) day per week, subject to supervisor approval and operational needs, is hereby approved and authorization is provided to the City Manager to implement the remote work benefit.

SECTION 3. The remote work option shall be eliminated should the City adopt a 4/10 work schedule without any further action by the City Council.

PASSED, APPROVED AND ADOPTED, this 19th day of November 2025.

Mayra Aguiluz, Mayor

ATTEST:

Miguel Leon, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I, Miguel Leon, Deputy City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6437 was adopted at a regular meeting of the City Council of the City of Maywood held on the 19th day of November 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Miguel Leon, Deputy City Clerk

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 12.

DATE: November 19, 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: DISCUSSION REGARDING THE UPDATE TO THE ZONING CODE AND PROVIDE DIRECTION REGARDING A REQUEST FOR PROPOSAL FOR THE UPDATE

RECOMMENDATION:

Staff recommends that the City Council: (i) receive and file this report; and (ii) provide direction to staff to begin development of a Request for Proposals (RFP) for a comprehensive Zoning Code update, with the draft RFP, anticipated project schedule, and budget considerations to be brought back to City Council for review and approval prior to release.

BACKGROUND:

The City of Maywood's Zoning Ordinance (Title 9 of the Maywood Municipal Code) is one of the most critical regulatory tools guiding land use and development throughout the City. The Zoning Code implements the vision and policies of the General Plan by translating broad planning goals into enforceable development regulations, land use standards, and design criteria. These regulations are essential for promoting orderly growth, protecting neighborhood character, enhancing the built environment, preserving property values, and supporting community health, safety, and quality of life.

A modern and effective Zoning Code must also be clear, user-friendly, and legally compliant, providing predictable guidance for residents, businesses, developers, and City staff. As State land use and housing laws continue to evolve, it is critical that the City's Zoning Code be updated to ensure compliance with current State and Federal requirements, eliminate regulatory conflicts, incorporate best planning practices, and align with the City's long-term goals for economic development, housing opportunity, environmental resilience, and sustainable growth.

DISCUSSION:

Since the City's most recent comprehensive update to the General Plan, the Zoning Ordinance has become inconsistent with several updated General Plan elements, including Circulation, Housing, Land Use, Safety, and Environmental Justice. Pursuant to Government Code Section 65860(c)(1), when a zoning ordinance becomes inconsistent with an amended General Plan, the City is required to amend the zoning regulations within a reasonable time to restore consistency. To meet this statutory requirement and ensure alignment with

local policy and State law, a comprehensive update to the City's Zoning Code is necessary.

The City's current Zoning Ordinance (Title 9 of the Maywood Municipal Code) has been in effect since April 28, 2009, with limited amendments since adoption. The most recent amendment occurred on May 22, 2024, specific only to the establishment of Accessory Dwelling Unit (ADU) development standards. While this update addressed an immediate regulatory need, the Zoning Code has not undergone a holistic modernization in over 15 years. Given the significant changes in State planning and housing law, environmental policy, development trends, and community priorities, a full update is now both timely and critical.

The development of a new Zoning Code will achieve several key objectives, including:

- Restoring consistency with the General Plan and compliance with State and Federal regulations;
- Modernizing land use standards to reflect current planning best practices and legal requirements;
- Improving clarity, usability, and functionality for residents, businesses, developers, and City staff;
- Introducing graphics, tables, and formatting enhancements to clearly communicate regulations; and
- Establishing a more predictable, transparent, and user-friendly development review process.

To initiate this multi-phase effort, staff plans to develop a Request for Proposals (RFP) to solicit qualified planning firms with expertise in zoning modernization, State regulatory compliance, and community engagement. The City anticipates releasing the RFP in early 2026, pending City Council review and approval of the final RFP and proposed project schedule. Based on comparable zoning modernization efforts statewide, the development of a new Zoning Code is anticipated to take approximately 12 to 24 months to complete, depending on scope, regulatory complexity, and public engagement components.

Public outreach will be incorporated throughout the process, including community engagement opportunities and formal public hearings before both the Planning Commission and City Council prior to final adoption of the updated Zoning Code. Staff will return to Council with detailed cost estimates, funding options, and a consultant selection recommendation prior to contract execution.

LEGAL REVIEW:

The City Attorney reviewed this report.

FISCAL IMPACT:

There is no initial fiscal impact with this action. Nevertheless, modernizing a Zoning Code is a major municipal investment due to its technical complexity, legal significance, community engagement requirements, environmental analysis, and long-term implementation impact.

At this stage, exact costs are to be determined, as they will be shaped by consultant proposals, project scope, outreach strategy, and regulatory requirements. However, comparable efforts in California cities demonstrate that comprehensive zoning updates require:

- Significant consultant and technical planning resources
- Extensive legal, environmental, and policy analysis
- Robust community engagement strategies
- Interdepartmental coordination and staff capacity support

Funding options will be presented to City Council as part of the RFP review and approval process prior to contract award.

ATTACHMENT(S)

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 13.

DATE: November 19, 2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: JOHN THORNTON, COMMUNITY SERVICES SUPERVISOR

SUBJECT: CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM IRVINE FC ACADEMY - MAYWOOD IN THE AMOUNT OF \$10,000 TO SUPPORT THE YOUTH SOCCER PROGRAM TOURNAMENT FEES AND FIELD RENTAL COST

RECOMMENDATION:

Staff recommends that the City Council approve the Community Benefit Fund application from Irvine FC Academy – Maywood in the amount of \$10,000.

BACKGROUND:

The City of Maywood has established a “Community Based Fund” to support community-based programs and activities. Applicant eligibility is determined by the City’s Community Benefit Fund Guidelines and Procedures (“Guidelines”) for the distribution of funds to eligible organizations that provide community-based programs, community activities and educational activities. The City received an application dated October 10, 2025 by email from Irvine FC Academy - Maywood, which is discussed further below.

Irvine FC Academy – Maywood is a youth soccer program focused on engaging boys ages 13–17 through competitive athletic development. The team competes in the United Premier Soccer League (UPSL) and travels throughout Southern California for weekend matches. The program was created to keep local youth active, connected, and positively engaged during the summer months, offering structure and support while helping to deter involvement in negative activities. In its first season, the team served approximately 20–30 participants. Practices are held at Maywood Academy High School, with games hosted on weekends at Maywood Center for Enriched Studies.

DISCUSSION:

The applicant, Irvine FC Academy – Maywood, is requesting funding to support its boys’ soccer program by covering tournament fees and field rental costs. The proposed budget allocates 60% of the funds towards field rental fees, 40% towards referee fees.

Qualification Review

Per the grant guidelines, to apply for a grant under the City Community Benefit Fund, the Eligible Organization must provide a program, service, activity, event or other similar activities that have a benefit to the residents of the City of Maywood or the specified target group within the City by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents or students of the

City. Categories of services and activities eligible for grants include, but are not limited to, educational programs, cultural activities (i.e. music, art, dance, recreation), youth athletics, civic projects, health and safety programs, services sponsored by Maywood community organizations and public services (i.e. senior services, youth programs, health services). If the request relates to a community event, the event must be advertised and open to the public.

Irvine FC Academy, established on March 12, 2024, is a youth recreation program dedicated to serving boys ages 13–17 who reside in the City of Maywood. The program was developed to provide a positive, structured outlet for teens during the summer months, with a focus on physical fitness, teamwork, and personal development through competitive soccer.

Participants in the program are primarily students enrolled at Maywood Center for Enriched Studies (MaCES) and Maywood Academy High School. The team competes in the United Premier Soccer League (UPSL) and participates in summer tournaments that serve as college showcases. These events offer players the chance to be seen by college scouts and recruiters, creating valuable opportunities to earn athletic scholarships and pursue higher education, many of whom may be first-generation college students.

By combining recreation with academic potential, Irvine FC Academy not only promotes a healthy and active lifestyle but also supports long-term educational and career pathways for youth in the community. The program aims to reduce youth involvement in negative activities by fostering discipline, leadership, and community pride.

Funding support for this program would go directly toward covering tournament fees and field usage, ensuring equitable access for all participants regardless of financial background.

Accordingly, based on the documentation provided by the applicant in support of their application, staff recommends that the City Council approve their request.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The City budgeted \$75,000 at the beginning of the fiscal year and has awarded to one application in the amount of \$14,960 at the July's Council meeting. If this item is approved, the remaining balance will be \$50,040.

F.Y. 25-26 Impact: \$10,000	Current F.Y. Budget: \$60,040
Fund Impacted: Community Benefit Fund	Budget adjustment requested: N/A
Source of funds: Community Services Department	Remaining Budget Amount: \$50,040.00
Account Number 100.302.6301.9999	For fiscal year: 2025 / 2026

ATTACHMENT(S)

1. Irvine FC Community Benefit Fund Application
2. Irvine FC EIN Confirmation Letter
3. 2025 Irvine FC Academy Proposed Budget

CITY OF MAYWOOD

COMMUNITY BENEFIT FUND APPLICATION

Please Type/Print Information
(attach additional pages as needed)

Date: 10/10/25

Application Funding Cycle

Application Due Date

- Q1: July 1 – September 30
- Q2: October 1- December 31
- Q3: January 1 - March 30
- Q4: April 1 - June 30

June 1
September 1
December 1
March 1

Amount Requested: \$10,000

Organization Name: Irvine FC Academy - Maywood	Phone Number: ([REDACTED])
Street Address: [REDACTED]	Fax Number: [REDACTED]
City, State, Zip: Maywood, CA, 90270	Federal EIN: [REDACTED]
Contact Person: Isidro Guadalupe	
Contact Email Address: [REDACTED]	

Provide a detailed description of your organization. For example, are you a school, school-based or affiliated entity, youth program, community based organization, etc.

We are a youth & young adult program that is based in the City of Maywood that focuses on soccer in the city.

Does your organization have non-profit status with the Internal Revenue Service?
Yes No (If yes, attach documentation)

How long has this organization been in existence (provide date)?
This organization started in March 12 of 2024 so we are currently on our second year.

Is the organization located/based in Maywood or does it provide programs or services to Maywood residents? Yes No If yes, please explain.
This organization is based in Maywood and also provides services to Maywood residents

Describe how the requested funds will be used? Attach a proposed budget.
The funds that we are requesting would be used to pay for our practice field at MaCES. They charge a lot since we need to reserve the field through LAUSD. Whatever is left we will use to pay for referee fees and field fees to play on the weekend. Budget is attached.

What is the anticipated time-frame to provide the proposed program, service, event activity or goods and the expenditure of the requested funds?

It would be used immediately since we have to pay for the field ahead of time. And the rest will cover the other fees listed.

Describe the organization's efforts in obtaining funding from other sources?

We have had no luck obtaining funds from any other sources. We have only been able to cover parents of those involved to pay their share.

How will the requested funds have a benefit to Maywood residents?

It will help grow the soccer community in this city and help kids stay away from bad influences by being involved in a positive environment.

How will the requested funds enhance the quality of life or the delivery of services for Maywood residents?

This will impact the youth greatly since many kids in the city will be looking to take on a healthy habit of playing soccer rather than doing something that may influence them in a negative tone.

How will the requested funds provide educational opportunities for Maywood residents or students?

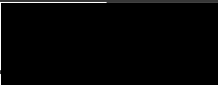
This would give these kids the opportunity to excel in a sport and when it comes to college, excelling in sports is a great way for scholarships.

Has your organization previously received funding from the City of Maywood?

Yes No If yes, identify the use of the funds, total amount, and fiscal year in which the funds were received.

Is a member of your organization's board or executive leadership a City employee, an elected or appointed City official, or a family member of a City employee or elected or appointed City official? Yes No If yes, please explain.

By my signature below, I hereby certify, under penalty of perjury, that I am qualified to sign for and bind the named organization and that the information contained within and submitted with this application is complete, true and accurate. I have received a copy of the Community Benefit Fund Guidelines and Procedures and agree to abide by its provisions. If awarded funding, an agreement will be required to be executed.

Date: 10/10/2025	Signature 			
Print Name and Title: Isidro Guadalupe CEO of Irvine FC Academy - Maywood				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded

Date of this notice: 04-08-2025

[REDACTED]

Form: SS-4

Number of this notice: CP 575 E

IRVINE FC ACADEMY - MAYWOOD

[REDACTED]

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 33-4455987. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for business and tax purposes. Some taxpayers receive CP575 notices when another person has stolen their identity and are operating using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under Section 501(a); or Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you will lose tax-exempt status if you fail to file a required return or notice for three consecutive years, unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter. For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.



IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is IRVI. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business.

You can get any of the forms or publications mentioned in this letter by visiting our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

Thank you for your cooperation.

Keep this part for your records.

CP 575 E (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 E

9999999999

Your Telephone Number Best Time to Call DATE OF THIS NOTICE: 04-08-2025



NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

IRVINE FC ACADEMY - MAYWOOD



Irvine FC Academy – Maywood Proposed Budget for Community Benefit Fund Application

MaCES Turf Field Costs

For 2 hours with lights

\$240

From January 1 – March 30 every Tuesday and Thursdays

~\$6,000

Referee Fees each weekend for our 3 teams

\$425

From January 1 – March 30 Every Weekend

~\$5,000

Total Price Needs

\$11,000

Total we are requesting from the Application

\$10,000