



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

WEDNESDAY, MAY 26, 2021 AT 7:00 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
Ricardo Lara

MAYOR PRO TEM
Heber Marquez

COUNCIL MEMBERS
Eduardo De La Riva
Frank Garcia
Jessica Torres

CITY CLERK
Flor Aguiluz

CITY TREASURER
Mary Mariscal

CITY MANAGER
Jennifer E. Vasquez

CITY ATTORNEY
Roxanne Diaz

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting will be conducted telephonically through Zoom and broadcast live on the City's Facebook page. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council

Members will be participating telephonically and will not be physically present in the Council Chambers.

If you would like to speak on an agenda item, you can access the meeting remotely via zoom:

Join by phone 1-669-900-6833 Enter Meeting ID: 810 9291 3067 Passcode: 336844
OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81092913067?pwd=WTdlNVVZTXkraGNVTkxxZ2FLemVBdz09>
Passcode: 336844

If you want to comment during the public comment portion of the agenda, Press *9 on your phone or raise your hand in the zoom controls and we will select you from the meeting cue. NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers as shown above.

The City wants you to know that you can also submit your comments by email to shirley.quinones@cityofmaywood.org. To give adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 4:30 p.m.; or if you are unable to email, please call the City Clerk's Office at (323) 562-5714 by 4:30 p.m.

If you wish to have your comments read to the Council Members during the appropriate Public Comment period, please indicate in the Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on. Comments that you want read to the Council will be subject to the three minute time limitation (approximately 350 words). Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

Pursuant to the Executive Order, and 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 48 hours of the meeting.

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

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

Speakers wishing to address the City Council on an item on the agenda may use the instructions provided in section **III. COVID - 19 MEETING PROCEDURES** on page 1 of this agenda.

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VI. PRESENTATIONS

UPDATE REGARDING THE MAYWOOD EDUCATION FAIR;

PRESENTED BY DR. FUJIMOTO

RECOGNITION OF STUDENTS RUN LOS ANGELES MAYWOOD PARTICIPANTS

- Crystal Rodriguez
- Bianca Torres
- Diego Alvarado
- Kevin Lucero

VII. PUBLIC HEARING

VIII. CONSENT CALENDAR

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

1. MINUTES OF MAY 12, 2021 CITY COUNCIL MEETING
2. MINUTES OF MAY 12, 2021 ADJOURNED BUDGET STUDY SESSION NO. 2
3. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENTS
4. MONTHLY CASH AND INVESTMENT REPORT TO COUNCIL
5. HOUSING ELEMENT ANNUAL PROGRESS REPORT
6. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM MAYWOOD ACADEMY HIGH SCHOOL BAND IN THE AMOUNT OF \$600
7. APPOINTMENT OF PLANNING COMMISSIONER TO SERVE AS A MEMBER ON THE ECO-RAPID TRANSIT BOARD FOR THE CITY OF MAYWOOD

IX. DISCUSSION/ACTION ITEMS

8. CONSIDERATION OF A RESOLUTION AMENDING THE CITY'S CLASSIFICATION PLAN TO ADD ASSISTANT PLANNER AND ADOPT THE SALARY RANGE FOR THE POSITION
9. CONSIDERATION OF APPROVAL FOR THE ISSUANCE OF FIREWORKS STAND PERMIT
10. CONSIDER A REQUEST FROM TR3CITY WILDCATS FOOTBALL AND CHEER TO UTILIZE MAYWOOD RIVERFRONT PARK AND WAIVE ANY ASSOCIATED FEES
11. CONSIDERATION AND APPROVAL OF THE FIRST AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF MAYWOOD AND JENNIFER E. VASQUEZ

X. CLOSED SESSION

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

Speakers wishing to address the City Council on non- agenda item you may use the following:

Speakers wishing to address the City Council on a non- agenda item you may use the instructions provided in section **III. COVID - 19 MEETING PROCEDURES** on page 1 of this agenda.

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XII. ADJOURNMENT - The next Regular Meeting of the Maywood City Council is Wednesday, June 9, 2021 at 7:00 p.m.

PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS

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



STUDENTS RUN LA





Crystal Rodriguez

Maywood Academy High School

Education Specialist - SRLA Leader

“During the pandemic, I felt an overwhelming sense of anxiety. SRLA gave me the motivation I needed to maintain my physical and overall mental health. SRLA challenged me while giving me a sense of community. I am so grateful for this program.”

Bianca Torres

Maywood Academy High School
Social Studies Teacher - SRLA Leader

“The pandemic really took a toll on my mental health and energy. SRLA provided me with the motivation and courage to keep moving. Having weekly goals and a team to hold me accountable was just what I needed. My SRLA team was my inspiration!”



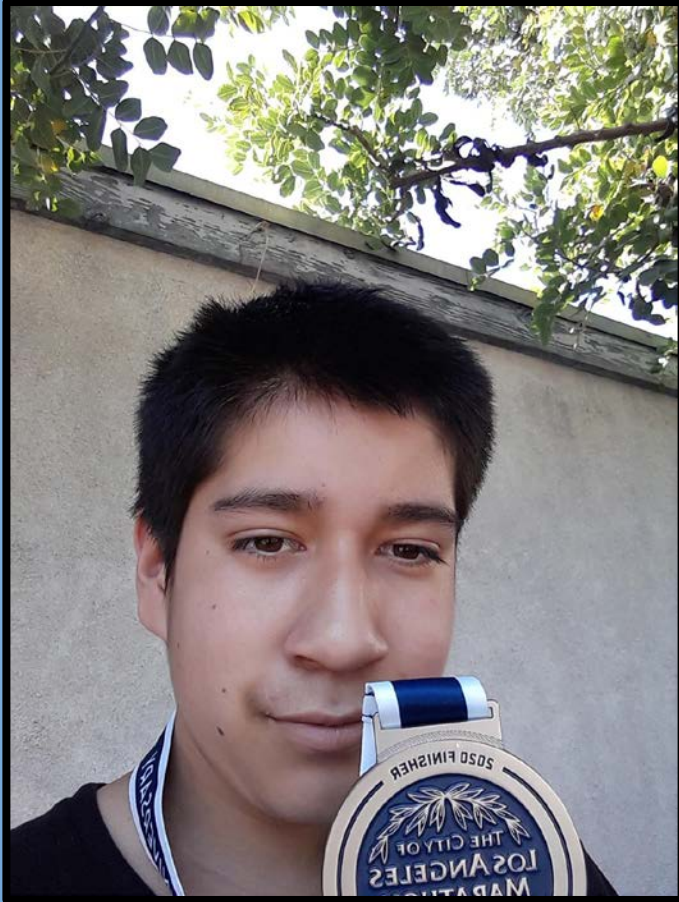


Diego Alvarado

Maywood Academy High School
Class of 2023 - Sophomore

“When I decided to join SRLA I had nothing going on. Once I joined the tempo of my day to day changed for the better. This program was able to motivate me, push me, and it satisfied my competitive need. I love running, so this program made sense. During the season it was hard, as sometimes I hated that I did this, but it was necessary for me to get better”





Kevin Lucero

Maywood Academy High School
Class of 2024 - Freshman

"SRLA has helped me a lot during this year especially with my physical health. During Summer 2020 all I've been doing was playing video games all day every day until I joined SRLA in September and ever since then I've been maintaining my weight and playing less video games. I'm proud to be part of SRLA."



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

WEDNESDAY, MAY 12, 2021 AT 7:00 PM

I. CALL TO ORDER/ROLL CALL

Mayor called to order approximately at 7:03 p.m.

II. CITY OFFICIALS

MAYOR

Ricardo Lara (present)

CITY CLERK

Flor Aguiluz (Excused)

MAYOR PRO TEM

Heber Marquez (teleconference)

CITY TREASURER

Mary Mariscal (teleconference)

COUNCIL MEMBERS

Eduardo De La Riva (present)

Frank Garcia (teleconference)

Jessica Torres (teleconference)

CITY MANAGER

Jennifer E. Vasquez (present)

CITY ATTORNEY

Roxanne Diaz (teleconference)

STAFF PRESENT:

Hrant Manuelian, Finance Director (teleconference)

Steve Fowler, Director of Building and Planning (present)

Shirley Quinones, Deputy City Clerk (present)

Gisselle Delgado, Community Services Liaison (teleconference)

Abel Hernandez, Public Works Coordinator (teleconference)

III. COVID-19 MEETING PROCEDURES

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OBSERVERS WERE ABLE TO VIEW THE MEETING LIVESTREAMED VIA THE CITY'S FACEBOOK AT:

<https://www.facebook.com/cityofmaywood> OR BY ZOOM AT:

Teleconference 1-669-900-6833 Meeting ID: 880 1947 3789 Passcode: 340760

or

<https://us02web.zoom.us/j/88019473789?pwd=b2QrMUZkTjBNaVZlWnN3b0FsTHJtZz09>

Passcode: 340760

Comments may have been submitted via e-mail to shirley.quinones@cityofmaywood.org by 4:30 p.m. prior to meeting and by teleconference any time prior to closure of the public comment portion of the item(s) under consideration.

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

Mayor, Council Members and City Manager provided community updates.

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

The following spoke on Agenda Items:

1. Maria Villatoro (Submitted by Email)
2. Taliha Escamilla (Submitted by Email)
3. Alejandra Garrido (Submitted by Email)
4. Mirtha Arriaga (Submitted by Email)
5. Veronica Ruiz (Submitted by Email)
6. Carmen Cruz (Submitted by Email)
7. Esperanza Figueroa (Submitted by Email)
8. Steven Lopez, et al. (Submitted by Email)
9. Sara Valdez (Submitted by Email)
10. Gabriela Bernal (Submitted by Email)
11. Bertha Chavez (Submitted by Email)
12. Carmen Perez (Submitted by Email)
13. David Perez (Submitted by Teleconference)

VI. PRESENTATIONS

PRESENTATION REGARDING THE CITY'S GRANT ACTIVITY GIVEN BY DAVID MARQUEZ, CONSULTANT FROM CALIFORNIA CONSULTING, INC.

David Marquez from California Consulting briefed the City Council on the City's Grant Activity.

PRESENTATION OF THE NEWLY REDESIGNED WEBSITE FOR THE CITY OF MAYWOOD

Solomon Grover from Civic Plus gave a presentation regarding the City's new website.

PRESENTATION OF PHOTOS SELECTED FROM THE CITY'S WEBSITE PHOTO CONTEST

City Manger Vasquez presented photos selected from the City's Website Photo Contest submitted by Juan Sanchez.

VII. PUBLIC HEARING

None

VIII. CONSENT CALENDAR

1. MINUTES OF APRIL 28, 2021 CITY COUNCIL MEETING

Motion to approve the minutes of April 28, 2021 City Council Meeting as amended by De La Riva. Second by Mayor Lara. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

2. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT

Motion to adopt Resolution No. 6175 of the Maywood City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving the Warrants for Payment by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

3. REVENUE REPORT FROM JULY 2020 - APRIL 2021

Motion to file and receive the Revenue Report from July 2020 - April 2021 by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES.

4. CONSIDERATION OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MAYWOOD AND HUB CITIES CAREER CENTER TO REQUEST A SECOND EXTENSION WITH NO ADDITIONAL COMPENSATION

Motion to approve the Second Amendment to the Profession Services Agreement between the City of Maywood and HUB Cities Career Center by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

5. CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF MAYWOOD AND MAYWOOD EMPLOYEES' ASSOCIATION (MEA) AND AUTHORIZE MAYOR TO EXECUTE AGREEMENT AND APPROVE A BUDGET AMENDMENT IN AN AMOUNT OF \$26,487 FROM THE GENERAL FUND

Motion to approve the Memorandum of Understanding (MOU) between the City of Maywood and Maywood Employees' Association (MEA) and authorize the Mayor to execute the Agreement and approve a budget amendment in an amount of \$26,487 from the General Fund by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

6. CONSIDERATION OF APPROPRIATING \$20,000 FROM THE GENERAL FUND

FOR PARK IMPROVEMENTS

Motion to appropriate \$20,000 from the General Fund for Park Improvements by Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

IX. DISCUSSION/ACTION ITEMS

7. INITIATE FISCAL YEAR 2021/22 PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS, PRELIMINARILY APPROVE THE FISCAL YEAR 2021/22 ENGINEER'S REPORT, DECLARE INTENT TO LEVY ASSESSMENTS IN FISCAL YEAR 2021/22, AND SET A TIME AND PLACE FOR THE PUBLIC HEARING ASSOCIATED WITH THE CITY OF MAYWOOD STREET LIGHTING ASSESSMENT DISTRICT

Motion to adopt Resolution No. 6176 Initiating proceeding for the Annual Levy of Assessments for the Street Lighting Assessment District, Resolution No. 6177 for the Preliminary approval of the Annual Engineer's Report for the City of Maywood Street Lighting Assessment District and Resolution No. 6178 declaring its intention to the Annual Levy of Assessments for the Street Lighting Assessment District by De La Riva. Second Mayor Lara. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

8. CITY COUNCIL APPOINTMENT OF ONE MEMBER TO THE MAYWOOD PLANNING COMMISSION

Motion to appoint Alfredo Morales to the Maywood Planning Commission by De La Riva. Second by Torres. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

9. TO CONSIDER THE RENEWAL OF A COMMERCIAL CANNABIS MICROBUSINESS LICENSE FOR MAYWOOD L'CHAIM DBA COOKIES

Motion to Renew a Commercial Cannabis Microbusiness License for Maywood L'Chaim dba Cookies for a one year term and authorize the Director of Building and Planning to notify the applicant in writing of the City Council's decision by De La Riva. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

10. TO CONSIDER THE RENEWAL OF A COMMERCIAL CANNABIS RETAIL LICENSE FOR FIREHOUSE HEALTHCARE INDUSTRIES, INCORPORATED DBA FIREHOUSE 365

Motion to Renew a Commercial Cannabis Retail License for Firehouse Healthcare Industries, Incorporated dba Firehouse 365 for a one year term and authorize the Director of Building and Planning to notify the applicant in writing of the City Council's decision by Mayor Lara. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

11. TO CONSIDER THE RENEWAL OF A COMMERCIAL CANNABIS RETAIL LICENSE FOR MAYWOOD GREEN SOLUTION, LLC DBA HAVEN

Motion to Renew a Commercial Cannabis Retail License for Maywood Green Solution, LLC dba Haven for a one year term and authorize the Director of Building and Planning to notify the applicant in writing of the City Council's decision by Mayor Pro Tem Marquez. Second by De La Riva. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

12. TO CONSIDER THE RENEWAL OF A COMMERCIAL CANNABIS RETAIL LICENSE FOR SINSEMILLA INDO GROUP, INCORPORATED DBA BONAFIED

Motion to Renew a Commercial Cannabis Retail License for Sinsemilla Indo Group, Incorporated dba Bonafied for a one year term and authorize the Director of Building and Planning to notify the applicant in writing of the City Council's decision by Mayor Lara. Second by De La Riva. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

13. TO CONSIDER THE RENEWAL OF A COMMERCIAL CANNABIS MANUFACTURER LICENSE FOR I.O.N. DISTRIBUTION, LLC

Motion to Renew a Commercial Cannabis Manufacturer License for I.O.N. Distribution, LLC for a one year term and authorize the Director of Building and Planning to notify the applicant in writing of the City Council's decision by Mayor Lara. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

14. TO CONSIDER THE RENEWAL OF A COMMERCIAL CANNABIS MANUFACTURER LICENSE FOR CORONA SKY, INCORPORATED

Motion to Renew a Commercial Cannabis Manufacturer License for Corona Sky, Incorporated for a one year term and authorize the Director of Building and Planning to notify the applicant in writing of the City Council's decision by Mayor Lara Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

15. TO CONSIDER THE RENEWAL OF A COMMERCIAL CANNABIS MANUFACTURER, DISTRIBUTOR, AND NON-STOREFRONT RETAILER LICENSE FOR UNIVERSAL HERBAL CENTER, INCORPORATED DBA PINEAPPLE EXPRESS

Motion to Renew a Commercial Cannabis Manufacturer, Distributor, and Non-Storefront Retailer License for Universal Herbal Center, Incorporated dba Pineapple Express for a one year term and authorize the Director of Building and Planning to notify the applicant in writing of the City Council's decision by Mayor Lara. Second by Mayor Pro Tem Marquez AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

X. CLOSED SESSION

Conference with Legal Counsel, Existing Litigation, Government Code Section 54956.9(d)(1); Ashley Gonzalez v. City of Maywood, Los Angeles Superior Court Case No. 19STCV21142

No reportable action.

Public Employee Performance Evaluation, Government Code Section 54957; Title: City Manager

Conference with Labor Negotiator, Government Code Section 54957.6: City Negotiator: Roxanne Diaz, City Attorney; Unrepresented Employee: City Manager

No reportable action.

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

The following spoke on Non-Agenda Items:

1. David Perez (Submitted by teleconference)
2. Veronica Guardado (Submitted by teleconference)
3. Maria Iniguez (Submitted by teleconference)
4. Anonymous (Submitted by teleconference)

XII. ADJOURNMENT

Meeting adjourned in honor of Mateo Martinez at approximately 10:05 p.m. to the Adjourned City Council Budget Study Session No. 3 on Wednesday, May 26, 2021 at 6:30 p.m.

Ricardo Lara, Mayor

ATTEST:

Flor Aguiluz, City Clerk



AGENDA 2
ITEM NO. _____

MINUTES
ADJOURNED CITY COUNCIL BUDGET STUDY SESSION #2

WEDNESDAY, MAY 12, 2021 AT 6:30 PM

I. CALL TO ORDER/ROLL CALL

Mayor Lara called to order approximately at 6:30 p.m.

II. CITY OFFICIALS

MAYOR

Ricardo Lara (present)

CITY CLERK

Flor Aguiluz (Excused)

MAYOR PRO TEM

Heber Marquez (teleconference)

CITY TREASURER

Mary Mariscal (teleconference)

COUNCIL MEMBERS

Eduardo De La Riva (present)

Frank Garcia (teleconference)

Jessica Torres (teleconference)

CITY MANAGER

Jennifer E. Vasquez (present)

CITY ATTORNEY

Roxanne Diaz (teleconference)

STAFF PRESENT:

Hrant Manuelian, Finance Director (teleconference)

Steve Fowler, Director of Building and Planning (teleconference)

Shirley Quinones, Deputy City Clerk (present)

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC PURSUANT TO GOVERNOR GAVIN NEWESOM'S EXECUTIVE ORDER N-29-20 THIS MEETING WAS HELD AS A TELECONFERENCE MEETING.

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Comments may have been submitted via e-mail to shirley.guinones@cityofmaywood.org by 4:30 p.m. prior to meeting and by teleconference any time prior to closure of the public comment portion of the item(s) under consideration.

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

None

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

None

VI. PRESENTATION

PRESENTATION OF THE FISCAL YEAR 2021-2022 CITY OF MAYWOOD BUDGET
- SECOND STUDY SESSION

Finance Director gave presentation of the Fiscal Year 2021-2022 City of Maywood Budget and City Council were given the Preliminary Budget of the General Fund to review and make comments.

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

None

VIII. ADJOURNMENT

Meeting adjourned approximately at 7:00 p.m. to the next meeting of the Maywood City Council, May 12, 2021 at 7:00 p.m.

Ricardo Lara, Mayor

ATTEST:

Flor Aguiluz, City Clerk

RESOLUTION NO. 6179

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF MAYWOOD 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 \$1,254,899.06 are hereby ratified:

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

PASSED, APPROVED AND ADOPTED THIS 26th day of May, 2021.

Ricardo Lara, Mayor

ATTEST:

APPROVED AS TO FORM:

Flor Aguiluz, City Clerk

Roxanne Diaz, City Attorney

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

I, Flor Aguiluz, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6179 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 26th day of May, 2021 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Flor Aguiluz, City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, May 26, 2021

Accounts Payable

Amount

Accounts Payable prepaid warrants for payment: Checks No. 088387 - 088424	\$ 40,642.92
Accounts Payable regular warrants for payment: Checks No. 088425 - 088454	\$ 1,165,911.59
Sub-total	\$ 1,206,554.51

Wire Transfers/ACH Transactions

05/05/21 8x8 Inc - Monthly Phone Maintenance	359.00
05/12/21 Payroll - Pay Period 4/25/2021 - 5/8/2021	40,761.16
05/13/21 CalPERS Employer Contribution - Pay Period 4/25/2021 - 5/8/2021	6,536.24
05/14/21 US Bank Analysis Service Charge	688.15
Sub-total	\$ 48,344.55

Total Demands	\$ 1,254,899.06
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City of Maywood
Detail Warrants for Payment
Warrants No. 088387 to 088454

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
088387	P	5/11/2021	Felipe Aguilar	1,200.00	Emergency Rental Assistance
088388	P	5/11/2021	Francisco Martinez	1,250.00	Emergency Rental Assistance
088389	P	5/11/2021	Francisco Martinez	1,375.00	Emergency Rental Assistance
088390	P	5/11/2021	Los Angeles Property Management Group - Western Holdings Group	1,500.00	Emergency Rental Assistance
088391	P	5/11/2021	Maria Carmen De La Torre	1,000.00	Emergency Rental Assistance
088392	P	5/11/2021	Maria Carmen De La Torre	1,000.00	Emergency Rental Assistance
088393	P	5/11/2021	Marsha Bode	1,083.00	Emergency Rental Assistance
088394	P	5/11/2021	Southern California Edison	29.46	Emergency Rental Assistance
088395	P	5/11/2021	Southern California Edison	300.00	Emergency Rental Assistance
088396	P	5/11/2021	Southern California Edison	235.00	Emergency Rental Assistance
088397	P	5/11/2021	Southern California Edison	125.00	Emergency Rental Assistance
088398	P	5/11/2021	Southern California Edison	182.75	Emergency Rental Assistance
088399	P	5/11/2021	Sergio Guitron	670.00	Emergency Rental Assistance
088400	P	5/11/2021	The Gas Company	12.34	Emergency Rental Assistance
088401	P	5/11/2021	The Gas Company	51.85	Emergency Rental Assistance
088402	P	5/11/2021	The Gas Company	84.98	Emergency Rental Assistance
088403	P	5/11/2021	ZL Management Group LLC	1,500.00	Emergency Rental Assistance
088404	P	5/11/2021	ZL Management Group LLC	1,265.00	Emergency Rental Assistance
088407	P	5/11/2021	L.B. Johnson Hardware Co.	552.53	Public Works Supplies
	P	5/11/2021	L.B. Johnson Hardware Co.	348.32	Public Works Supplies
088408	P	5/19/2021	AT&T	600.02	Elevator Emergency Phone Line 04/10/2021 - 05/09/2021
088409	P	5/19/2021	AT & T Long Distance	97.56	Elevator Emergency Line April 2021
088410	P	5/19/2021	CoreLogic Solutions, LLC.	183.15	Property Finder May 2021
088411	P	5/19/2021	Dewey Pest Control	137.00	May 2021 Pest Control City Hall
088412	P	5/19/2021	EZM Sign	195.59	Installation - Sheriff station sign

City of Maywood
Detail Warrants for Payment
Warrants No. 088387 to 088454

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
088413	P	5/19/2021	Just Printing	109.50	Council Chambers Sticker Lettering
088414	P	5/19/2021	LA County Auditor-Controller	57.11	Direct Assessment Pay Listing Report FY 20/21 Rubbish
088415	P	5/19/2021	QDoxs	68.99	Copier Base Charge May 2021
088416	P	5/19/2021	Southern California Edison	23,138.98	Various Locations 03-24-2021 to 04-26-2021
088417	P	5/19/2021	Staples Business Advantage	788.44	Office Supplies
088418	P	5/19/2021	The Gas Company	235.83	4323 Slauson Ave. 04/08/2021 - 05/07/2021
088419	P	5/19/2021	The Gas Company	38.32	4317 Slauson Ave. 04/08/2021 - 05/07/2021
088420	P	5/19/2021	The Gas Company	28.60	4319 Slauson Ave. 04/08/2021 - 05/07/2021
088421	P	5/19/2021	Time Warner Cable	625.60	Internet & Phone Service May 2021
088422	P	5/19/2021	Vernon, City of	71.72	Acct#414 Slauson & Downey 03-11-2021 to 04-08-2021
088423	P	5/19/2021	XEROX	322.98	April 2021 Base Charge and Printing Fee
088424	P	5/19/2021	Xerox Financial Services	178.30	Lease Payment 04-22-2021 - 05-21-2021
088425		5/19/2021	Amazon Capital Services	70.87	Office Supplies
088426		5/19/2021	American Elevator Co	750.00	City Hall Elevator repair/maintenance
088427		5/19/2021	American Guard Services, Inc.	4,952.19	Crossing Guard Services-April 2021
088428		5/19/2021	American Paper Plastic	542.13	Janitorial Supplies: City Hall
088429		5/19/2021	Bell's Glass	208.05	Labor/Materials/Install Safety Laminated Glass
088430		5/19/2021	Brinks, Inc.	162.21	April 2021 Cash Handling Service
088431		5/19/2021	California Consulting, Inc.	3,000.00	Grant Writing Services: May 2021
088432		5/19/2021	Occupational Health Centers of CA	98.50	Pre-Placement Physicals
088434		5/19/2021	Crosstown Electrical & Data, Inc.	8,756.05	Preventive Maintenance Street Light Inspections
088435		5/19/2021	Dapeer, Rosenblit & Litvak, LLP	15.50	Code Enforcement Legal Services April 2021
088436		5/19/2021	Elim HVAC	715.00	A/C Service call City Hall filter upgrade
088437		5/19/2021	Graffiti Protective Coatings	4,840.00	April 2021 Bus Shelter Maintenance
088438		5/19/2021	HdL Software, LLC	6,198.08	Business License Software Annual Fee 06/01/2021 to 05/31/2022 Quarterly Use Fee-Permit Tracking Software 06/01/2021 to 08/31/2021

City of Maywood
Detail Warrants for Payment
Warrants No. 088387 to 088454

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
088439		5/19/2021	Hinderliter, de Llamas & Assoc.	250.00	Cannabis Management Program April 2021
088440		5/19/2021	Hub Cities Consortium	11,477.66	CARES Act Funding
088441		5/19/2021	Interwest Consulting Group	3,680.00	Monthly IT Fee for Services April 2021
088442		5/19/2021	JCL Traffic Services	854.10	28" Orange Cones
088443		5/19/2021	KBJ Auto Detail	210.00	City Fleet Vehicles Car Wash
088444		5/19/2021	L.B. Johnson Hardware Co.	344.24	Public Works Supplies
088445		5/19/2021	Maywood Car Wash	281.15	Car Wash/Gas April 2021
088446		5/19/2021	Metro Transit Services	35,051.22	Public Transportation Services Express & Dial-A-Ride April 2021
088447		5/19/2021	Municipal Management Association of Southern California	75.00	2021 Women's Leadership Summit
088448		5/19/2021	Municipal Waste Solutions	4,275.00	March - April 2021 Waste & Recycling Consulting
088449		5/19/2021	North Star Landcare	30,306.25	Landscape Services March 2021 Palm Pick-Up (hit and run) 3478 Slauson (11/23/2020) Tree Trimming (Maywood Park-340 trees)
088450		5/19/2021	Office Team	2,245.10	Building and Planning Temp
088451		5/19/2021	Onyx Paving Company Inc	573,621.64	CIP Pavement Rehab Project FY 19-20
088452		5/19/2021	Roadline Products, Inc.	390.88	Public Works Supplies
088453		5/19/2021	Sheriff's Department	422,732.37	Public Safety Services March 2021
088454		5/19/2021	Sterndahl Enterprises, Inc.	49,808.40	CityWide Street Name Sign Replacement

TOTAL:

\$1,206,554.51

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 4.

DATE: May 26, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: HRANT MANUELIAN, FINANCE DIRECTOR

SUBJECT: MONTHLY CASH AND INVESTMENT REPORT TO COUNCIL

RECOMMENDATION:

Staff recommends that the City Council receive and file the cash and investments report for April 2021.

BACKGROUND:

In an effort to maintain transparency and provide information to the City Council, the City's Finance Department prepares a monthly cash and investments report for the City Council's review. The report will show the City's cash position at month end as well as investments.

DISCUSSION:

The City has historically only invested its cash with the Local Agency Investment Fund (LAIF), which is a State fund with low risk and also low investment returns. As of February 28, 2021 the City has approximately \$5.3M invested in the LAIF. The current return as of 4/30/2021 is 0.33%. In the June 24, 2020 City Council meeting the Maywood City Council approved for the City to invest in the PERS section 115 trust accounts for both the PERS pension liability and the Other Post Employment Benefits (OPEB) liability.

On September 22, 2020 the City invested \$250,000 into each of the section 115 trust accounts. The City transferred \$250,000 into each of the accounts for a total of \$500,000. The City has since increased its position in each of these funds by an additional \$500,000 each. To date the City has invested \$750,000 in each fund for a total of \$1,500,000. The expected annual return on these accounts is 3%-5%. The City will continue to add to this investment on a quarterly basis to maximize investment returns. The funds used to invest in the accounts come from unrestricted general funds as the eventual expenditures are also general fund expenditures.

The attached report shows the cash and investments as of April 30, 2021. The cash and investment balances are across all funds of the City and includes restricted, unrestricted, and budgeted amounts. These balances do not represent the available balance for spending as most of these are either restricted for or have already been appropriated for in the City budget. The purpose of this report is to show the cash and investment balances as of the reported on date only and does not represent the City's available fund balance.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact involved with this action.

ATTACHMENT(S)

1. Attachment No. 1 Cash and Investments Report

**City of Maywood
Cash and Investments Report
As of April 30, 2021**

Description	Type	Ending Balance 4/30/2021
US Bank	Cash	6,093,503.92
Local Agency Investment Fund	LAIF	5,373,528.11
CalPers California Employers' Retiree Benefit Trust (CERBT)	Section 115 Trust	802,007.10
CalPers California Employers' Pension Prefunding Trust (CEPPT)	Section 115 Trust	767,689.10
		<u>13,036,728.23</u>

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 5.

DATE: May 26, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: STEVE FOWLER, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: HOUSING ELEMENT ANNUAL PROGRESS REPORT

RECOMMENDATION:

Staff recommends that the City Council receive and file the Housing Element Annual Progress Report for 2020.

BACKGROUND:

California law requires each city to adopt a comprehensive, long-term General Plan to guide the physical development of the incorporated city and land outside city boundaries that bears a relationship to its planning activities. The General Plan serves as an outline for future growth and development; the plan to “Build a City.” As such, the General Plan contains policies and programs designed to provide decision makers with a solid foundation for land use and development decisions.

DISCUSSION:

In January of 2020, the City Council adopted the 2013-2021 Housing Element, one of the seven mandated elements in the City’s General Plan. State law requires the City to submit an Annual Housing Element Progress Report (APR) to show progress on the General Plan Housing Element every year. This report provides an update on the housing unit production and housing program implementation from January 1 through December 31, 2020. The 2020 Annual Housing Element Progress Report is attached for City Council review.

After review by the City Council, the attached report will be submitted to the California Department of Housing and Community Development (HCD) as required by Title 25 of the California Code of Regulations. During calendar year 2020, the City had one (1) Junior Accessory Dwelling Unit (JADU), six (6) Accessory Dwelling Units (ADU), three (3) dwelling units over garages, and one (1) second unit, for a total of 11 units that go towards the HCD numbers. The owners on file on the building permits were contacted to determine what income category these units are included in for the report.

LEGAL REVIEW:

No legal analysis is required for this item.

FISCAL IMPACT:

There is no financial impact for this item.

ATTACHMENT(S)

1. Maywood2020(3)A
2. Maywood2020(3)A2
3. Maywood2020(3)B
4. Maywood2020(3)C
5. Maywood 2020(3)D
6. Maywood2020(3)E
7. Maywood2020(3)F
8. Maywood2020(3)G
9. Maywood 2020(3)H
10. Maywood2020(3)Summary
11. LEAP Grant Reporting

Jurisdiction	Maywood	
Reporting Year	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

(CCR Title 25 §6202)

Table A	
Housing Development Applications Submitted	

[illegible]

Jurisdiction	Maywood	
Reporting Year	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Table A2												
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Unit												
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement					
1					2	3	4					
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted
Summary Row: Start Data Entry Below							0	1	0	4	0	3
	B20-000-137	4025 E 56th St		6312-014-021	SFD	O						
	B20-000-097	4212 E 56th St		6312-018-003	ADU	O				1		
	B20-000-045	6039 Vinevale Ave		6316-002-017	SFA	R						
	B20-000-070	5416 Everett Ave		6311-013-016	SFD	O						
	B20-000-080	6115 Wilcox Ave		6315-012-023	ADU	R				1		
	B20-000-052	5030 E 60th St		6315-003-007	ADU	R						1
					SFA	O						1
	B20-000-056	3551 E 56th St		6311-021-030								
	B20-000-051	4304 E 57th St		6313-028-011	ADU	R		1				
	B20-000-095	4414 E 61st St		6317-015-025	ADU	R						1
	B20-000-111	4303 E 52nd St		6313-022-001	ADU	R				1		
	B20-000-123	4303 E 52nd St		6313-022-001	ADU	R				1		

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

s

nt			Affordability by Household Incomes - Building Permits									
	5	6	7							8	9	
Above Moderate-Income	Entitlement <u>Date Approved</u>	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits	Very Low-Income Deed Restricted
3		11	0	1	0	4	0	3	3		11	0
1	6/16/2020	1							1	6/16/2020	1	
		0									0	
	9/2/2020	1				1				9/2/2020	1	
1	2/10/2020	1							1	2/10/2020	1	
1	3/5/2020	1							1	3/5/2020	1	
	8/3/2020	1				1				8/3/2020	1	
	2/12/2020	1						1		2/12/2020	1	
	2/20/2020	1						1		2/20/2020	1	
	2/28/2020	1		1						2/28/2020	1	
	9/9/2020	1						1		9/9/2020	1	
	11/19/2020	1				1				11/19/2020	1	
	11/19/2020	1				1				11/19/2020	1	
		0									0	
		0									0	
		0									0	

Affordability by Household Incomes - Certificates of Occupancy									Streamlining	Infill	Housing with Financial Assistance and/or Deed Restriction
10						11	12	13	14	15	16
Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?+	Was Project <u>APPROVED</u> using GC 65913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N+	Assistance Programs for Each Development (see instructions)
0	0	0	0	0	1		1	0	0		
					1	6/16/2020	1		N		
							0				
							0		N		
							0		N		
							0		N		
							0		N		
							0		N		
							0		N		
							0		N		
							0		N		
							0		N		
							0		N		
							0				
							0				
							0				

Financial Assistance Restrictions	Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units		
17	18	19	20		
Deed Restriction Type (see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000) ⁺	Number of Demolished/Destroyed Units ⁺	Demolished or Destroyed Units ⁺	Demolished/Destroyed Units Owner or Renter ⁺
			0	0	0
	Used affordability calculator to determine all units				
	Family to use unit				
	Family to use unit				
	Rent over \$1700 but under \$2,200				
	Rent over \$1700 but under \$2,200				
	Rent for 2 bedroom \$1,500				
	Rent over \$1700 but under \$2,200				
	Rent for 1 bedroom \$1,500				
	Rent for 2 bedroom \$1,850				

Notes
21
Notes ⁺
CONSTRUCT AN 849 SQ FT DWELLING OVER 2 CAR CARPORT CONSISTING OF TWO BEDROOMS AND ONE BATHROOM
CONSTRUCT A 960 SQ FT ADU CONSISTING OF THREE BEDROOMS, FAMILY ROOM, KITCHEN & TWO FULL BATHROOMS.
CONSTRUCT A 2,262 SF TWO -STORY DUPLEX OVER 1,242 SF 6-CAR OPEN CARPORT
CONSTRUCT A NEW 862 SQ FT TWO STORY DWELLING UNIT OVER A 712 SQ FT THREE CAR GARAGE.
NEW 428 SQ FT ADU CONSISTING OF 1 BEDROOM, KITCHEN, BATHROOM, & LIVING ROOM.
SINGLE STORY ADU 1000 SF (EXTERIOR BUILDING) ; 2 BEDROOMS, 1 BATH, 1 KITCHEN, 1 LIVING ROOM
CONSTRUCT 350 SF ADDITION TO DWELLING CONSISTING OF A MASTER BEDROOM, BATHROOM AND EXTENSION OF ONE EXISTING BEDROOM
CONSTRUCT NEW 1250 SF TW-STORY 2ND DWELLING (FOUR BEDROOM, TWO BATHROOMS)
CONSTRUCT NEW 570 SF THREE-CAR CARPORT
CONST. 696 SF TWO-STORY ADU ATTACHED TO AND OVER EXISTING GARAGE
SINGLE STORY ADU 516 SF; 1 BEDROOM, 1 BATH, 1 KITCHEN, 1 LIVING ROOM
RESIDENTIAL ADDITION TO ADD NEW MASTER BEDROOM AND BATH TO EXISTING RESIDENCE 290sf & CONSTRUCT NEW ATTACHED JADU (1 BED/1BATH)
TO EXISTING SINGLE FAMILY RESIDENCE 565sf / FRONT PORCH @ JADU 15sf
NEW CONSTRUCTION 682 SF ADU CONSISTING OF 2 BEDROOM, 1 BATHROOM/ front porch 21sf

Jurisdiction	Maywood	
Reporting Year	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	13										1	12
	Non-Deed Restricted									1			
Low	Deed Restricted	8										4	4
	Non-Deed Restricted									4			
Moderate	Deed Restricted	9										19	
	Non-Deed Restricted								16	3			
Above Moderate		23							5	3		8	15
Total RHNA		53											
Total Units									21	11		32	31

Note: units serving extremely low-income households are included in the very low-income permitted units totals
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		Maywood	
Reporting Year		2020 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Density Bonous Program	Updating the Density Bonus Ordinance to be consistent with State law. Pursue	Continuous	Zoning amendment completed in September 2019. NO affordable housing projects during this reprting period.
Accessory Dwelling Unit Program	Update zoning to permit ADU development in compliance with state law. Permit Eight units during the planning period one ADU per year.	2021	ADU ordinance will be completed with by May 2022. 10 ADU units have been constructed as of end of 2020
Single-Room Occupancy Housing Program	Update zoning to permit single-room occupancy development. Permit four units during the planning period.	2021	Amendment has been completed. General Plan will be updated with new housing element update
Rehabilitation Loan Program	Expect to rehabilitate 5-10 units during the planning period	Ongoing and will continue to be implemented	No new rehabilitaion projects. The City is continuing to seek grants or partnerships from other agencies to continue thiese programs.
Residential – Senior and Affordable Housing Overlay	Facilitate the development of one affordable housing project using R-SA Overlay zoning by first amending the zoning code to allow the R-SA Overlay zone.	2021	Amendment has been completed. General Plan will be updated with new housing element update. Surplus land in R-SA Overlay will not be proposed in this cycle.
CM Zone Residential Infill Program	The Zoning will be changed to accommodate the increased densities that are required in the 5th cycle housing element.	2021	Amendment has been completed. General Plan will be updated with new housing element update.

Jurisdiction	Maywood	
Reporting Period	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Maywood	NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.	Note: "*" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2020 (Jan. 1 - Dec. 31)		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Cells in grey contain auto-calculation formulas

[illegible]

Jurisdiction	Maywood	
Reporting Year	2020	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	0
	Non-Deed Restricted	4
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		3
Total Units		11

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	11
Number of Proposed Units in All Applications Received:	12
Total Housing Units Approved:	12
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Maywood
Reporting Year	2020 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT Local Early Action Planning (LEAP) Reporting (CCR Title 25 §6202)					
Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.					
Total Award Amount	\$ 150,000.00 Total award amount is auto-populated based on amounts entered in rows 15-26.				
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Accessory Dwelling Unit Ordinance	\$5,000.00	\$5,000.00	Other (Please Specify in Notes)	None	Did not start work till 2021
Prepare Draft ADU		\$0.00	Other (Please Specify in Notes)	None	Did not start work till 2021
Community Engagement		\$0.00	Other (Please Specify in Notes)	None	Did not start work till 2021
Present Final Draft to City Council		\$0.00	Other (Please Specify in Notes)	None	Did not start work till 2021
SB35-Streamline Hsg Construction Guidelines	\$5,000.00	\$5,000.00	Other (Please Specify in Notes)	None	Did not start work till 2021
Prepare Draft Guidelines		\$0.00	Other (Please Specify in Notes)	None	Did not start work till 2021
Present Final Draft to City Council		\$0.00	Other (Please Specify in Notes)	None	Did not start work till 2021
Hire COG staff position for LEAP Project	\$1,500.00	\$1,500.00	Other (Please Specify in Notes)	None	Did not start work till 2021
Sixth Cycle Housing Element	\$138,500.00	\$138,500.00	Other (Please Specify in Notes)	None	Did not start work till 2021
Community Engagement		\$0.00	Other (Please Specify in Notes)	None	Did not start work till 2021
Present Final Draft to City Council		\$0.00	Other (Please Specify in Notes)	None	Did not start work till 2021

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	0
	Non-Deed Restricted	4
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		3
Total Units		11

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	0
	Non-Deed Restricted	4
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		3
Total Units		11

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		1
Total Units		1

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 6.

DATE: May 26, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: SHIRLEY QUINONES, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

SUBJECT: CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM MAYWOOD ACADEMY HIGH SCHOOL BAND IN THE AMOUNT OF \$600

RECOMMENDATION:

Staff recommends that the City Council approves the Community Benefit Fund application from Maywood Academy High School Band in the amount of \$600. This recommendation is based on the applicant providing documentation to support their application and its evaluation.

BACKGROUND:

The Application is dated May 19, 2021 and was received by in-person from the applicant. Despite the application marked for Semester 2; the funding will be issued for Semester 1. 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.

DISCUSSION:

To apply for a grant under the City Community Benefit Fund, an applicant must be an "Eligible Organization." Eligible Organizations include non-profit agencies that provide programs or services to residents of the city, a school or school-based/affiliated organization in the city or other city-based organizations. The Eligible Organization must also be in existence prior to submitting an application and have a record of successfully providing the services for which funding is requested.

According to the requester's application, Maywood Academy High School Band has been in existence since 2006, and is a school located in the City. Due to the requestor being part of a school that is located in the City they fit into a category that makes them eligible to receive funds.

The Guidelines also require that an Eligible Organization provide an eligible service or activity defined as a program, service, activity, event or other similar activity that has a benefit to the residents of the City or a specified target group 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.

The applicant states that the high school band is requesting funds for a bus transportation to Westchester's Annual 4th of July Celebration Parade 2021. Due to COVID-19 there is not ample time for them to coordinate a fundraiser. They further explain that such exposure will enlighten the public of the positive impact Maywood has to offer. Also, the experience will prepare the students for future events representing the City of Maywood.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The City Council budgeted \$75,000 in the Community Benefit Fund for fiscal year 2020/2021; to date by approval of the City Council approximately \$25,000 has been expended. There is an adequate balance remaining in the fund to meet this request. No additional budget appropriation is needed.

ATTACHMENT(S)

1. 05.19.2021 Maywood Academy High School Band Community Benefit Fund Application
2. Community Benefit Fund Guidelines and Procedures

CITY OF MAYWOOD

COMMUNITY BENEFIT FUND APPLICATION

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

Application Funding Cycle

☒ S1: July 1 - December 31

☐ S2: January 1 - June 30

Date of Application: 5/19/2021

Amount Requested: \$ 600

Organization Name: <u>Maywood Academy H.S. Band</u>	Phone Number: <u>818 633-065</u>
Street Address: <u>6125 Pine Ave</u>	Fax Number:
City, State, Zip: <u>Maywood CA 90270</u>	Federal EIN:
Contact Person: <u>Reginald A. Smith</u>	
Contact Email Address: <u>ras9950@lausd.net</u>	

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 the Maywood Academy High School Band and Colorguard affiliated with Maywood Academy H.S.

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)? 2006

Is the organization located/based in Maywood or does it provide programs or services to Maywood residents? Yes ☒ No ☐ If yes, please explain.

Describe how the requested funds will be used? Attach a proposed budget.

We are requesting One School bus transportation of 4th of July to represent Maywood, Maywood Academy High School in the Westchester's annual 4th of July Celebration parade 2021

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

Transportation needs will begin at 7:00am - pick-up at Maywood Academy. Return to Maywood Academy 12:00pm

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

Due to the pandemic we don't have enough time to get organized to fundraise for this event.

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

Most of Los Angeles County have not heard of Maywood. What is known is negative. 1. Maywood a hot spot for COVID 19 of the teacher-student fight at Maywood Academy. This event allows us to put a better image of Maywood in the minds of others!

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

A better image of the City of Maywood will attract more businesses to the city - more businesses more jobs - better jobs a better pay to keep good employees - better pay leads to better workers - a better community - better students.

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

This parade will enhance our music students' performance skills. Prepare them for larger events (parades) like the Huntington Park Christmas parade - representing the City of Maywood.

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. This is our first opportunity to request funding from the City of Maywood.

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: 5/19/2021	Signature: Reginald A. Smith			
Print Name and Title: Reginald A. Smith Band Director Maywood Academy				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded \$600

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

I. BACKGROUND

The City of Maywood has established a "Community Benefit Fund" to support community based programs and activities.

II. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the distribution of public funds, which will in turn fund community programs, activities and educational activities conduct by Eligible Organizations that meet the requirements and guidelines set forth by the City Council in this policy.

III. ELIGIBILITY AND POLICY

A. Eligible Organizations. The requesting organization must be: (1) a non-profit agency as defined by the Internal revenue Service (IRS) with a tax exempt status of 501(c)(3) and is in good standing in the State of California based in the City or provides programs or services to residents of the City; a school or school-based/affiliated organization located in the City; or other City-based organization such as athletic organizations or community groups (collectively called "Eligible Organizations"); (2) must be in existence prior to submittal of an application; and (3) must have a record of successfully providing the type of service, activity or program for which funding is requested.

B. Eligible Services and Activities. 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. Grants will be awarded in maximum amounts of no more than \$5,000. In limited circumstances, the City Council has the discretion to award grants in an amount not to exceed \$10,000.

C. Restrictions and Ineligible Organizations

1. Grants shall not be used for religious activities or political campaigning purposes or activities.

2. A non-profit entity, a school or school-based/affiliated organization or other City-based organizations such as athletic organizations or community groups that have

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

as a member of their board or executive leadership a City employee, a City elected or appointed official or members of their family, are not eligible to apply for a Community Benefit Fund grant. Family members include spouse or domestic partner, child, parent, grandparent, grandchild, cousin, aunt, uncle, sibling, niece, nephew, parent-in-law, brother-in-law or sister-in-law, as well as all step relationships.

D. City Projects. This policy does not preclude the City from undertaking and funding projects on its own initiative that would be a benefit to the community.

IV. APPLICATION PROCEDURES

A. Submittal of an Application. Applicants must use the Community Benefit Fund application form. Forms are available on the City website at www.cityofmaywood.org and at Maywood City Hall at 4319 E. Slauson Avenue, Maywood, CA 90270. Applications may be requested by email at gisselle.delgado@cityofmaywood.org

B. Application Deadline. The City Council will have quarterly application cycles available to consider requests contingent upon monies being available under the program. The application cycles and deadlines are as follows:

<u>Application Cycle</u>	<u>Application Deadline</u>
Cycle 1: July 1 - December 31	June 1
Cycle 2: January 1 - June 30	December 1

The application must be submitted by 5:00 p.m. on the applicable deadline date addressed to: City of Maywood, Attention: Community Benefit Fund via City Manager's Office, 4319 E. Slauson Avenue, Maywood, CA 90270.

C. General Information

1. Applicants may apply for funds during any application cycle. Notwithstanding, funds must be requested and spent during the same fiscal year in which the award was approved by the City Council.

2. Organizations may submit only one application per fiscal year.

3. Funding to an Eligible Organization will not constitute a precedent for contributions in subsequent fiscal years.

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

V. EVALUATION OF APPLICATION AND SELECTION PROCESS

A. Review of Applications. Following the application deadline, City Staff will review the applications. Applicants may be contacted if further information is requested, to answer questions, clarify their application, etc. All applications will be evaluated to ensure that the applicant is an "Eligible Organization" and that purpose for which the grant is sought is consistent with this policy. Applications and recommendations of Staff, if any, will be presented to the City Council during a regular scheduled City Council meeting for the Council's consideration and approval.

B. City Council Action. The City Council will take final action on award of all grants and maintains the discretion to fund in whole or in part any request or not to fund any or all requests during the Application Cycle. Alternatively, the City Council may hold-over any application into the next Application Cycle. In the case of multiple applications that are competing for limited available funds, consideration may be given to applications based on the following criteria: (i) the number of residents who are expected to benefit, participate in or be positively impacted by the program; (ii) the performance of the applicant in prior years, including demonstrated fiscal responsibility and compliance with applicable requirements; (iv) the amount of funding previously award to the applicant or the program or event in prior years; and (v) the total amount of funding requested as a proportion of the total available funds for the applicable fiscal year.

VI. POST AWARD REQUIREMENTS

A. Agreement. All Eligible Organizations elected to receive funds will be required to sign and execute an agreement with the City of Maywood.

B. Reporting. Eligible Organizations must complete a report, within 45 days of fund expenditure, describing the use of the grant and amount expended, the number of participants in the event or program, copies of any publicity of the event or program, and a narrative regarding the benefit to the City of Maywood. The City reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were expended. Failure to submit this required report will make the Eligible Organization ineligible for allocation of future funds until the required report is submitted. These reports will be reviewed and taken into account for evaluating subsequent funding proposals from that entity.

C. Request for Funds. The Eligible Organization receiving the funds is responsible for submitting a funds request to the City's Finance Director and shall allow the City up to 30 days to process the request. If a third-party vendor is the recipient of the funds (i.e. bus company used for field trip), then the request shall include the information regarding that vendor including their Tax Identification Number and the check shall be made payable to that vendor. If the grant is to be used to purchase tangible goods or services, the City has the discretion to purchase the goods or services directly and

**CITY OF MAYWOOD
COMMUNITY BENEFIT FUND
GUIDELINES AND PROCEDURES**

pass-through the goods or services to the Eligible Organization rather than provide the funding.

D. Return of Funds to the City. Unexpended funds must be returned to the City at the end of the fiscal year. Funds must also be returned to the City if the City determines that the applicant has not performed in accordance with the approved application listing the use of the funds.

E. Failure to Abide by Policy. The failure of an Eligible Organization to abide by this Policy will result in the Eligible Organization being denied for funding in the future.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 7.

DATE: May 26, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: JENNIFER VASQUEZ, CITY MANAGER

SUBJECT: APPOINTMENT OF PLANNING COMMISSIONER TO SERVE AS A MEMBER ON THE ECO-RAPID TRANSIT BOARD FOR THE CITY OF MAYWOOD

RECOMMENDATION:

Staff recommends that the City Council appoints Reyna Mendez, Chair of the Maywood Planning Commission, to serve as a member of the Eco-Rapid Transit Board for the City of Maywood.

BACKGROUND:

Eco-Rapid Transit is a joint powers authority (JPA) created to pursue development of a transit system that moves as rapidly as possible, uses grade separation as appropriate, and is environmentally friendly and energy efficient. The system is designed to enhance and increase transportation options for riders of this region utilizing safe, advanced transit technology to expand economic growth that maximizes ridership in Southern California.

Eco-Rapid Transit consists of 13 members:

- City of Artesia
- City of Bell
- City of Bell Gardens
- City of Cudahy
- City of Downey
- City of Glendale
- City of Huntington Park
- City of Maywood
- City of Paramount
- City of South Gate
- Burbank-Glendale-Pasadena Airport Authority

With supporting agencies that include Caltrans, District 7, Metropolitan Transportation Authority (Metro), Gateway Cities Council of Governments, Southern California Association of Governments (SCAG), San Fernando Valley Council of Governments and Golden State Gateway Coalition.

DISCUSSION:

Currently, the City has a vacancy for Board Member. Although it is customary that member agencies appoint City Council members to serve on the board, the board meets at 6:30 PM on the second Wednesday of each month. This is in direct conflict with Maywood City Council meetings and thus, necessitates the involvement of the Maywood Planning Commissioners.

The Chair of the Planning Commission, Reyna Mendez has expressed interest to serve as the Board Member for the City.

LEGAL REVIEW:

The City Attorney has reviewed this staff report.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

ATTACHMENT(S)

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 8.

DATE: May 26, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: STEVE FOWLER, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: CONSIDERATION OF A RESOLUTION AMENDING THE CITY'S CLASSIFICATION PLAN TO ADD ASSISTANT PLANNER AND ADOPT THE SALARY RANGE FOR THE POSITION

RECOMMENDATION:

Staff recommends that the City Council adopt the proposed Resolution amending the Employee Classification Plan to add Assistant Planner and adopt the corresponding salary range.

BACKGROUND:

It is a priority for city staff to be efficient, transparent, and customer-service oriented. Given this goal, the City Manager is proposing that the professional classification; Assistant Planner be added to the employee classification plan.

DISCUSSION:

The Department of Building and Planning has been assessing positions as they have become vacant. Currently, the position of Secretary of Building and Planning is vacant, consequently staff reviewed the current job duties for this position and the future work program for the City and determined that the level of work needed has shifted and the City would benefit from a higher level staff member for the Planning Department. Currently, the City budgets \$30,000 for contract planning services and utilizes the Secretary of Building and Planning heavily within the Planning Department.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Based on a recent salary survey amongst City's in the region, with similar population, it is proposed that the position's minimum salary is \$5,056.00 and maximum salary be \$6,145.60.

Annual salary cost including benefits is expected to be between \$88,638.51 and \$102,895.71.

It is proposed that this new position is budgeted for Fiscal Year 21-22. To help offset the cost of this new position the contract planning services will not be included in the next budget and the position of Secretary of Building and Planning would be left vacant and not budgeted, these 2 items combine for a saving of about \$100K.

No additional amendment is needed currently and these change will be incorporated into the FY 21-22 budget once approved.

ATTACHMENT(S)

1. City of Maywood -Assistant Planner

RESOLUTION NO. 6180
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD, CALIFORNIA, ESTABLISHING NEW EMPLOYEE JOB
CLASSIFICATION AND TITLE AND AMENDING THE CITY'S
CLASSIFICATION PLAN

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

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

WHEREAS, the City Manager is recommending the addition of Assistant Planner; and

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

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

Section 2. The City Council adopts the amended Classification Plan as set forth in Exhibit A.

Section 3. The City Council hereby establishes and approves the salary ranges for the newly added position as follows:

<u>Position (Job Title) - Full Time</u>	<u>Range (Annual)</u>
Assistant Planner	\$5,056.00 - \$6,145.60

Section 4. The City Council authorizes the City Manager to take all necessary steps to implement the Classification Plan.

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

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

PASSED, APPROVED AND ADOPTED THIS 26th day of MAY, 2021.

Ricardo Lara, Mayor

ATTEST:

APPROVED AS TO FORM:

Flor Aguiluz, City Clerk

Roxanne Diaz, City Attorney

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

I, Flor Aguiluz, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6180 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 26th day of May, 2021 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Flor Aguiluz, City Clerk

EXHIBIT A

**CITY OF MAYWOOD
CLASSIFICATION PLAN**

**Accounting Specialist I
Accounting Specialist II
Administrative Analyst
Administrative Assistance
Assistant Planner
Building Inspection/Code Compliance Supervisor
City Manager
Code Compliance Officer I
Community Service Officer
Community Services Liaison
Customer Service Rep I
Customer Service Rep II
Director of Building and Planning
Executive Assistant
Finance Director
Finance Specialist
Fund Accountant
Parking Enforcement Officer I
Parking Enforcement Officer II
Public Works Coordinator
Public Works Lead Maintenance Worker
Public Works Maintenance Worker
Secretary of Building and Planning
Senior Parking Enforcement Officer**



City of Maywood, CA

4319 East Slauson Ave.

ASSISTANT PLANNER

Salary Range (\$5,056.00 - \$6,145.60)

DEFINITION

Under direct or general supervision, performs various professional field and office planning work related to current and advance planning, including review of development and land use applications, zoning, site plans, and environmental documents; provides project management and administration; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; provides complex professional staff assistance to the department management, other City departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required. This position includes a wide variety of responsible clerical tasks; types, proofreads, files and maintains a variety of documents and correspondence; receives and handles telephone calls and walk-in public, takes minutes of commission meetings, and performs other duties as assigned. The position would need a versatile individual that is adaptive with a customer friendly approach, a focus on quality customer service that enjoys working with the public. This person should be a self-starter as well as thriving in a team environment.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by the incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

ESSENTIAL AND SECONDARY FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Reviews routine to complex commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies.
- Reviews permit applications and building plans for completeness and compliance with current City codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; identifies corrective actions to be taken by owners; conducts follow-up and re-check and approves or denies submittals.
- Reviews and signs off on plans submitted for building plan check and permits.
- Prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies and staff reports related to development projects or City projects.
- Assists the public at the front counter and on the phone, answering questions and providing information regarding zoning, land use, development standards, approved development proposals, and the City's entitlement process; performs plan check functions for various projects; receives and reviews applications for building permits for completeness; receives and records zoning and code compliance complaints, establishes appropriate files, performs inspections of document violations, coordinates actions with those of other agencies, and implements appropriate procedures to correct or resolve each complaint and violation.

- Serves as project manager on planning and development projects, which includes application and plan review, coordination with project applicants and other City departments, preparation and posting of legal notices, background research, environmental review, preparation of staff reports, scheduling meetings and hearings, and monitoring of project implementation to verify substantial conformance with approved plans, conditions, and mitigation measures; suggests revisions to site plans and architecture; inspects project development sites.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; researches and reviews previous entitlements and City records; develops recommendations and prepares written reports on various planning matters and the City's General Plan; participates in the implementation and administration of the City's General Plan and development regulations.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Refers to and applies numerous documents including the General Plan, California Environmental Quality Act, Subdivision Map Act, Municipal Code, specific plans, historical preservation guidelines, County tax assessor's maps and records, building and architecture plans, etc.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- Answers incoming phone calls
- Provides administrative support to Director of Building and Planning
- Types Planning Commission minutes.
- Prepares and distributes Planning Commission agendas.
- Sends out approved minutes to various applicants.
- Copies agendas, correspondence, and minutes.
- Types conditions of approval for execution by applicants for discretionary review.
- Contacts Planning Commission members to insure a quorum.
- May handle various, specially assigned administrative activities as designated by the Director including facilitating projects, programs, research, or report preparation.
- Attends all meetings of the Planning Commission Board and develops official minutes of the proceedings in a manner prescribed by the supervisor and consistent with applicable laws.
- Uploads pertaining information to the City's website and Social Media platforms.

Secondary Functions:

- Assist other staff and provide technical direction and training on planning and building related information.
- Assists in purchasing functions and duties.
- Keeps track of work orders, service reports, payments and departmental budget
- Provides support to the Front Counter customer service representatives including the building counter.
- Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field. Also One (1) year of professional experience in planning, zoning and/or related community development activities.

Knowledge of:

- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Bilingual fluency in English and Spanish is highly desired.
- Proficiency in the use of computers and related equipment, hardware and software.
- Strong knowledge of Microsoft Office including Outlook, Word, and Excel
- Basic business letter writing and report preparation techniques

Skill in:

Effective oral and written communications. Interpersonal interactions with individuals at all levels. Making independent judgments and decisions based on standard policy or procedure. Organizing and prioritizing assignments. Utilizing a variety of Microsoft Office software, including Outlook, Excel and Powerpoint.

Ability to:

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact on and of various City programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other City departments and agencies as required.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to speak another language would be ideal.

WORKING CONDITIONS

Environmental Conditions:

Standard office environment with continual exposure to computer screens and attention to general public.

Physical Conditions:

Essential and secondary functions may require sporadic light lifting and carrying; sitting for prolonged periods of time.

LICENSES

A valid California Class C driver's license is required.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 9.

DATE: May 26, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: STEVE FOWLER, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: CONSIDERATION OF APPROVAL FOR THE ISSUANCE OF FIREWORKS STAND PERMIT

RECOMMENDATION:

That the City Council consider approving the issuance of fireworks stand permit to the applicant TR3 City Wildcats Youth Football and Cheer for a stand located at 4202 Slauson Ave.

BACKGROUND:

Section 4-2.202 of the Maywood Municipal Code requires City Council approval to issue permits for the sale of safe and sane fireworks within the City. Permits that allow for the sale of safe and sane fireworks within the City limits of Maywood are only issued to non-profit associations and corporations. This year's application period was open from April 1, 2021 through April 30, 2021. Applications received after April 30 are not valid.

DISCUSSION:

Permits authorizing the sale of safe and sane fireworks in the City may be issued with approval of the City Council to non-profit associations or corporations organized primarily for veterans, youth, patriotic, welfare, civic betterment or charitable purposes. Each organization must have a membership of at least ten (10) members. Each organization must have its principal and permanent meeting place in the City or in a surrounding City.

Per the Municipal Code, applications to sell fireworks are required to be submitted to the City between the first and last day of April of the current year and must contain the identification of the applicant and the location of the fireworks stand, in addition to other requirements. The number of total approved applications is limited to ten (10) per year.

This year, the City received a total of one (1) completed application by the deadline (see Attachment) which met the criteria for a permit. The application received is from the TR3 City Wildcats Youth Football.

LEGAL REVIEW:

The City Attorney has reviewed to form.

FISCAL IMPACT:

The City receives \$566.50 in license and temporary use fees per application.

ATTACHMENT(S)

1. TR3 City Firework App 2021

**CITY OF MAYWOOD
APPLICATION TO SELL SAFE AND SANE FIREWORKS**

Organization Name TR3 CITY WILDCATS YOUTH FOOTBALL AND CHEER

Non-profit association ☒ **Non-profit corporation** ☐

Organization Address 2730 RANDOLPH ST. HUNTINGTON PARK, CA 90255

Permanent Meeting Place 5051 E 60TH PLACE. MAYWOOD, CA

Purpose of Organization: **Veteran** ☐ **Patriotic** ☐ **Welfare** ☐
Civic Betterment ☒ **Charitable** ☐

Organization Officers: DANNY PINEDA, MELISSA MURILLO, ANA PINEDA

Number of members 15

Location of proposed fireworks stand 4402 SLAUSON AVE

NOTE: Site plan of proposed stand location MUST BE attached

Owner of Property MAYWOOD VILLAGE CENTER, LLC

Has owner given permission to use the property? **Yes** ☒ **No** ☐

NOTE: Letter from property owner indicating approval to use property MUST BE attached

Fireworks supplier TNT FIREWORKS

State Fire Marshal's License Number B0000817 **Date** JUNE 28-JULY 4

To assist the City in a proper evaluation of your application, please answer the following questions:

- a. **Prior community service activities** TR3 CITY WILDCATS ARE A NON-PROFIT YOUTH/ ATHLETIC / MENTOR PROGRAM THAT SERVES THE GREATER MAYWOOD
OVER THE PAST YEARS WE HAVE BEEN PROVIDING CHILDREN FROM OUR COMMUNITY
WITH FREE CAMPS AND GENERAL SUPPORT FOR THE UPCOMING SEASON.

b. Indicate the amount of money (net after expense) your organization made on the sale of fireworks last year. Please provide a detailed summary of how the money has been spent and how you propose to spend the money from this year's sale.

Please provide documentation that net proceeds were spent on community service projects in the City of Maywood \$5,000.00 DUE TO COVID 19 , 2020 NET PROCEEDS HAVE NOT BEEN DISBURSED. 2021 NET PROCESS WILL BE USED TOWARDS RE CERTIFING EQUIPMENT, SCHOOL FACILITY FEE FOR PRACTICE AND GAMES AND UNIFORMS & ADDITIONAL EQUIPMENT

If your organization did not sell fireworks last year, please indicate the amount of money you intend to make and provide a detailed summary of how the money will be spent N/A

c. Annual Community Service Activity Budget \$45,000.00

d. Names and phone numbers of three persons responsible for the fireworks booth:

<u>DANNY PINEDA</u>	<u>323-594-3813</u>
<u>MELISSA MURILLO</u>	<u>323-351-4389</u>
<u>ANA PINEDA</u>	<u>323-594-3196</u>

I hereby declare that to the best of my knowledge the above is an accurate statement concerning our Organization, that I am acting on the authority granted to me by the Organization, and agree to, and comply with, the City Ordinance and the Fire Department Rules and Regulations which govern the sale of SAFE AND SANE FIREWORKS in the City of Maywood.

Signed DocuSigned by:
Danny Pineda Title 3/19/2021

Address 6500 MALABER ST UNIT Q Phone Number 323-594-3813
HUNTINGTON PARK, CA 90255

INSPECTION DATE 6/25

MCGILL'S

TNT FIREWORKS

SALES ASSOCIATE MARIA ORTIZ CITY MAYWOOD
LOCATION# CSR3403 ORGANIZATION TR3 CITY WILDCATS YOUTH FTBALL
SIZE 8 X 24 TYPE NN BACK DOORS 0 A-FRAMES 1
SET-UP 6/23 DOWN DATE 7/9 LIGHTS MCGILLS
ADDRESS 4402 SLAUSON AVE
INTERSECTION NWC OF ATLANTIC AND SLAUSON
THOMAS GUIDE — COUNTY PAGE GRID
SPECIAL INSTRUCTIONS
LOOK FOR MARKS. STAND FACES SLAUSON





TO WHOM IT MAY CONCERN:

Permission is hereby granted to TR3 City Wildcats Youth Football & Cheer and

AMERICAN PROMOTIONAL EVENTS, INC., DBA TNT FIREWORKS, for the

exclusive right to use the property located at Maywood Village Center, 4402-4487

Slauson Avenue in the City of MAYWOOD, CA for their 2021 fireworks stand. It is

understood that this sale will be conducted in accordance with all City, County and State

regulations, and the property will be left clean and free of debris.

MAYWOOD VILLAGE CENTER, LLC

By: (Sign) Brandon Bral

Print Name: Brandon Bral

Date: 04/26/21

Loc #CSR3403

BUSINESS LICENSE

This is to certify that the License specified for the term shown has been paid, as provided by Title 3, Article 2, 3-1.111, and Ordinance (55-3, Ord. 274, as amended by 56, Ord. 318, Ord. 334, Ord. 05-531, Ord. 09-01, sec. 4-3, 1405 and adding Chapter 11 to title 4 of the municipal code) of the City of Maywood, California

Business Name: T.N.T. Fireworks

Business Location: 555 N GILBERT ST
FULLERTON, CA 92633-2508

Owner Name(s): Tad Trout

T.N.T. FIREWORKS
AMERICAN PROMOTIONAL EVENTS WEST
PO BOX 2437
FULLERTON, CA 92637-0428

TO BE POSTED IN A CONSPICUOUS PLACE • NOT TRANSFERABLE

CITY OF MAYWOC

4319 East Stauson Avenue
Maywood CA 90270
Phone: (323) 562-5000

BUSINESS LICENSE NO. 18313

Business Type: Undefined

Issue Date: 1/1/2021

Expiration Date: 12

THIS LICENSE IS ISSUED WITHOUT VERIFICATION
LICENSE IS SUBJECT TO OR EXEMPT FROM LICEN
STATE OF CALIFORNIA

Special Message - Restricted to license holder



This serves as your notice to renew your license
December 31, 2021. Penalties apply beginning Feb



Complete and return all copies to the Office of State Fire Marshal with the required fee of \$50.00 made payable to "CAL FIRE". **Applications must be received prior to June 15th of the current year.**

Office of State Fire Marshal
2251 Harvard Street, Suite 400
Sacramento, CA 95815
(916) 568-2943

LICENSEE INFORMATION

Name (First, Last):	TR3 CITY WILDCATS YOUTH FOOTBALL & CHEER	Phone Number: (714) 738 - 1002
Mailing Address (Street Address, City, CA, Zip):	555 N. GILBERT ST. FULLERTON, CA 92833	
Local Contact Person and Phone Number (If different from Licensee above):	MARIA ORTIZ	

STAND INFORMATION

Physical Address (Street Address, City, CA, Zip):	4401 SALUSON, MAYWOOD, CA
County of Stand Location:	LA

WHOLESALE FIREWORK VENDOR INFORMATION

Business Name:	TNT FIREWORKS	License No.:	W-1081
Contact Name:	RICK POE	Phone Number: (714) 738 - 1002	

FIRE AUTHORITY HAVING JURISDICTION

Fire Department:	LOS ANGELES COUNTY FIRE DEPARTMENT
Physical Address (Street Address, City, CA, Zip):	1320 N. EASTERN AVE, LOS ANGELES, CA 90063



Yon Costa
Signature of Fire Authority Having Jurisdiction

2.12.2021
Date

Malina S
Signature of Retail Booth Applicant
3/1/21
Date

-NOTICE-

COPY OF THIS NOTICE MUST BE POSTED AT STAND WITH A COPY OF THE LOCAL PERMIT

A validated license has been issued to this organization shown above for the sale of Safe and Sane fireworks at the location indicated. After a permit has been issued by the authority having jurisdiction this license allows the sale of only classified "Safe and Sane" fireworks at the approved location from NOON, JUNE 28th to NOON, July 6th, of the year indicated. **NOTE:** Retail licensees are required to be at least 21 years of age, employees of fireworks stands must be at least 18 and fireworks may not be sold to anyone under the age of 16.

2808892

CSR3403

For CAL FIRE DAO Use Only: Index-5942, PCA-59420, Source Code-125700-06

White-Licensee Yellow-Fire Authority Pink-SFM File



CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

TEMPORARY SELLER'S PERMIT

Valid June 28, 2021 through July 4, 2021

ACCOUNT NUMBER

234926912 - 00001

TR3 CITYWILDCATS YOUTH FOOTBALL AND CHEER
4402 SLAUSON AVE
MAYWOOD CA 90270-2932



Office of Control:
Cerritos Office

NOTICE TO PERMITTEE:
You are required to obey all
Federal and State laws that
regulate or control your
business. This permit does
not allow you to do
otherwise.

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE
PERSONAL PROPERTY AT THE ABOVE LOCATION. THIS PERMIT IS VALID FOR THE PERIODS SHOWN AND IS NOT TRANSFERABLE.

For general tax questions, please call our Customer Service Center at 1-800-400-7115 (TTY:711).
For information on your rights, contact the Taxpayers' Rights Advocate Office at 1-888-324-2798 or 1-916-324-2798.

CDTFA-442-ST REV. 7 (5-18)

A MESSAGE TO OUR NEW PERMIT HOLDER

As a seller, you have rights and responsibilities under the Sales and Use Tax Law. In order to assist you in your endeavor and to better understand the law, we offer the following sources of help:

- Visiting our website at www.cdtfa.ca.gov
- Visiting an office
- Attending a Basic Sales and Use Tax Law class offered at one of our offices
- Sending your questions in writing to any one of our offices
- Calling our toll-free Customer Service Center at 1-800-400-7115 (TTY:711)

As a seller, you have the right to issue resale certificates for merchandise that you intend to resell. You also have the responsibility of not misusing resale certificates. While the sales tax is imposed upon the retailer,

- You have the right to seek reimbursement of the tax from your customer
- You are responsible for filing and paying your sales and use tax returns timely
- You have the right to be treated in a fair and equitable manner by the employees of the California Department of Tax and Fee Administration (CDTFA)
- You are responsible for following the regulations set forth by the CDTFA

As a seller, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a CDTFA representative when requested. You are also expected to notify us if you are buying, selling, adding a location, or discontinuing your business, adding or dropping a partner, officer, or member, or when you are moving any or all of your business locations. If it becomes necessary to surrender this permit, you should only do so by mailing it to a CDTFA office, or giving it to a CDTFA representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with CDTFA, please contact the Taxpayers' Rights Advocate Office for help by calling toll-free, 1-888-324-2798 or 1-916-324-2798. Their fax number is 1-916-323-3319.

Please post this permit at the address for which it was issued and at a location visible to your customers.

California Department of Tax and Fee Administration

Business Tax and Fee Division



CERTIFICATE OF LIABILITY INSURANCE

11/1/2021

DATE (MM/DD/YYYY)

2/26/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME:
	PHONE (A/C, No, Ext):
INSURED 1359665 American Promotional Events, Inc. DBA TNT Fireworks, Inc. 555 North Gilbert Avenue Fullerton CA 92833 CSR3403	FAX (A/C, No):
	E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE	
INSURER A: Everest Indemnity Insurance Company	NAIC # 10851
INSURER B: Arch Specialty Insurance Company	21199
INSURER C: Berkshire Hathaway Homestate Ins Co	20044
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 12206635**REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☒ LOC ☐ OTHER:	Y	N	SI8GL00242-201	11/1/2020	11/1/2021
						EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY		NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$	Y	N	UXP0056189-07	11/1/2020	11/1/2021
						EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	AMWC137851	11/1/2020	11/1/2021
						☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.
Additional Insured: Property located at 4401 Slauson Ave., Maywood, CA (CSR3403) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER

12206635

TR3 City Wildcats Youth Football & Cheer & the City of Maywood, their officers, agents and employees when acting in their official capacities as such
4319 E. Slauson Avenue
Maywood CA 90270

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

March 18, 2021

City of Maywood
4319 E. Slauson Ave.
Maywood, CA 90270

RE: FIREWORKS STAND LETTER OF INTENT- TR3 CITY WILDCATS YOUTH
FOOTBALL AND CHEER

To Whom It May Concern:

Please accept this letter on behalf of both the TR3 CITY WILDCATS YOUTH
FOOTBALL AND CHEER as their letter of intent to operate a fireworks stand in 2021.

Parents and volunteers of the organization will man the fireworks stand and sell
fireworks.

All net proceeds will go directly to the funding of the TR3 CITY WILDCATS YOUTH
FOOTBALL AND CHEER program.

The stand will be located in the parking lot of the 4402 SLAUSON AVE.-MAWYOOD
VILLAGE.

The 7 days of sales will be from June 28th to July 4th.

TNT will deliver and remove the stand onto the site. Electrical fixtures are already
installed.

Should you have any questions, please contact Maria Ortiz at TNT, 714-738-1002 ext
1160.

Sincerely,

DocuSigned by:
Danny Pineda
CE78A41507A4D2

Danny Pineda
President-TR3 CITY WILDCATS YOUTH FOOTBALL AND CHEER



GL Cost Center: 51101



AMERICAN PROMOTIONAL EVENTS
WEST
dba TNT Fireworks
PO BOX 1318
4511 Helton Drive Industrial Park
Florence, AL 35630

Check No. - 20151338

Check Date - 4/15/2021

Stub - 1 of 1

INVOICE NO.	DATE	DESCRIPTION	GROSS	DEDUCTIONS	AMOUNT PAID
CSR3403/514/J21/117	4/13/21	Permitting Fees	194.00		194.00

194.00

194.00

THIS CHECK IS VOID WITHOUT A RED & GRAY BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW



AMERICAN PROMOTIONAL EVENTS
WEST
dba TNT Fireworks
PO BOX 1318
4511 Helton Drive Industrial Park
Florence, AL 35630

WELLS FARGO BANK, NA
56-382
412

CHECK NO. 20151338

VENDOR	DATE	AMOUNT
336081	4/15/2021	\$*****194.00

PAY ONE HUNDRED NINETY FOUR AND 00/100*****

TO THE
ORDER OF

CITY OF MAYWOOD
CITY HALL
4319 E. SLAUSON AVENUE
MAYWOOD CA 90270

REQUIRES 2 SIGNATURES

Genie Nelson
Bryan Hunt

⑈ 20151338 ⑈ ⑆041203824⑆ 9600126032⑈

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 10.

DATE: May 26, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: GISSELLE DELGADO, COMMUNITY SERVICES LIAISON
SHIRLEY QUINONES, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

SUBJECT: CONSIDER A REQUEST FROM TR3CITY WILDCATS FOOTBALL AND CHEER TO UTILIZE MAYWOOD RIVERFRONT PARK AND WAIVE ANY ASSOCIATED FEES

RECOMMENDATION:

Staff recommends that the City Council authorize the use of the Maywood Riverfront Park playfield to Tr3City Wildcats Football and Cheer Association and waive any associated user fees.

BACKGROUND:

The non-profit organization Tr3City Wildcats Athletic Association aims at providing youth athletic/mentorship programs that serve the Maywood community. Their goal is to help today's youth grow as individuals and excel in sports. Over the past two years, the organization has provided children in the community with free football camps for the upcoming season. The association works under the supervision and guidance of the Amateur Athletic Union, an internationally recognized union of amateur sports and mentorship. The association targets youth ages 6-14 years of age.

DISCUSSION:

The City of Maywood issues Special Event Permits for the use of the parks and other areas. Per, the City's Municipal Code (5.15.02 c), the City may condition this permit with reasonable requirements concerning the time, place or manner of holding such events as is necessary to coordinate multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful or impermissible uses, protect the safety of persons and property and to control vehicular and pedestrian traffic in and around the venue, provided that such requirements shall not be imposed in a manner that will unreasonably restrict expressive or other activity protected by the California or United States Constitutions.

This organization has previously used Maywood Riverfront Park playfield and Maywood Park baseball field to conduct their practices since 2016. The attached permit was submitted by the founder of the organization, Danny Pineda. Mr. Pineda is requesting that his association use the open field at Riverfront Park to hold training camps for football. The camp trainings will take place on the following dates and be for a duration of three (3) hours and thirty (30) minutes every Saturday and Sunday:

May 2021	June 2021	July 2021	August 2021	October 2021
	5-6		7-8	
	12-13	10-11	14-15	
22-23	19-20	17-18	21-22	23-24
29-30	26-27	24-25	28-19	

LEGAL REVIEW:

The City Attorney has reviewed this item.

FISCAL IMPACT:

The Maywood Park baseball field rents for \$35.00 per hour. At this time, we have no other paying user applications for the hours requested. Consequently, staff finds that since the organization will service the youth of the community, it is allowable to waive the fees.

ATTACHMENT(S)

1. SPECIAL EVENT PERMIT APPLICATION



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

Permit No. _____
Permit Fee: _____

SPECIAL EVENT PERMIT APPLICATION

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

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

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

EVENT ORGANIZER:

Full Name: Danny Pineda
Mailing Address: 12500 Malabar Street Huntington Park CA 90255
Business Name: TR3city Wildcats Youth Football and CHEER
Location of Event: Riverfront Park
Phone: 323-594-3813 Email: TR3citywildcats@gmail.com

ORGANIZATION (IF ANY):

Name: _____
Mailing Address: _____
Phone: _____ Website: TR3citywildcats.com

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

Camp events are to invite the kids in the community to come out and learn simple fundamentals of football through exercise.

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

DATE(S) OF EVENT: All dates will be 3Hrs + 30 min to Cleanup Saturday and Sunday

may 5-22/23 5-29/30 June 5/16 12/13 19/20 26/27 July 10/11 17/18 24/25
August 7/8 14/15 21/22 28/29 Oct 23/24

TIME(S) OF EVENT: (set-up time and take-down)

Saturday Hours 10AM to 1pm + 30min cleanup / Sunday Hours 2pm - 5pm + 30min Cleanup

NUMBER OF PERSONS EXPECTED TO ATTEND PROPOSED EVENT? 50

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

STATEMENT OF FEES (IF ANY): None

SPECIAL DETAILS: (List number and types of vehicles, live music, amplified sound, animals, etc.)

Football equipment, cones, letter C ext.

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

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

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

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

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

Applicant's Signature

Date

FOR STAFF USE ONLY

Conditions of Approval:

Proof of Insurance:

☐ Approved	Building and Planning	Date	Comments
☐ Approved		Date	Comments
☐ Approved		Date	Comments

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 11.

DATE: May 26, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ROXANNE DIAZ, CITY ATTORNEY

BY: ROXANNE DIAZ, CITY ATTORNEY

SUBJECT: CONSIDERATION AND APPROVAL OF THE FIRST AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF MAYWOOD AND JENNIFER E. VASQUEZ

RECOMMENDATION:

That the City Council approve the First Amendment to the City Manager Employment Agreement between the City and Jennifer E. Vasquez.

BACKGROUND:

In 2019, the City conducted a formal recruitment and selection process for a City Manager wherein Jennifer Vasquez was appointed to the position. The parties entered into an employment agreement for a two-year term beginning on May 20, 2019, and the agreement set forth the terms and conditions of her employment including duties, salary and benefits. The City Manager and the City both desire to extend the term of the employment agreement as well as make additional adjustments to several terms as set forth in the First Amendment to the City Manager Employment Agreement further discussed below.

DISCUSSION:

The City Manager and City Council desire to extend the current employment agreement. As part of that process, the City Council conducted a performance evaluation of the City Manager and based on that evaluation, the parties have agreed to the following adjustments to the City Manager Employment Agreement.

As stated above, the original agreement was for a two-year term that was set to expire on May 19, 2021. The employment agreement will be extended for an additional three years to terminate on May 19, 2024 with the ability to extend the term for up to two one-year extensions by mutual agreement.

With regard to compensation, the annual base salary will increase from \$165,000 to \$170,000 (approximately 3%) and the severance provision will increase to 9 months. In addition, the base salary will have annual automatic cost of living increases based on the consumer price index for the Los Angeles area during the term of the agreement. This "CPI" increase is authorized by the Government Code.

Last, in recognition of the City Manager's positive employment evaluations (both in 2020 and in 2021), the City Council has authorized a one-time payment of \$2,000 to the City Manager.

LEGAL REVIEW:

The City Attorney was the drafter of this report.

FISCAL IMPACT:

The fiscal impact for FY 20-21 is only \$625 for the remainder of the fiscal year. There are available funds already appropriated, therefore no additional budget is needed. For the following fiscal year 21-22 the budget will include the revised salary.

ATTACHMENT(S)

1. First Amendment to the City Manager Employment Agreement between City of Maywood and Jennifer E Vasquez

FIRST AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT

This First Amendment to the City Manager Employment Agreement dated May 14, 2019 ("Agreement") is made and entered into as of May 12, 2021, by and between the City of Maywood ("City"), a California municipal corporation, and Jennifer E. Vasquez, an individual ("Employee").

RECITALS

A. In 2019, the City conducted a formal recruitment and selection process for a City Manager.

B. The City and Employee entered into a two-year Agreement setting for the terms and conditions of employment of Employee as City Manager, including duties, salary and benefits of employment.

C. The two-year term began on May 20, 2019 and is set to expire on its own terms on May 9, 2021.

D. Following the performance evaluation of the City Manager, the City and Employee desire to extend the term and revise certain provisions of the Agreement.

NOW THEREFORE, for good and valuable consideration of the mutual covenants and conditions herein contained, City and Employee agree as follows:

Section 1. Section 2 of the Agreement entitled "Term" is hereby amended in its entirety to read as follows:

"2. Term. Unless sooner terminated as provided in Section 7 below, the term of this Agreement shall be for five years from May 20, 2019 ("Start Date") through May 19, 2024 ("Initial Term"). Thereafter, the Initial Term may be extended for up to two one-year extensions if the extension is mutually agreed upon by the City and Employee in writing."

Section 2. Paragraph A of Section 9 of the Agreement entitled "Severance" is hereby amended in its entirety to read as follows:

"A. If City terminates this Agreement (thereby terminating Employee's employment) without cause, then City shall pay Employee a lump sum severance benefit equal to ninth months of Employee's then applicable base salary. City shall also provide reimbursement of City COBRA health insurance premiums (medical, dental and vision) for nine months following termination or until Employee finds other employment, whichever occurs first."

Section 3. Salary Adjustment. Beginning on May 20, 2021, City shall pay Employee an annual salary of \$170,000, subject to legally permissible or required deductions and withholding, prorated and paid on City's normal pay days. Employee's salary is compensation for all hours worked and for all services under this Agreement, including those as an Executive Director or involving any other position, office or appointment associated with the City. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law.

Beginning on May 20, 2022, and yearly thereafter, Employee shall automatically receive a Cost of Living salary increase without the need for further City Council action or amendment of this Agreement, based on the change in the California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the California Department of Industrial Relations for Los Angeles-Long Beach-Anaheim for the immediately preceding April-April period.

Section 4. Bonus Pay. As part of the City Manager's yearly performance evaluation, the City Council hereby authorizes the payment of \$2,000 to the City Manager in recognition of the City Manager's performance during the initial term of the Agreement.

Section 5. Except as specifically amended by this First Amendment, the remaining terms of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall control.

In witness whereof the parties have executed this First Amendment as of the date set forth above.

EMPLOYEE:

Jennifer E. Vasquez

CITY OF MAYWOOD:

Ricardo Lara, Mayor

ATTEST:

Flor Aguiluz, Maywood City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney