



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

WEDNESDAY, JULY 28, 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: 884 9446 1256 Passcode: 602314

OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88494461256?pwd=dUV5YXVJd202ZW1rb1RCeVFQRkNMZz09>

Passcode: 602314

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.

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.

VI. PRESENTATIONS

Recognition of Dodgers RBI Coaches from MaCES

- Alex Arzaluz
- Alex Jasso
- Mark Zavala
- Jose Aguirre
- Andres Angulo
- Arturo Figueroa
- Nathan Figueroa

SHERIFF'S UPDATE

PRESENTATION BY SPEAKER ANTHONY RENDON REGARDING THE APPROPRIATION OF STATE GRANT FUNDS TO IMPROVE COMMUNITY FACILITIES, PARKS OR ACQUISITION OF LAND

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 JULY 14, 2021 CITY COUNCIL MEETING
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
3. CITY OF MAYWOOD BUDGET POLICY, PURCHASING POLICY, AND LEASE POLICY
4. CONSIDERATION OF APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH HdL COMPANIES FOR MANAGING COMPLIANCE AND ADMINISTERING BUSINESS LICENSE TAXES.
5. AN ORDINANCE OF THE CITY OF MAYWOOD AMENDING CHAPTER 2 OF TITLE 2 AND CHAPTER 11 AND CHAPTER 13 OF TITLE 6 TO DELETE THE REFERENCES TO SEWER SUPERINTENDENT AND REPLACE WITH THE POSITION OF CITY INSPECTOR AND AMENDING THE MAYWOOD MUNICIPAL CODE

IX. DISCUSSION/ACTION ITEMS

6. CONSIDERATION OF APPOINTING A DELEGATE AND UP TO TWO ALTERNATES FOR THE LEAGUE OF CALIFORNIA CITIES' ANNUAL CONFERENCE AND EXPO

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.

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.

- XII. ADJOURNMENT - The next Regular Meeting of the Maywood City Council is Wednesday, August 11, 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.





AGENDA 1
ITEM NO. _____

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

WEDNESDAY, JULY 14, 2021 AT 7:00 PM

I. CALL TO ORDER/ROLL CALL

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

II. CITY OFFICIALS

MAYOR

Ricardo Lara (present)

CITY CLERK

Flor Aguiluz (teleconference)

MAYOR PRO TEM

Heber Marquez (teleconference)

CITY TREASURER

Mary Mariscal (excused)

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)

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.

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: 873 4949 2499 Passcode: 106988

or

<https://us02web.zoom.us/j/87349492499?pwd=VOVOR21rSOVyVEdOM21iMXpEWEx3UT09>

Passcode: 106988

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. Carmen Perez (submitted by e-mail)
2. David Perez (submitted by teleconference)
3. Orlando (submitted by teleconference)
4. Veronica Guardado (submitted by teleconference)

VI. PRESENTATIONS

GENERAL PLAN UPDATE

Steve Fowler, Director of Building and Planning gave presentation regarding the City of Maywood's General Plan outreach.

RECOGNITION OF MAYWOOD GRADUATES

Presentation given by Mayor Lara, Graduate Acknowledgements came from online submissions.

VII. PUBLIC HEARING

PUBLIC HEARING – RESOLUTION APPPROVING THE ANNUAL SEWER REPORT AND LEVY OF THE ANNUAL SEWER SERVICE CHARGE FOR FISCAL YEAR 2021/22 PURSUANT TO CHAPTER 14 OF TITLE 6 OF THE MAYWOOD MUNICIPAL CODE AND ORDERING THE ANNUAL SEWER SERVICE CHARGE TO BE COLLECTED ON THE COUNTY OF LOS ANGELES TAX ROLL

Motion to adopt Resolution No. 6188 approving the Annual Sewer Report and Levy of the Annual Sewer Service Charge for Fiscal Year 2021/2022 Pursuant to Chapter 14 of Title 6 of the Maywood Municipal Code and ordering the Annual Sewer Service Charge to be collected on the County of Los Angeles Tax Roll by De La Riva. Second by Mayor Lara. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

The following spoke on the Public Hearing item:

1. David Perez (submitted by teleconference)
2. Orlando (submitted by teleconference)

VIII. CONSENT CALENDAR

1. MINUTES OF JUNE 9, 2021 CITY COUNCIL MEETING

Motion to approve minutes of June 9, 2021 City Council Meeting by Mayor Pro Tem Marquez. Second by Garcia. 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. 6187 of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency approving the Warrants for Payment by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

3. REVENUE REPORT FROM JULY 2020 - JUNE 2021

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

4. MONTHLY CASH AND INVESTMENT REPORT TO COUNCIL

Motion to receive and file Monthly Cash and Investment Report by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD FIXING THE AMOUNT OF REVENUE FROM A PROPERTY TAX LEVY APPROVED BY THE VOTERS OF MAYWOOD CITY FOR THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) AT THE SAME RATE OF SUCH TAXES AS LAST YEAR AND LEVYING SUCH TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2021

Motion to adopt Resolution No. 6189 Fixing the Amount of Revenue from a Property Tax Levy Approved by the Voters of Maywood City for the Public Employees Retirement System (PERS) at the same rate of such taxes as last year and levying such taxes for the Fiscal Year beginning July 1, 2021 by De La Riva. Second by Mayor Lara. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

6. AN ORDINANCE OF THE CITY OF MAYWOOD AMENDING CHAPTER 2 OF TITLE 2 AND CHAPTER 11 AND CHAPTER 13 OF TITLE 6 TO DELETE THE REFERENCES TO SEWER SUPERINTENDENT AND REPLACE WITH THE POSITION OF CITY INSPECTOR AND AMENDING THE MAYWOOD MUNICIPAL CODE

Motion to approve the waiving of the full reading of Ordinance No. 20-01 and introduce Ordinance No 20-01 by title only: "An Ordinance of the City of Maywood amending Chapter 2 of Title 2 and Chapter 11 and Chapter 13 of Title 6 to delete the references to Sewer Superintendent and replace with the position of City Inspector and amending the Maywood Municipal Code" by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

7. CONSIDERATION OF APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH ALTA ENVIRONMENTAL ,LP, DBA NV5 (NV5) FOR MS4 PERMIT COMPLIANCE AND SUPPORT SERVICES

Motion to approve a Professional Services Agreement with Alta Environmental, LP, dba NV5 (NV5) for MS4 permit compliance and support services by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

8. APPROVAL OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD DESIGNATING THE APPOINTED MAYOR AS BANK SIGNATORY AND REMOVAL OF PRIOR MAYOR FROM BANK SIGNATORY AND REMOVAL OF CITY MANAGER FROM BANK SIGNATORY

Motion to adopt Resolution No. 6190 designating the appointed Mayor as Bank Signatory and removal of prior Mayor from Bank Signatory and Removal of City Manager from Bank Signatory by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

IX. DISCUSSION/ACTION ITEMS

9. CONSIDERATION OF APPROVING AN AMENDMENT FOR GRANT WRITING SERVICES WITH CALIFORNIA CONSULTING FOR AN ADDITIONAL YEAR FOR AN AMOUNT NOT TO EXCEED \$39,000

Motion to approve an Amendment for Grant Writing Services with California Consulting for an additional year for an amount not to exceed \$39,000 by Mayor Pro Tem Marquez. Second by De La Riva. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

10. UPDATE ON THE CITY'S SEWER POINT REPAIRS

The City Council received and file the City's Sewer Point Repairs report.

X. CLOSED SESSION

Conference with Legal Counsel, Initiation of Litigation, Government Code Section 54956.9(d)(4),
Number of cases: 1

No reportable action.

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

The following spoke on non-agenda items:

1. Reyna Mendez (submitted by teleconference)
2. David Perez (submitted by teleconference)
3. Gerry Mayagoitia (submitted by teleconference)
4. Orlando (submitted by teleconference)

XII. ADJOURNMENT

Meeting adjourned at approximately at 9:35 p.m. to the next meeting of the Maywood City Council, July 28, 2021 at 7:00 p.m.

Ricardo Lara, Mayor

ATTEST:

Flor Aguiluz, City Clerk

RESOLUTION NO. 6191

**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 \$2,010,115.25 are hereby ratified:

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

PASSED, APPROVED AND ADOPTED THIS 28th day of July, 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. 6191 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 28th day of July, 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, July 28, 2021

Accounts Payable

Amount

Accounts Payable prepaid warrants for payment: Checks No. 088661 - 088700	\$ 16,230.05
Accounts Payable regular warrants for payment: Checks No. 088701 - 088725	\$ 628,971.35
Sub-total	\$ 645,201.40

Wire Transfers/ACH Transactions

07/07/21 Payroll Pay Period - 6/20/2021 - 7/3/2021	\$ 43,176.86
07/07/21 CalPERS Employer Contribution - 6/20/2021 - 7/3/2021	\$ 6,948.00
07/07/21 CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees	\$ 129,862.92
07/07/21 CalPERS Health Premium July 2021	\$ 31,586.58
07/07/21 State Compensation Insurance Fund Policy Charge	\$ 3,138.23
07/08/21 8x8 Inc - Monthly Phone Maintenance	\$ 410.70
07/14/21 Wells Fargo - Maywood CDD Tax Alloc 2017A1, A2, B - Principal & Interest	\$ 859,095.43
07/14/21 Keenan & Associates/Municipal Insurance Co - Liability Insurance FY 2021-2022	\$ 289,976.08
07/15/21 US Bank Analysis Service Charge	\$ 719.05
Sub-total	\$ 1,364,913.85

Total Demands	\$ 2,010,115.25
----------------------	------------------------

City of Maywood
Detail Warrants for Payment
Warrants No. 088661 to 088725

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
088661-088680		7/21/2021	Spoiled Checks - Printing Error	0.00	
088681	P	7/21/2021	AT&T	600.06	Elevator Emergency Phone Line 06/10/2021 - 07/09/2021
088682	P	7/21/2021	AT & T Long Distance	37.41	Elevator Emergency Line July 2021
088683	P	7/21/2021	CoreLogic Solutions, LLC.	220.15	Property Finder July 2021
088684	P	7/21/2021	Dewey Pest Control	137.00	July 2021 Pest Control City Hall
088685	P	7/21/2021	L.B. Johnson Hardware Co.	32.83	Public Works Supplies
088686	P	7/21/2021	LA Unified School-Maywood Center for Enriched Studies Magnet	8,900.00	Community Benefit Fund Grant Marching Band Camp
088687	P	7/21/2021	Mapcon Technologies, Inc.	83.00	Mapcon Building and Planning Software July 2021
088688	P	7/21/2021	Maywood Car Wash	426.55	Car Wash/Gas June 2021
088689	P	7/21/2021	Maywood Mutual Water Co. No.2	599.76	Various Locations 04/22/2021 to 06/21/2021
088690	P	7/21/2021	Preferred Benefit Insurance Administrators, Inc.	2,478.60	Dental & Vision Insurance June 2021
088691	P	7/21/2021	QDoxs	68.99	Copier Base Charge July 2021
088692	P	7/21/2021	Southern California Edison	227.85	Various Locations 06/16/2021 - 07/15/2021
088693	P	7/21/2021	The Gas Company	20.67	4317 Slauson Ave. 06/08/2021 - 07/08/2021
088694	P	7/21/2021	The Gas Company	14.79	4319 Slauson Ave. 06/08/2021 - 07/08/2021
088695	P	7/21/2021	The Home Depot Pro	182.59	Janitorial Supplies
088696	P	7/21/2021	Time Warner Cable	629.05	Internet & Phone Service July 2021
088697	P	7/21/2021	Quadient Finance, USA, Inc.	503.00	Postage Machine
088698	P	7/21/2021	Vernon, City of	54.19	Slauson & Downey 05-11-2021 to 06-20-2021
088699	P	7/21/2021	Xerox	312.76	June 2021 Base Charge and Printing Fee
088700	P	7/21/2021	Xerox Financial Services	700.80	Lease Payment 05-15-2021 - 07-21-2021
088701		7/21/2021	Abila	5,869.35	Accounting Software Yearly Renewal
088702		7/21/2021	Alta Environmental	5,244.83	Professional Services June 2021 MS4 nPDES Permit

City of Maywood
Detail Warrants for Payment
Warrants No. 088661 to 088725

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
088703		7/21/2021	Amazon Capital Services	143.39	Office Supplies
088704		7/21/2021	American Elevator Co	350.00	Routine Equipment Cleaning YMCA
088705		7/21/2021	Active Universal Capital, LLC	4,733.88	Crossing Guard Services - June 2021
088706		7/21/2021	Brinks, Inc.	162.65	July 2021 Cash Handling Service
088707		7/21/2021	California Consulting, Inc.	3,000.00	Grant Writing Services: July 2021
088708		7/21/2021	County of Los Angeles	4,043.97	Animal Control Services June 2021
088710		7/21/2021	Crosstown Electrical & Data, Inc.	3,736.99	Various Locations Emergency Repairs
088711		7/21/2021	Dapeer, Rosenblit & Litvak, LLP	15.80	Code Enforcement Legal Services June 2021
088712		7/21/2021	Gateway Cities Council of Governments	25,750.00	Gateway Cities COG Membership Dues 2021-2022 Participation in the I-710 Corridor Report for FY 2021-2022
088713		7/21/2021	George Hill Company	414.00	City Claims/Adjuster June 2021
088714		7/21/2021	Graffiti Protective Coatings	15,000.00	CityWide Graffiti Removal June 2021
088715		7/21/2021	Hinderliter, de Llamas & Assoc.	8,750.00	Cannabis Managment Programa June 2021
088716		7/21/2021	Inland Mechanical Services, Inc.	1,515.00	Repair YMCA A/C unit
088717		7/21/2021	Maravilla Foundation	91.52	Refund Bldg Permit #B20-000-035 Refund Bldg Permit# B20-000-074 Refund Bldg Permit# B20-000-195 Refund Bldg Permit# B21-000-034
088718		7/21/2021	Metro Transit Services	35,051.22	Public Transportation Services Express & Dial-A-Ride June 2021
088719		7/21/2021	Municipal Waste Solutions	10,212.50	June 2021 Waste & Recycling Consulting
088720		7/21/2021	North Star Landcare	937.00	Tree Maintenance Services June 2021
088721		7/21/2021	Office Team	2,059.20	Bldg/Planning Temp
088722		7/21/2021	Richards, Watson & Gershon	31,647.20	Legal Services General June 2021
088723		7/21/2021	Sheriff's Department	422,732.37	Public Safety Services May 2021
088724		7/21/2021	Sterndahl Enterprises, Inc.	44,260.48	CityWide Street Name Sign Replacement CIP#20-004
088725		7/21/2021	Urban Futures, Inc.	3,250.00	Lease Revenue Refunding Bonds Series A, 2008 Tax Allocation Refunding Bonds Series 2017

City of Maywood
Detail Warrants for Payment
Warrants No. 088661 to 088725

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
TOTAL:				<u>\$645,201.40</u>	

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 3.

DATE: July 28, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: HRANT MANUELIAN, FINANCE DIRECTOR

SUBJECT: CITY OF MAYWOOD BUDGET POLICY, PURCHASING POLICY, AND LEASE POLICY

RECOMMENDATION:

Staff recommends that the Council adopts the attached Purchasing Policy, Budget Policy, and Lease Policy.

BACKGROUND:

In October 2016 the California State Auditor issued their audit results conducted as part of their high-risk local government agency audit program. The State initially identified the City as an entity that might be classified as high-risk based on publicly available information. They conducted an initial assessment in July and August 2015 that identified several areas of concern. In August 2015 the former City Manager agreed that the City of Maywood is an at-risk entity. In December 2015 the newly appointed interim city manager reported that the City had not taken any action to address the States' concerns. As a result the State recommended an audit, which was approved by the Joint Legislative Audit Committee in January 2016. The State performed their audit over the next couple months and issued their report on October, 3, 2016 and as a result of the audit they concluded that the City of Maywood should be classified as a high-risk local government agency because of substantial risk factors regarding the City's financial and operational management.

When the State Auditor designates a local entity as high-risk, state regulations require the City to prepare a corrective action plan and submit them within six months of the report and every six months thereafter. The City provided its initial corrective action plan in January 2017 and three subsequent updates, one each in April 2017, March 2019, and October 2019. State law also requires the state to issue a report at least once every three years with recommendation for improvement until they determine the entity has addressed the identified areas of risk and is no longer considered a high-risk entity under the state program. The State issued an updated report on December 20, 2019 to the initial October 2016 audit report.

In the updated State report they noted that there were improvements, however the City still had not finalized or obtained approval from the city council for many of the policies that were under development when the City submitted its initial update in April 2017.

This staff report is to address a number of those policies and procedures that have not been finalized.

DISCUSSION:

A Purchasing Policy has been developed which encompasses all areas of purchasing and follows the

Maywood Municipal Code (MMC). The Purchasing Policy will help ensure that all purchases are in compliance with the City's MMC and are appropriate costs for the City.

A Budget Policy has been developed that follows the GFOA best practices. This will help ensure that the City not only timely adopts a budget but also ensures that the budget is prepared with the best interests of the City and its citizens. Review processes will also be put in place so that the City can stay on track and make timely amendments to the budget as needed. The policy also establishes appropriation change authority.

A Lease Policy has also been developed to ensure that all leases are tracked and kept current.

LEGAL REVIEW:

City Attorney has reviewed this staff report.

FISCAL IMPACT:

There is no fiscal impact.

ATTACHMENT(S)

1. Maywood Budget Policy
2. Maywood Purchasing Policy
3. Maywood Lease Policy

**City of Maywood
Budget Policy
July 2021**

Introduction

The City will maintain sound financial practices in accordance with all Federal, State, and local laws and direct its financial resources towards meeting the City's long-term goals.

The City of Maywood adopts annually a budget for the upcoming fiscal year by June 30th. Through this budget, City Council establishes public policy by setting funding levels for departments and exercises control over City spending. The budget further serves as a financial planning tool to ensure that the inflow of resources (revenues) is adequate to meet both anticipated and unanticipated needs (expenditures). The Government Finance Officers Association (GFOA) best practices indicates that a government should adopt a budget that is structurally balanced. It is the goal of the City to adopt a budget that is structurally balanced. A budget that is structurally balanced is when recurring revenues equal or exceed recurring expenditures.

The City will maintain a level of expenditures that support essential services and promote quality -of-life to its citizens. Through the Budget the City will link resources with goals and results by identifying community needs for essential services.

The Annual Budget

The City will follow an annual budget process, emphasizing long-range planning and effective program management. The City will adopt a balanced budget annually by June 30 for the following Fiscal year.

A. Balanced Budget

1. Operating revenues should fully cover operating expenditures, including debt service payments. Under this policy it is allowable for total expenditures to exceed revenues in any given year; however, in this situation, fund balance should only be used to fund capital improvement plan projects or other "one-time", non-recurring expenditures. Every effort should be made to ensure that operating expenditures do not exceed operating revenues.
2. Ending fund balance must meet minimum reserve policy levels as established by City Council.

B. Revenue Management

1. The City will make current ongoing expenditures with current, ongoing revenues, avoiding procedures that balance current budgets by postponing needed expenditures or accruing future revenues. The City will avoid using one-time revenues to fund ongoing program costs.

2. The City will avoid the “earmarking” of General Fund revenues, and therefore the practice of designating General Fund revenues for specific programs will be avoided whenever possible, allowing maximum flexibility in funding decisions on an annual basis.
 3. City will estimate revenues using an objective and analytical process; in the case of assumption uncertainty, conservative projections will be used.
- C. Budgetary Control – Budget appropriation changes will be made as follows:
1. The City Council will approve any revisions that increase the total budgeted expenditures of any department and/or fund, and any changes to staffing levels, including budgeted permanent and as-needed full time-equivalent positions.
 2. Finance Director will approve budget transfers within a fund or department up to \$10,000.
 3. City Manager will approve budget transfers within a fund or department for amounts greater than \$10,000.

Capital Improvement Plan

On an annual basis the City will prepare a Capital Improvement Plan (CIP). The CIP budget will incorporate council priorities, community objectives, and projects that will improve operational efficiency.

- A. CIP Budgeting
1. The CIP budget will be prepared in conjunction with the annual budget of the City.
 2. The process will begin with the City engineers identifying the current and upcoming projects that are most pertinent to the City.
 3. The CIP budget will be discussed with council during the budget study sessions.
 4. The CIP budget will also be approved by the City Council.

Budget Calendar

City of Maywood Budget Calendar

January	Mid-Year budget review
February to March	Develop preliminary budget for the following fiscal year
April	Meet with departments and obtain input Update Budget as needed. Hold first budget workshop with City Council
May	Continue to develop budget

	Hold second and third budget workshops with City Council
June	Public Hearing and Adopt Budget
July	Start new fiscal year
August - September	Perform year end procedures to close out the prior fiscal year Start year-end audit
December	Start current year mid-year budget review Finalize audit report

Budget Review and Monitoring

A. Monthly Reviews

1. The Finance Department monitors the City's operating budget throughout the fiscal year. Monthly reports are provided to the different departments showing their YTD budget vs actuals for review. These reports are discussed with finance. A monthly report comparing the YTD actual revenues vs budgeted revenues along with explanations for major variances is provided to council.
2. Amendments to the budget are made as deemed necessary.

B. Mid-Year Review

1. A Mid-year budget review is done in January for actuals through December. Finance will review the YTD budget to actuals. Discuss with the departments and make amendments/adjustments/reclassifications accordingly.
2. The Council will formally review the City's financial condition and amend appropriations as needed.

City of Maywood

Purchasing Policy

Effective: July 21, 2021

1. Purpose and Scope

The City's Purchasing System was adopted by Ordinance 08-15 by the City Council, and is documented in Title III, Chapter 4 of the Maywood Municipal Code (MMC). The purpose of the Purchasing System is to ensure that the City's ability to secure supplies, equipment and services at the lowest cost commensurate with quality needed; to exercise financial control over purchases; and to clearly define purchasing authority. All employees with responsibility to procure supplies, equipment, or services are responsible for compliance with the purchasing system in the MMC.

The purpose of this Purchasing Policy is not to restate the Purchasing System outlined in the MMC, but to provide specific internal procedures to comply with the Purchasing System. This Purchasing Policy applies to the City and all its related entities.

The MMC directs purchasing procedures and prevails in any conflicts between the MMC and this Purchasing Policy. Title III, Chapter 4 of the MMC should be referred to in its entirety.

The purchasing officer of the City is the City Manager or his/her designee.

2. General

For all expenditures of public funds, City staff must consider and determine whether the following is required to comply with the Municipal Code:

- A. The purchase must be an Appropriation of the City Council; which is a budgeted expenditure via adopted resolution.
- B. Bids or competitive proposals may be required depending on the amount of the purchase and the goods or services being purchased (MMC Title III, Chapter 4.07).
- C. A Contract, which is a legally enforceable signed agreement between the City and vendor, may be required (MMC Title III, Chapter 4.08).

Purchases may NOT be split into smaller amounts to evade the requirements of the Purchasing System (MMC Title II, Chapter 4.08(h) and 4.09(f)).

Purchases where there is an employee or City Official conflict of interest are strictly prohibited (MMC Title III, Chapter 4.07(d)).

3. Procedure

A. Purchase Orders

A Purchase Order serves the following purposes:

- Authorizes a vendor to provide materials, equipment, or services at a set price and invoice the City accordingly; and
- Encumbers, or reserves, a portion of the budget (City Council appropriated expenditure) for a specific purchase.

A Purchase Order must be issued before the vendor provides the goods or services.

A Purchase Order is required for every purchase, except in cases of emergencies.

Purchase Orders are issued by the Purchasing Division when the requester submits a Purchase Requisition in compliance with the Purchasing System and the administrative procedures outlined in this document. City staff must not authorize vendors to proceed with fulfilling order for providing services unless a Purchase Order has been issued.

B. Purchase Requisitions

Types of purchase requisitions:

- A single non-recurring purchase;
- Recurring purchases to be made from a single vendor during a fiscal year, referred to as a “Blanket” order;
- A “Contract” purchase whereby the City will make a progress payment over the life of the contract; or
- A “Confirming” order for a purchase made prior to submitting the requisition, which is a violation of the Purchasing System. City Manager approval will be required for any Confirming order under \$30,000. City Council approval will be required for any Confirming order of \$30,001 or more.

A purchase requisition is valid for one fiscal year only. A new requisition will need to be made each fiscal year. For multi-year contracts, the amount of the purchase requisition should be limited to the amount to be spent in the current fiscal year only. At the end of the fiscal year all open PO’s will be closed out and unencumbered.

Purchase Requisitions should be submitted:

- Upon adoption of the fiscal year budget for blanket purchases;
- Upon execution of the agreement for contract purchases;
- When a need arises for a single non-recurring purchase; or
- To change the amount on an existing Purchase Order (Purchase Order Change Order).

If a new vendor is being used, a completed IRS form W-9 must be sent to Accounts Payable before a Requisition is submitted.

Not to be confused with purchasing authority, Purchase Requisitions must be approved as follow:

- The requester's supervisor for all purchases;
- The department Director for purchases of \$2,500 or more;
- The City manager for all purchases of \$10,000 or more;
- The Finance Department for all purchases to ensure compliance with the budget; and
- The Purchasing Officer or designee for all purchases to ensure compliance with the Purchasing System.

Once the Purchase requisition has been approved, the Purchasing Division will issue a Purchase Order, and notify both vendor and the requester. City staff must not authorize vendors to process with fulfilling orders or providing services unless a Purchase Order has been issued.

4. Public Works Projects

The City shall comply with all requirements of the California Public Contract Code, for any public works projects, as that term is defined therein (MMC Title III, Chapter 3-4.06).

- A. Formal bidding procedures shall be used whenever formal bidding is required as per the MMC. Notice for bids shall be posted at least once and at least 10 days before the date of the opening of the bids. Bids for more than one hundred thousand dollars (\$100,000) shall be sealed bids.

5. Sole Source Purchases

If the Purchasing Officer or the director of the issuing department certifies that, to the best of their knowledge, the project, product, or service is proprietary in nature and can be obtained only from one vendor or contractor, and that no equivalent products or

services are available, the notice inviting bids or requests for proposals may be sent exclusively to such vendor or contractor.

6. Contracts

A. Professional Service Contracts

Professional service contracts of \$30,000 or less may be awarded by the City Manager or designee. Contracts in excess of \$30,001 shall be awarded by City Council pursuant to either the formal or informal bidding procedures. In addition for professional service contracts awarded by Council the City manager or designee has authority to approve contract amendments up to 25% of the original contract amount.

B. Contracts for purchases of materials, supplies, and equipment

Purchases of materials, supplies, and equipment of \$30,000 or less may be awarded by the City manager or designee. Contracts for purchases of materials, supplies, and equipment in excess of \$30,001 shall be awarded by City Council. Contracts in excess of \$30,000 shall follow the informal bid procedures. City Manager or designee shall have authority to approve contract amendments or change orders for up to 25% of the original contract amount.

C. The City of Maywood has established minimum contractor's liability insurance requirements. Contractor is required to maintain a \$1,000,000 combined single limit and \$2,000,000 general aggregate. Vendors that do business with the City are expected to meet these minimum requirements and provide proof of insurance.

7. Emergency Purchases

An emergency is defined as "a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services."

Emergency purchases must be approved by the City manager and subsequently reported to the City Council.

8. Payment Authority

Once a Purchase order has been issued, and goods or services have been received, the City shall receive an invoice from the vendor. All vendor invoices must be received

directly by Accounts Payable . Upon receipt, Accounting Division staff will immediately route the invoice for departmental review and approval.

Steps to payment processing:

- The requester's supervisor must approve the invoice; indicating that the goods or services were received, the invoice is correctly stated, and the account being used;
- The Department Director must approve all invoices of \$5,000 or more.

Once the final payment approval is completed and there are no issues identified by the Accounting Division, the invoice will be processed for payment within the next AP payment cycle. Checks will be ran bi-weekly Wednesdays to coincide with Council meetings and mailed out the following day. .

9. Purchasing Cards/Credit Cards

The City has acquired various vendor purchasing cards and bank credit cards. The purpose of the cards is to facilitate payment. All purchases using these cards must comply with the Purchasing System, including the use of Purchase Orders and bidding procedures.

Departments are not authorized to establish direct billing accounts, house accounts, or credit cards with any vendor in the name of the City. The City Manager or her/his designee may negotiate/set up credit agreements with vendors.

10. Violations

Employee violations of the City's Purchasing Ordinance and/or this Purchasing Policy may be grounds for discipline, up to and including termination based on severity.

11. Exceptions

There shall be no exceptions to this policy, unless specifically approved in writing by the City Manager and reported to the City Council.

City of Maywood
Lease Policy
EFFECTIVE: July 2021

Introduction

It has been the City's practice to lease and to permit the use of City property by various nonprofit organizations at less than fair market for the purpose of providing recreational, educational, cultural enrichment and other services to the citizens of Maywood. The purpose of this policy is to establish guidelines for leases of City-owned property.

Lease Agreements

It shall be the policy of the City to allow direct negotiation with nonprofit organizations for the use of City-owned lands for the purpose of providing the community with cultural, recreational, educational enrichment, and other public services to the citizens of Maywood.

The following criteria shall apply to all lease agreements:

1. Available City property shall be leased at fair market value when it is deemed by Council that appropriate public benefit will be derived. However, the City may lease property to nonprofit organizations that serve the citizens of Maywood for less than fair market for the purpose of providing recreational, educational and cultural enrichment and other services.
2. Council approval of a perspective nonprofit organizations' use of City owned property shall be obtained prior to commencement of lease negotiations.
3. Lessees shall be incorporated nonprofit organizations under the laws of the State of California.
4. All leases to the extent possible shall have a lease term from July 1st to June 30th to coincide with the fiscal year.
5. All lease agreements shall be reviewed by the City Attorney.

Management of Lease Agreement

A spreadsheet of all lease agreements is reviewed monthly and updated by the Finance department to verify they are all current and all lease terms and conditions are being adhered to. The listing contains all pertinent information including lessee, property leased, term of agreement, and lease amount. Each time a new lease is entered into the lease will be added to the listing.

Invoices are prepared and mailed the 1st of each month. If the 1st of the month lands on a weekend or holiday, the invoices are prepared the following workday.

Delinquent Vendors

If payment is not received by the due date per contract agreement another invoice will be prepared with delinquent fees applied, per contract agreement. Tenant will be contacted by the Finance Department if payment is delinquent by more than 30-days. Contact shall be made via USPS certified mail to all listed mailing addresses. If the problem persists the City Council will be notified after delinquency of 45-days and legal action may be taken pursuant to the terms of the lease agreement.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 4.

DATE: July 28, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: HRANT MANUELIAN, FINANCE DIRECTOR

SUBJECT: CONSIDERATION OF APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH HdL COMPANIES FOR MANAGING COMPLIANCE AND ADMINISTERING BUSINESS LICENSE TAXES.

RECOMMENDATION:

Staff recommends that the City Council approve the attached professional services agreement with HdL Companies to manage compliance and administer business license taxes.

BACKGROUND:

The City currently manages the business license process. The finance department sends out three business license renewal forms annually to all businesses on record. However there is no formal process in place to ensure that all businesses within City limits have applied for and paid for a business license. The lack of a formal enforcement process was noted by the State auditor's report and subsequently was a finding. The State auditor recommended that the City consider hiring an outside vendor to perform these services, since we do not have the staff or capacity to efficiently monitor the process ourselves.

DISCUSSION:

In response to the State auditor's finding, staff requested a proposal from HdL to manage compliance and administer business license taxes since a working relationship with the firm already exists. HdL provides the City with the current business license tracking software, and provides the City with quarterly property tax and sales taxes projections and reviews.

The HdL proposal includes the processing of business licenses, canvassing, and auditing of business licensing. The proposed fee is \$15 per processed account and 35% of revenues for any additional revenues collected through discovery and/or audits. See the attached proposal for a full description of services to be performed.

Currently the City issues approximately 1,400 business licenses per year. Therefore the services to be provided by HdL will cost approximately \$21,000 per year offset by any additional revenues discovered. HdL will be paid 35% of any additional revenues identified and collected as a result of discovery or audit. Therefore there is no real cost for the additional revenues identified. The City expects there to be an increase in revenues as a result of these services; as we will not have annual and consistent canvassing. Currently, due to our

limited Code Enforcement staff we do not regularly canvass and instead respond to complaints. The HdL option will provide the City with the opportunity to be more proactive with as it deals with compliance. This new approach will also allow businesses to pay and apply online through a 24/7 webpage set-up and monitored by HdL. Staff will still be able to assist by taking in payments but the process of registering and submitting documents will be handled fully by HdL. HdL also has multi-lingual customer service representatives to help our business communities.

Lastly, approval of this agreement will correct the audit finding issued by the State.

LEGAL REVIEW:

The City Attorney has reviewed this staff report.

FISCAL IMPACT:

The City is requesting an additional budget appropriation of \$21,000 for the HdL business license services. This was not originally budgeted and therefore was not included.

F.Y. 21-22 Impact: \$21,000	Current F.Y. Budget: \$20,400
Fund Impacted: General Fund	Budget adjustment requested: \$21,000
Source of funds: General Fund	Updated Account Budget: \$41,400
Account Number: 01-604-5430 Contract Services	For fiscal year: 21-22

ATTACHMENT(S)

1. Maywood HdL Business License Proposal

City of Maywood, CA

Tax & Fee Administration Services

June 15, 2021

HdL  Companies

SUBMITTED BY
HdL Companies
120 S. State College Blvd., Suite 200
Brea, CA 92821
hdlcompanies.com

CONTACT
George Bonnin
T: 714-879-5000
E: gbonnin@hdlcompanies.com

Dear Jennifer,

Thank you for the opportunity to present this proposal for HdL's Tax and Fee Administration Services. Please be advised that we maintain a busy implementation schedule throughout the year. Your position in the implementation schedule will be determined when a signed agreement is received.

This proposal is valid until: **August 30, 2021.**

Should you have any questions, please contact me at 888.861.0220 or by email at gbonnin@hdlcompanies.com.

Tax and Fee Administration Services

Service	Compensation
Business License Administration Services	\$15.00 per processed account + CPI
Business License Tax Discovery	35% of Revenues Collected
Business License Tax Audit	35% of Revenues Collected

General Scope of Work

HdL offers robust solutions for managing compliance of municipal Business License Taxes and its related functions. HdL is ever mindful of the important role that customer service plays in the successful implementation of a compliance and revenue collection program. Therefore, HdL will make every effort to ensure that all communications with the City's business community is kept at a professional level maintaining a careful balance between compliance, revenue collection, tactfulness, sensitivity and taxpayer education.

The Business License Tax Administration Service provides a turnkey approach for local governments that need assistance with administering business license taxes. Our team of experts can manage all or parts of the business tax operations conducted by the City. When combined with the Compliance Management services, the City receives the benefit of increased revenues and superior customer service, while reducing internal costs and gaining efficiencies.

Business License Tax Administration (Includes Revenue Discovery/Audits)

HdL will transfer the City's existing databases as they relate to business license tax into HdL's internal administration tools. HdL will maintain the data and provide access to or copies of data or reports at the City's request. While access to online systems will be available for the City to use at their discretion, the City will not be required to use or maintain any software in house for managing the business license registry.

Renewal Processing – Send active business license accounts a renewal notice within 45 days of the renewal period ending. Accounts will receive all applicable forms necessary to complete the renewal process.

New Account Processing – HdL will process any new business license applications and complete the new account registration process in a timely fashion. HdL will also facilitate intra-city departmental approvals such as zoning, code compliance, fire inspection, and other regulatory related functions.

Delinquent Account Processing – HdL will endeavor to collect delinquent accounts through a series of City approved processing methods. This will include at minimum two follow up delinquent notice and up to two telephone calls. Delinquent accounts will be collected with full penalties as allowed by the Municipal code or through current City practices. Accounts that remain delinquent will be processed through the City approved processes established in HdL's collections component of the Compliance Management Program.

On-Line Filing & Payment Processing – HdL registers a City approved domain name which will serve as the starting point for all web-based activities. This City specific site is designed to look and feel like the City's own web pages and ensures a level of continuity between the business community, the City, and HdL.

With *HdL Flex File*, businesses can choose to file their new business registration as well as renew their license and make payments via our on-line filing portal. In addition to filing and paying for taxes, businesses can obtain copies of applications, general support and FAQs, schedule appointments and request copies of their tax registration all with the click of a button. Our on-line services underscore HdL's commitment to excellence in customer service and education by continually improving the registration and payment experience for the business community.

Payment Posting/Processing – HdL will process all payments received in an expedited manner. License accounts will be updated daily with payment information and revenues to be disbursed to the City net applicable fees at an interval to be agreed to during the project planning phase. Disbursements typically occur monthly but can be remitted as often as weekly depending on volumes and City needs. HdL's payment acceptance process accepts the following payment types:

- ✓ Check / Money Order /Cashier's Check
- ✓ E-Check
- ✓ Debit Cards
- ✓ Credit Cards (Visa, Mastercard, Discover, & American Express)
- ✓ Check by Phone

HdL currently utilizes multiple payment gateway providers for on-line payment acceptance. HdL will work with the City to determine which provider, rate structures, and card types meet the City's needs. HdL can also utilize the same provider and process used by the City's current on-line functionality.

Business Support Center – HdL will provide businesses with multiple support options for registering, renewing, making payments and for general inquiries. A toll-free number will be provided to businesses in order to access one of our license specialists Monday-Friday 8:00am to 5:00pm Pacific. Businesses will also have access to support via, e-mail, fax, and

via the Business Support Center On-Line. HdL constantly monitors quality control points to ensure courteous customer service, minimal hold times under 2 minutes, and the return of voice messages the same business day.

Business License Tax - Revenue Discovery

Enriched Data Portfolio / Lead Identification – Utilizing data provided by the City, as well as the HdL Enriched Data Portfolio (EDP), HdL's team builds an enhanced listing of entities subjected to licensure or taxation including, but not limited to, those businesses physically located in the City, itinerant businesses, and entities participating in the sharing economy such as short-term rentals (STRs), drive sharing services and others. These entities are electronically matched to the existing files of the City using advanced data matching algorithms, allowing HdL staff to identify which entities are compliant and which entities require follow up.

Field Surveys – Experienced field crews, equipped with the most advanced tools available (mobile mapping/GPS systems, tablet computers pre-loaded with various City and state-wide databases, etc.) may canvass commercial areas of the City to develop and enhance the leads identified in the EDP. Field Surveys provide additional inventories of active businesses as well as to provide on-site verifications of data culled from other sources.

Exception Resolution – Records are reviewed by our skilled team members, filtering out records that may lead to erroneous contacts. This extra step allows staff to find additional revenues not otherwise identifiable through electronic means and assists in reducing potential complaints levied at City staff and management from pursuit of false positives.

Compliance Communication and Outreach – Upon exception resolution, HdL staff initiates contact with the identified entities through a series of City approved communication methods. HdL makes every effort to simplify the process for taxpayers and utilizes a variety of mediums for communication including mail, telephone, email and web-site access. Potential non-compliant entities are notified of their options to comply or dispute their non-compliant status. Initial notification packets include everything a business needs to become compliant and multiple methods of resolving their accounts.

Business Support Center – HdL operates a business support and service center where the business community can access expert staff during normal business hours. Businesses calling our toll-free line can expect minimal hold times along with access to a variety of options which include filing support, payment options, resolution of specific tax issues and other services designed to reduce the burden of registering and filing taxes. Our team of experts, including our resident Certified Revenue Officers (CRO), implements a business friendly and education centric approach to supporting the business community in all aspects of the management and compliance process.

Business Support Center ~Online – Businesses are encouraged to take advantage of the range of services available on-line, 24 hours a day, seven days a week. With *HdL Flex File*, businesses can choose to file their new business registration as well as make payments via our on-line filing portal. In addition to filing and paying for taxes, businesses can obtain copies of applications, general support and FAQs, schedule appointments and request copies of their tax registration all with the click of a button. Our on-line services underscore HdL's

commitment to excellence in customer service and education by continually improving the registration and payment experience for the business community.

Document Submission / Processing – Whether the taxpayer chooses to respond by mail, email or our online filing website, each application submission is reviewed for completion and accuracy prior to processing. Any additional documentation needed to complete the approval of a submission, such as a home occupation permit, can also be requested or forwarded to other City departments either as a pre-requisite or as a courtesy to the business. All submissions are filed and stored electronically and made available to the City via standard reporting processes or upon request.

Invoicing – Once an application is approved, invoices are forwarded to the taxpayer indicating detailed tax calculations and balances owed. Taxpayers are provided the opportunity to pay their balances via mail, online, or over the phone services. Taxpayers will also have continued access to our Business Support Center for any questions or disputes arising from the invoice process.

Registry Update – Upon collection of all requirements which may include the payment, application and/or other documentation, HdL will prepare a Registry Update package to include payment as well as copies of all taxpayer correspondence and other relevant information. Data in the City registry file stored in the HdL Prime Software Suite is updated daily with packages from the Compliance Management Services. Once completed, the business will be processed through the standard processes approved through the HdL Operations Management Component.

Business License Tax – Audits

Analysis & Selection – Audit candidates are selected using a variety of selection methodologies developed by our audit team using decades of business license tax audit experience. Preliminary analysis reports on each business selected are shared with the City prior to moving through the audit phases.

Audit Notification & Scheduling – Businesses selected by HdL and approved by the City are sent a letter notifying them of a scheduled Compliance Analysis Audit. Every effort is made to promote a positive experience for the taxpayer. A detailed description of the requirements and relevant documentation required for the audit is provided to the business 2 weeks in advance of the proposed audit date. If the business is unable to meet the audit date selected by the City all efforts to reschedule the audit to a more accommodating date will be made. Businesses are also afforded the opportunity to schedule flexible appointment times by contacting the Business Support Center or visiting our online support center.

Compliance Analysis & Audit – The HdL audit team will audit the financial records of the business to determine compliance with business tax regulations. HdL validates taxing variables such as gross receipts and other relevant information for determining compliance. In addition to identifying underreporting issues, the HdL Audit Program will also focus on other compliance related issues such as assuring correct classifications, multiple location allocation, apportionment issues, and identifying business to business relationships that may create tax liability for 3rd parties.

Audit & Compliance Report – Upon completion of the audit and analysis, and prior to additional actions, a compliance report will be generated and reviewed with the City. The report will indicate specific results of the review and recommended future actions. Documentation that substantiates the findings in the report will be included with the report to assist the City and HdL in determining next step of the process.

Deficiency and Commendation Notification – Upon final review of the audit and analysis report businesses that are found to have deficiencies will be notified of the findings as well as the payment and appeal processes. HdL will also work with businesses found to be deficient to explain the current findings and educate taxpayers on proper future filing procedures so as to prevent future errors and deficiencies. Businesses found to be in compliance, will be sent a commendation letter thanking them for their compliance.

Invoicing & Collections – Business found to be underreporting are invoiced through the standard City approved collections process. Balances are collected and remitted along with supporting documentation to the City through the approved remittance processes.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 5.

DATE: July 28, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: AHMAD ANSARI, CONTRACT CITY ENGINEER

SUBJECT: AN ORDINANCE OF THE CITY OF MAYWOOD AMENDING CHAPTER 2 OF TITLE 2 AND CHAPTER 11 AND CHAPTER 13 OF TITLE 6 TO DELETE THE REFERENCES TO SEWER SUPERINTENDENT AND REPLACE WITH THE POSITION OF CITY INSPECTOR AND AMENDING THE MAYWOOD MUNICIPAL CODE

RECOMMENDATION:

Staff recommends that the City Council adopt Ordinance No. 21-01.

BACKGROUND:

The City Council introduced the attached ordinance at their meeting on July 14, 2021, waived full reading and read the ordinance by title only.

DISCUSSION:

The Ordinance is being provided for its adoption.

LEGAL REVIEW:

This report and ordinance have been reviewed by the City Attorney.

FISCAL IMPACT:

There is no fiscal impact in adopting this ordinance.

ATTACHMENT(S)

ORDINANCE NO. 21-01

AN ORDINANCE OF THE CITY OF MAYWOOD AMENDING
CHAPTER 2 OF TITLE 2 AND CHAPTER 11 AND CHAPTER 13 OF
TITLE 6 TO DELETE THE REFERENCES TO SEWER
SUPERINTENDENT AND REPLACE WITH THE POSITION OF CITY
INSPECTOR AND AMENDING THE MAYWOOD MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES ORDAIN AS FOLLOWS:

Section 1. Section 2-2.604 of Chapter 2 (Departmental Organization) of Title 2 (Administration) of the Maywood Municipal Code is hereby repealed in its entirety.

Section 2. Section 6-11.060 of Chapter 11 (Sanitary Sewer Management Plan) of Title 6 (Sanitation and Health) of the Maywood Municipal Code is hereby repealed in its entirety.

Section 3. Section 6-11.270 of Chapter 11 (Sanitary Sewer Management Plan) of Title 6 (Sanitation and Health) of the Maywood Municipal Code is hereby amended to read as follows:

“6-11.270 Connection to public sewer. The connection of the building sewer into the public sewer main shall be made at the lateral or "Y" branch if such lateral or "Y" branch is available at the suitable location. Where no properly located "Y" branch is available, a neat hole may be cut into the public sewer main to receive the building or lateral sewer, with entry in the downstream direction at an angle of about forty-five (45) degrees. A Wye saddle shall be used for the connection and in no case shall the pipe protrude inside the main sewer. The invert of the building or lateral sewer at the point of connection shall be at a higher elevation than the invert of the public sewer main. A smooth, neat joint shall be made, and the connection made secure and watertight by encasement in concrete. The connection to the public sewer main shall be made in the presence of the City Inspector. Any damage to the public sewer main shall be repaired at the cost of the applicant to the satisfaction of the City Engineer.”

Section 4. Section 6-11.300 of Chapter 11 (Sanitary Sewer Management Plan) of Title 6 (Sanitation and Health) of the Maywood Municipal Code is hereby amended to read as follows:

“6-11.300 Testing. All building sewers and lateral sewers shall be tested in the presence of the City Inspector by filling the line with water and inspecting for excessive leakage. The person constructing the sewer shall furnish the fitting, plugs, water, and labor for testing. All lines showing excessive leakage shall be repaired shall be repaired or replaced or replaced at the expense of the person doing the work and shall be done at the direction of, and to the satisfaction of, the City Engineer.”

Section 5. Section 6-11.360 of Chapter 11 (Sanitary Sewer Management Plan) of Title 6 (Sanitation and Health) of the Maywood Municipal Code is hereby amended to read as follows:

“6-11.360 All work to be inspected. All sewer construction work, building sewers, plumbing and drainage systems shall be inspected by the City Inspector to insure compliance with all requirements of the City. No sewer shall be covered at any point until it has been inspected and passed for acceptance. No sewer shall be connected to the City's public sewer until the work covered by the permit has been completed, inspected and approved by the City. If the test proves satisfactory and the sewer has been cleaned of all debris accumulated from construction operations, the City shall issue a certificate of satisfactory completion.”

Section 6. Section 6-11.520 of Chapter 11 (Sanitary Sewer Management Plan) of Title 6 (Sanitation and Health) of the Maywood Municipal Code is hereby amended to read as follows:

“6-11.520 Powers and authorities of City Employees. The officers including the City Engineer, City Inspector and any duly authorized employees of the City shall carry evidence establishing their positions as authorized representatives of the City and, upon exhibiting the proper credentials and identification, shall be permitted to enter in and upon exhibiting the proper credentials and identification, shall be permitted to enter in and upon any and all buildings, industrial facilities and properties for the purposes of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of the provisions of

this chapter or the rules and regulations of the City.”

Section 7. Paragraph (3) of Section 6-13.19 (Legal Authority) of Chapter 13 (Fat, Oils and Grease Program) of Title 6 (Sanitation and Health) of the Maywood Municipal Code is hereby amended to read as follows:

“(3) Enforcement measures, as appropriate. This City's Sewer Ordinance includes enforcement measures for violations of any sewer protection measure, including grease discharge. These measures range from issuance of a notice of non-compliance to criminal penalties. Penalties are described below:

(a) Unless the City Inspector or the City's authorized representative finds that the severity of the violation warrants immediate action under this chapter, or permit revocation or suspension, he or she shall will issue a notice of noncompliance which:

1. Enumerates the violations found; and
2. Orders compliance by a date certain.

(b) If the violations are not abated in the time period identified further action may be taken by the City Inspector or City's authorized representative including, but not limited to, suspension, revocation or modification of the discharger's permit.”

Section 8. Effective Date of Ordinance. This Ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

Section 9. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED THIS 28th day of July, 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 Ordinance No. 20-01 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 28th day of July, 2021 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Flor Aguiluz, City Clerk

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 6.

DATE: July 28, 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 APPOINTING A DELEGATE AND UP TO TWO ALTERNATES FOR THE LEAGUE OF CALIFORNIA CITIES' ANNUAL CONFERENCE AND EXPO

RECOMMENDATION:

Staff recommends that the City Council consider designating a voting delegate and up to two alternates for the League of California Cities' (League) Annual Conference and Expo.

BACKGROUND:

This year's League's Annual Conference and Expo is scheduled for September 22 -24, 2021 in Sacramento. One very important aspect of the Annual Conference is the annual business meeting wherein the membership takes action on resolutions brought forth by the League.

In order to expedite the conduct of business, every City is requested to designate voting representatives who can vote on issues presented at the business meeting. The League's bylaws provide that each city is entitled to one vote which determines a city's position in matters affecting municipal or League policy matters.

DISCUSSION:

The League of California Cities has requested Council Action by August 31, 2021 in order for the Delegate and/or Alternates to be able to vote at the Annual Business meeting (during General Assembly) which is scheduled for Friday, September 24, 2021.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact involved with this item.

ATTACHMENT(S)

1. League of California Cities Annual Conference and Expo 2021

Council Action Advised by August 31, 2021

June 16, 2021

TO: City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – September 22-24, 2021**

Cal Cities 2021 Annual Conference & Expo is scheduled for September 22-24, 2021 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 24. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Wednesday, September 15. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note: Our number one priority will continue to be the health and safety of participants. We are working closely with the Sacramento Convention Center to ensure that important protocols and cleaning procedures continue, and if necessary, are strengthened. Attendees can anticipate updates as the conference approaches.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open mid-June at www.cacities.org. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but

only between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.

- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 22, 8:00 a.m. – 6:00 p.m.; Thursday, September 23, 7:00 a.m. – 4:00 p.m.; and Friday, September 24, 7:30 a.m.– 11:30 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Wednesday, September 15. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.