



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

**WEDNESDAY, FEBRUARY 10, 2021 AT 7:00 P.M.**

**PLEASE NOTE THAT THE CITY COUNCIL MAY ACT ON ANY ITEM LISTED ON THE AGENDA**

**I. CALL TO ORDER/ROLL CALL**

CALL TO ORDER  
ROLL CALL

**II. CITY OFFICIALS**

**MAYOR**  
Ricardo Lara

**CITY CLERK**  
Flor Aguiluz

**MAYOR PRO TEM**  
Heber Marquez

**CITY TREASURER**  
Mary Mariscal

**COUNCIL MEMBERS**  
Eduardo De La Riva  
Frank Garcia  
Jessica Torres

**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, the regular meeting of the City Council for February 10, 2021 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: 834 6299 8899 Passcode: 707904

OR

Please click the link below to join the webinar:

. <https://us02web.zoom.us/j/83462998899?pwd=Q0Y1amR5K1V5VXFNMmorZ3FlbjgyUT09>

Passcode: 707904

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](mailto: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 following:

Join by phone 1-669-900-6833 Enter Meeting ID: 834 6299 8899 Passcode: 707904

OR

Please click the link below to join the webinar:

. <https://us02web.zoom.us/j/83462998899?pwd=Q0Y1amR5K1V5VXFNMmorZ3FlbjgyUT09>

Passcode: 707904

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**

Proclamation presented to the International WeLoveU Foundation.

Sheriff's Report

#### **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 for 01/27/2021 Regular City Council Meeting.
2. Resolution 6163 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving the Warrants for Payments.
3. Revenue Report from July – January 2021
4. Monthly Cash and Investment Report to Council.
5. Proposed Amendment to the Fiscal Year (FY) 2020-2021 Community Development Block Grant (CDBG) Program and adoption of Resolution No. 6164 approving the reallocation of \$215,668 in Community Development Block Grant Funds for the Emergency Rental Assistance Program, Small Business Grant Program, and Emergency Owner Occupied Utility Assistance Program.
6. Consideration of approving the Community Benefit Fund Application from the Southeast Rio Vista-YMCA in the amount of \$10,000.00.
7. Consideration of approving the Community Benefit Fund Application from Budding Artists (BA) through their Fiscal Sponsor Fulcrum Arts in the amount of \$2,000.00.
8. Adoption of a Resolution Authorizing Submittal of Application for Payment Programs and Related Authorizations (Beverage Containers Recycling Grant).

## **IX. DISCUSSION/ACTION ITEMS**

9. Consideration of Establishing a City of Maywood Scholarship Program for High School Seniors.

## **X. CLOSED SESSION**

1. Conference with Legal Counsel, Existing Litigation, Government Code Section 54956.9(d)(1);
  - a. L.A. Labs Inc., et al. v. City of Maywood, Los Angeles Superior Court Case No. 19STCP05291.
  - b. Nadiya Aziz v. City of Maywood, Los Angeles Superior Court, Case No. 19STCP04963
  - c. Sigrid Lopez v. City of Maywood, Los Angeles Superior Court Case No. 19STCP05000.
  - d. Maywood Investment Group v. City of Maywood, Los Angeles Superior

Court, Case No. 19STCV44946.

- e. Bell Gardens Avenue, LLC; Vanessa Delgado, v. 8000 Bell Gardens, LLC; et al., Los Angeles Superior Court, Case No. 20STCV26362.
- f. Mendoza v. City of Maywood et. al, Los Angeles Superior Court Case No. 20NWCV00592

2. Conference with Legal Counsel, Anticipated Litigation-Significant Exposure to Litigation, Government Code Section 54956.9(d)(2); Number of potential cases: 1

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

Speakers wishing to address the City Council on an item not on the agenda may use the following:

Join by phone 1-669-900-6833 Enter Meeting ID: 834 6299 8899 Passcode: 707904

OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83462998899?pwd=Q0Y1amR5K1V5VXFNMmorZ3FlbjgyUT09>

Passcode: 707904

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 Adjourned Meeting of the Maywood City Council is February 24, 2021 at 7:00 p.m.**

---

**PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA AND AGENDA PACKETS**

I, Flor Aguiluz, 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 raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5723 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.

♿



AGENDA 1  
ITEM NO. \_\_\_\_\_

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

**WEDNESDAY, JANUARY 27, 2021 AT 7:00 P.M.**

**PLEASE NOTE THAT THE CITY COUNCIL MAY ACT ON ANY ITEM LISTED ON THE AGENDA**

**I. CALL TO ORDER and ROLL CALL**

**II. CITY OFFICIALS**

**MAYOR**

Ricardo Lara (present)

**CITY CLERK**

Flor Aguiluz (teleconference)

**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)

Shirley Quinones, Deputy City Clerk (teleconference)

Gisselle Delgado, Community Service Liaison (teleconference)

Edith Carrillo, Administrative Analyst (teleconference)

**III. COVID-19 MEETING PROCEDURES**

**PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC**  
PURSUANT TO GOVERNOR GAVIN NEWSOM'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:

<https://us02web.zoom.us/j/85735526565?pwd=dDgzdFdneWZVN0hrMWlvNHdsZGs0UT09>

Passcode: 247456

Teleconference: 1-669-900-6833 Zoom ID: 857 3552 6565 Passcode: 247456

Comments may have been submitted via e-mail to [shirley.quinones@cityofmaywood.org](mailto:shirley.quinones@cityofmaywood.org) by 3:30 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) Gerardo Mayagoitia (Submitted by teleconference)

#### **VI. PRESENTATIONS**

#### **VII. PUBLIC HEARING**

1. A Public Hearing for the proposed uses of the Community Development Block Grant Allocation for Fiscal Year 2021-2022 and adoption of Resolution No. 6162 Approving the Community Development Block Grant Program Budget for Fiscal Year 2021-2022. **Motion to adopt Resolution No. 6162 Approving the Fiscal Year 2021-2022 Community Development Block Grant (CDBG) Program Budget by De La Riva. Seconded by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES.**

The following spoke in the Public Hearing:

1. There were no speakers.

#### **VIII. CONSENT CALENDAR**

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

1. Minutes for 01/13/2021 Adjourned City Council Meeting. **Motion to approve Regular City Meeting Minutes by De La Riva. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES.**
2. Resolution 6159 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving the Warrants for Payments. **Motion to adopt Resolution 6159 approving the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Warrants for Payments by De La Riva. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES.**
3. Revenue Report from July – December 2020 **Motion to receive and file the Revenue Report from July – December 2020 by De La Riva. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES.**

4. Consideration to approve a lease amendment extending the lease between the City of Maywood and the Baldwin Park Unified School District for the use of classroom space in the Maywood Park Multipurpose Building. **Motion to approve the Amended Lease Agreement between the City of Maywood and the Baldwin Park Unified School District for the use of classroom space in the Maywood Park Multipurpose Building by De La Riva. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES.**
5. Consideration of Letter of Commitment between the City of Maywood and Public Health Advocates. **Motion to approve Letter of Commitment between the City of Maywood and Public Health Advocates by De La Riva. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES.**

**IX. DISCUSSION/ACTION ITEMS**

6. Fiscal Year 20/21 Midyear Financial Report and consider adoption of Resolution No.6160 to amend the FY 20/21 Budget. **Motion to adopt Resolution 6160 to amend the Fiscal Year 2020-2021 Budget by De La Riva. Second by Mayor Lara. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES.**
7. Discussion of Resolution No. 6161 Adopting the City of Maywood Homelessness Plan. **Motion to adopt Resolution 6161 adopting the City of Maywood Homelessness Plan by Mayor Pro Tem Marquez. Seconded by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES.**

**X. CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATOR - Government Code Section 54957.6  
**No reportable action. Direction given to Staff.**

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

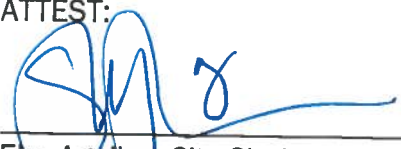
The following spoke on Agenda Items:

- 1) Gerardo Mayagoitia (Submitted by teleconference)
- 2) David Perez (Submitted by teleconference)

- XII. **ADJOURNMENT** - Meeting adjourned at approximately 9:32 p.m. to the next Regular Meeting of the Maywood City Council, February 10, 2021 at 7:00 p.m.

  
\_\_\_\_\_  
Ricardo Lara, Mayor

ATTEST:

  
\_\_\_\_\_  
Flor Aguiluz, City Clerk  
*Shirley Quinones, Deputy City Clerk*

COUNCIL AGENDA

ITEM No. 2

RESOLUTION NO. 6163

**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.

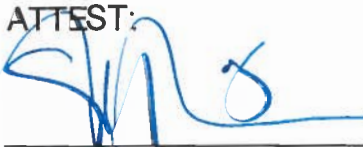
**NOW, THEREFORE, BE IT RESOLVED**, that the listed Warrants and Wire Transfers/Automated Clearing House (ACH) Transactions for \$306,228.64 are hereby ratified:

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

**PASSED, APPROVED AND ADOPTED THIS** 10<sup>th</sup> day of February, 2021.

  
Ricardo Lara, Mayor

ATTEST:

  
Flor Aguiluz, City Clerk

Shirley Guinones, Deputy City Clerk

APPROVED AS TO FORM:

  
Roxanne Diaz, City Attorney

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
CITY OF MAYWOOD

)  
)  
)

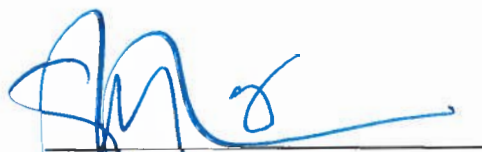
I, Flor Aguiluz, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6163 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 10<sup>th</sup> day of February, 2021 by the following roll call vote, to wit:

AYES: DE LA RIVA, GARCIA, TORRES, MARQUEZ, LARA

NAYES:

ABSENT:

ABSTAINED:



Flor Aguiluz, City Clerk

Shirley Quinones, Deputy City Clerk

**City of Maywood**  
**Summary Warrants for Payment and Wire Transfers/ACH Transactions**  
**Council Meeting Date**  
**Wednesday, February 10, 2021**

| <b>Accounts Payable</b>                                                   |                                                                                              | <b>Amount</b>        |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------|
| Accounts Payable prepaid warrants for payment: Checks No. 088013 - 088034 |                                                                                              | \$ 22,254.76         |
| Accounts Payable regular warrants for payment: Checks No. 088035 - 088055 |                                                                                              | \$ 147,376.49        |
|                                                                           | <b>Sub-total</b>                                                                             | <b>\$ 169,631.25</b> |
| <br><b>Wire Transfers/ACH Transactions</b>                                |                                                                                              |                      |
| 01/20/21                                                                  | Employment Development Department - UI Benefits PE 6/30/2020                                 | \$ 896.67            |
| 01/20/21                                                                  | Employment Development Department - UI Benefits PE 12/31/2019                                | \$ 2,426.84          |
| 01/21/21                                                                  | CalPERS Employer Contribution - Pay Period 1/3/2021 - 1/16/2021                              | \$ 5,615.14          |
| 01/22/21                                                                  | ADP Payroll Fees                                                                             | \$ 277.54            |
| 01/22/21                                                                  | US Bank 2008 Lease Revenue Refunding Bond Payment - Interest                                 | \$ 90,649.71         |
| 01/26/21                                                                  | Transportation & Energy Solutions, Inc - Street Light Conversion                             | \$ 21,863.75         |
| 02/01/21                                                                  | California Joint Powers Insurance Authority (CJPIA) repayment plan agreement - February 2021 | \$ 12,000.00         |
| 02/01/21                                                                  | US Bank - Merchant Fees                                                                      | \$ 479.74            |
| 02/03/21                                                                  | ArchiveSocial - Social Media Archiving Subscription - 1/29/2021 - 1/28/2022                  | \$ 2,388.00          |
|                                                                           | <b>Sub-total</b>                                                                             | <b>\$ 136,597.39</b> |
| <b>Total Demands</b>                                                      |                                                                                              | <b>\$ 306,228.64</b> |

**City of Maywood**  
**Detail Warrants for Payment**  
**Warrants No. 088013 to 088055**

| Check No. | Prepays | Date     | Vendor Name                   | Check Amt | Transaction Description                                     |
|-----------|---------|----------|-------------------------------|-----------|-------------------------------------------------------------|
| 088013    | P       | 2/3/2021 | Angel Villegas                | 526.84    | Retiree Medical Reimbursement February 2021                 |
| 088014    | P       | 2/3/2021 | AT&T                          | 23.03     | MTA Line 12/17/2020 - 01/16/2021                            |
| 088015    | P       | 2/3/2021 | Brent Talmo                   | 316.94    | Retiree Medical Reimbursement February 2021                 |
| 088016    | P       | 2/3/2021 | Bruce Leflar                  | 1,196.68  | Retiree Medical Reimbursement February 2021                 |
| 088017    | P       | 2/3/2021 | Christine M. Locher           | 238.25    | Retiree Medical Reimbursement February 2021                 |
| 088018    | P       | 2/3/2021 | Edward Ahrens                 | 1,196.68  | Retiree Medical Reimbursement February 2021                 |
| 088019    | P       | 2/3/2021 | KBJ Auto Detail               | 1,225.00  | City Vehicle Car Wash November 2020 - January 2021          |
| 088020    | P       | 2/3/2021 | L.B. Johnson Hardware Co.     | 79.88     | Public Works Supplies                                       |
| 088021    | P       | 2/3/2021 | LGP Equipment Rentals         | 2,685.31  | Various Equipment Rentals                                   |
| 088022    | P       | 2/3/2021 | Tri-City Mutual Water Company | 1,792.35  | 5000 Slauson Ave. 01-01-2021 to 01-31-2021                  |
| 088023    | P       | 2/3/2021 | National Construction Rentals | 388.64    | 6 Ft Fencing Rental 5000 Slauson Jan. 23, 2021-Feb 19, 2021 |
| 088024    | P       | 2/3/2021 | Office Team                   | 2,737.60  | Building & Planning Temp                                    |
| 088025    | P       | 2/3/2021 | OnTrac                        | 81.56     | Document Shipping/Delivery Service: Building & Planning     |
| 088026    | P       | 2/3/2021 | Paul Pine                     | 1,598.58  | Retiree Medical Reimbursement February 2021                 |
| 088027    | P       | 2/3/2021 | Robert Leach                  | 1,005.00  | Retiree Medical Reimbursement February 2021                 |
| 088028    | P       | 2/3/2021 | Ronald Lindsey                | 1,274.32  | Retiree Medical Reimbursement February 2021                 |
| 088029    | P       | 2/3/2021 | Scott C. Anderson             | 1,196.68  | Retiree Medical Reimbursement February 2021                 |
| 088030    | P       | 2/3/2021 | Southern California Edison    | 3,017.94  | Various Locations 12-24-2020 to 01-26-2021                  |
| 088031    | P       | 2/3/2021 | Sprint                        | 1,027.33  | Cell Phone Service: 12/24/2020 to 01/23/2021                |
| 088032    | P       | 2/3/2021 | Trench Plate Rental Co.       | 461.60    | Rental of K-Rails for Riverfront Park                       |
| 088033    | P       | 2/3/2021 | Vernon, City of               | 130.76    | Slauson & Downey 12-14-2020 to 01-12-2021                   |
| 088034    | P       | 2/3/2021 | William Mojica                | 53.79     | FedEx Printing Plans & Mileage reimbursement                |
| 088035    |         | 2/3/2021 | California Consulting, Inc.   | 3,000.00  | Grant Writing Services: February 2021                       |
| 088036    |         | 2/3/2021 | Clark Hill PLC                | 1,606.50  | Legal Services - March 2020 to September 2020               |

EXHIBIT 'B'

**City of Maywood**  
**Detail Warrants for Payment**  
**Warrants No. 088013 to 088055**

| Check No. | Prepays | Date     | Vendor Name                                           | Check Amt | Transaction Description                                                                                                                               |
|-----------|---------|----------|-------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 088037    |         | 2/3/2021 | Colantuono, Highsmith & Whatley, PC                   | 35.86     | Legal Services: SCE Coalition October 2020 - December 2020                                                                                            |
| 088038    |         | 2/3/2021 | County of Los Angeles Department of Animal Control    | 2,644.90  | Animal Control Services December 2020                                                                                                                 |
| 088039    |         | 2/3/2021 | County of Los Angeles Registrar-Recorder/County Clerk | 4,044.78  | November 3, 2020 Presidential Election                                                                                                                |
| 088040    |         | 2/3/2021 | Crosstown Electrical & Data, Inc.                     | 4,023.10  | Preventive Maintenance Street Light Inspections January 2021                                                                                          |
| 088041    |         | 2/3/2021 | Expert Building Maintenance LLC                       | 6,425.00  | City Hall/Police Station/Parks January 2021                                                                                                           |
| 088042    |         | 2/3/2021 | Flor Aguiluz                                          | 300.00    | February 2021 City Clerk Stipend                                                                                                                      |
| 088043    |         | 2/3/2021 | HDL Coren & Cone                                      | 2,217.38  | Property Tax Service: January 2021 - March 2021                                                                                                       |
| 088044    |         | 2/3/2021 | Hinderliter, de Llamas & Assoc.                       | 12,000.00 | Cannabis Management Program December 2020                                                                                                             |
| 088045    |         | 2/3/2021 | Hub Cities Consortium                                 | 12,722.69 | CARES Act Funding                                                                                                                                     |
| 088046    |         | 2/3/2021 | Interwest Consulting Group                            | 16,826.88 | Professional Services November 2020 - December 2020                                                                                                   |
| 088047    |         | 2/3/2021 | Kane, Ballmer & Berkman                               | 1,428.75  | Successor Agency Legal Services December 2020                                                                                                         |
| 088048    |         | 2/3/2021 | Mapcon Technologies, Inc.                             | 83.00     | Mapcon Building & Planning Software                                                                                                                   |
| 088049    |         | 2/3/2021 | Mary Mariscal                                         | 50.00     | February 2021 Treasurer Stipend                                                                                                                       |
| 088050    |         | 2/3/2021 | North Star Landcare                                   | 9,831.25  | Landscape Services January 2021                                                                                                                       |
| 088051    |         | 2/3/2021 | Phoenix Group Information Systems                     | 4,011.89  | December 2020 Citation Processing Collection Agency Services<br>December 2020 Parking Citation Processing Fees<br>December 2020 Permit Processing Fee |
| 088052    |         | 2/3/2021 | Richards, Watson & Gershon                            | 54,548.22 | Legal Services General December 2020                                                                                                                  |
| 088053    |         | 2/3/2021 | U.S. Bank Corporate Payment System                    | 3,506.29  | Credit Card Expense 12/16/20-01/14/21                                                                                                                 |
| 088054    |         | 2/3/2021 | Willdan Financial Services                            | 3,750.00  | Professional Services User Fee Study for the City of Maywood December 2020                                                                            |
| 088055    |         | 2/3/2021 | Willdan Engineering                                   | 4,320.00  | Maywood Code Enforcement December 2020                                                                                                                |

**TOTAL:**

**\$169,631.25**



AGENDA 3  
ITEM NO. \_\_\_\_\_

---

## CITY COUNCIL STAFF REPORT

---

**DATE:** FEBRUARY 10, 2021  
**TO:** HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL  
**FROM:** JENNIFER E. VASQUEZ, CITY MANAGER  
**BY:** HRANT MANUELIAN, FINANCE DIRECTOR  
**RE:** REVENUE REPORT FROM JULY 2020 – JANUARY 2021

---

### **RECOMMENDATION**

Staff recommends that the City Council receive and file the Revenue Report from July 2020 – January 2021.

### **BACKGROUND**

In an effort to maintain transparency, the City's Finance Department prepares a monthly Revenue report for the City Council's review. The Revenue Report is a tool used by the Council to monitor and oversee the financial health of the City.

### **DISCUSSION**

The attached analysis (see Attachment 1) compares prior YTD and current YTD Revenue

The total revenue received<sup>1</sup> from July 2020 – January 2021 totaled \$10,304,524.66 which is 16.38% higher than the same period last year.

---

- **GENERAL FUND** – The total General Fund received totaled \$7,076,882.26 which is 18.49% higher than the same period last year. A contributing factor for the difference in General Fund Revenue is due to the reimbursement received from the Coronavirus Relief Fund. Through the Coronavirus Relief Fund, the CARES Act provides payments to Local governments to help navigate the impact of the COVID-19 outbreak. The City received \$344,534.00 from the CARES Act. Another contributing factor for the increase in General Fund is the Cannabis Sales Tax which is 100.18% higher compared to last year. Total Parking Fines and Court Collection (DMV) received from July 2020 to January 2021 has decreased by 80.86% and 22.71%, respectively. Additionally, Residential & Building Permits received from July 2020 to January 2021 has totaled \$14,538.56 which is 26.46% lower than the same period last year. Similarly, Parking Permits are currently 76.26% lower compared to the same period last year. The City has implemented a new parking permit process that allows citizens to renew and apply online.

### **LEGAL REVIEW**

The City Attorney has reviewed this report.

### **FISCAL IMPACT**

There is no fiscal impact involved with this action.

### **ATTACHMENT(S)**

Attachment No. 1 - Revenue Report from July 2020 – January 2021

|                                                                                                                                                                                                                                    | C - Prior Fiscal Year<br>to Date Revenue | B - Current Fiscal<br>Year to Date<br>Revenue | D - Current YTD<br>versus Prior YTD \$<br>Difference | E - Current YTD<br>Prior YTD %<br>Difference | G - Adopted Budget<br>FY 2020-21 | H - % of FY 2020-<br>2021 YTD Revenue<br>Received |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------|------------------------------------------------------|----------------------------------------------|----------------------------------|---------------------------------------------------|
| <b>GENERAL FUND</b>                                                                                                                                                                                                                |                                          |                                               |                                                      |                                              |                                  |                                                   |
| <b>Taxes:</b>                                                                                                                                                                                                                      |                                          |                                               |                                                      |                                              |                                  |                                                   |
| <b>TAXES:</b> A tax is a compulsory monetary contribution to the City's revenue, assessed and imposed by the City on the activities, expenditure, income, occupation, privilege, property, etc., of individuals and organizations. |                                          |                                               |                                                      |                                              |                                  |                                                   |
| Franchise & Collectors Fee                                                                                                                                                                                                         | \$19,311.06                              | \$68,665.20                                   | \$49,354.14                                          | 255.57%                                      | \$165,000.00                     | 41.62%                                            |
| Property Taxes                                                                                                                                                                                                                     | \$509,287.06                             | \$525,328.25                                  | \$16,041.19                                          | 3.15%                                        | \$724,000.00                     | 72.56%                                            |
| Utility Users Tax                                                                                                                                                                                                                  | \$497,283.19                             | \$540,040.12                                  | \$42,756.93                                          | 8.60%                                        | \$900,000.00                     | 60.00%                                            |
| Transfer Tax (Real Estate)                                                                                                                                                                                                         | \$11,751.59                              | \$15,008.68                                   | \$3,257.09                                           | 27.72%                                       | \$15,000.00                      | 100.06%                                           |
| Transient Occupancy Tax                                                                                                                                                                                                            | \$39,465.87                              | \$31,907.05                                   | (\$7,558.82)                                         | -19.15%                                      | \$45,000.00                      | 70.90%                                            |
| Cannabis Sales Tax                                                                                                                                                                                                                 | \$735,254.75                             | \$1,471,807.95                                | \$736,553.20                                         | 100.18%                                      | \$2,500,000.00                   | 58.87%                                            |
| Sales Tax Revenue                                                                                                                                                                                                                  | \$782,875.76                             | \$917,245.47                                  | \$134,369.71                                         | 17.16%                                       | \$1,871,000.00                   | 49.02%                                            |
| <b>Taxes Totals</b>                                                                                                                                                                                                                | <b>\$2,595,229.28</b>                    | <b>\$3,570,002.72</b>                         | <b>\$974,773.44</b>                                  | <b>37.56%</b>                                | <b>\$6,220,000.00</b>            | <b>57.40%</b>                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |                       |                      |               |                       |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|----------------------|---------------|-----------------------|---------------|
| <b>GENERAL FUND</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |                       |                      |               |                       |               |
| <b>Licenses &amp; Permits:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |                       |                      |               |                       |               |
| <b>FEES:</b> A fee is a charge imposed on an individual for a service that the person chooses to receive. A fee may not exceed the estimated reasonable cost of providing the particular service or product for which the fee is charged, plus overhead. Fees are charged for specific services, and fee revenue may fund only those services and related expenses. <b>LICENSES</b> and <b>PERMITS</b> are types of fees allowing for the operation within the City. |                       |                       |                      |               |                       |               |
| Compliance Program Fee                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$0.00                | \$45,000.00           | \$45,000.00          | 0.00%         | \$45,000.00           | 100.00%       |
| Good Corporate Citizen Program                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$0.00                | \$20,000.00           | \$20,000.00          | 0.00%         | \$20,000.00           | 100.00%       |
| Residential & Building Permits                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$19,768.90           | \$14,538.56           | (\$5,230.34)         | -26.46%       | \$20,000.00           | 72.69%        |
| Public Works Permit Fees                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$52,022.50           | \$83,848.40           | \$31,825.90          | 61.18%        | \$100,000.00          | 83.85%        |
| Other Fees & Permits                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$29,303.65           | \$25,561.25           | (\$3,742.40)         | -12.77%       | \$30,000.00           | 85.20%        |
| Occupancy Permits                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$7,414.90            | \$14,162.40           | \$6,747.50           | 91.00%        | \$20,000.00           | 70.81%        |
| Building Permits                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$32,624.31           | \$34,070.93           | \$1,446.62           | 4.43%         | \$60,000.00           | 56.78%        |
| Commercial Cannabis Applications                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$28,387.00           | \$0.00                | (\$28,387.00)        | 0.00%         | \$0.00                | 0.00%         |
| Commercial Cannabis Renewal                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$117,810.00          | \$14,960.00           | (\$102,850.00)       | -87.30%       | \$105,000.00          | 14.25%        |
| Parking Permits                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$57,712.33           | \$13,698.20           | (\$44,014.13)        | -76.26%       | \$45,000.00           | 30.44%        |
| Apartment License                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$19,046.44           | \$14,878.25           | (\$4,168.19)         | -21.88%       | \$20,000.00           | 74.39%        |
| Business License                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$168,960.07          | \$109,844.98          | (\$59,115.09)        | -34.99%       | \$190,000.00          | 57.81%        |
| Vehicle License Fee - LA County                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$1,476,977.00        | \$1,557,095.00        | \$80,118.00          | 5.42%         | \$2,930,000.00        | 53.14%        |
| <b>Licenses and Permits Totals</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>\$2,010,027.10</b> | <b>\$1,947,657.97</b> | <b>(\$62,369.13)</b> | <b>-3.10%</b> | <b>\$3,585,000.00</b> | <b>54.33%</b> |

|                                                                                                   |             |             |
|---------------------------------------------------------------------------------------------------|-------------|-------------|
| <b>GENERAL FUND</b>                                                                               |             |             |
| <b>Charges for Services:</b>                                                                      |             |             |
| <b>CHARGES FOR SERVICES:</b> Charges to cover administrative costs for the provision of services. |             |             |
| Rubbish Assessment                                                                                | \$21,456.82 | \$37,799.04 |
|                                                                                                   | \$16,342.22 | \$25,000.00 |
|                                                                                                   | 76.16%      | 151.20%     |

|                                    | C - Prior Fiscal Year<br>to Date Revenue | B - Current Fiscal<br>Year to Date<br>Revenue | D - Current YTD<br>versus Prior YTD \$<br>Difference | E - Current YTD<br>Prior YTD %<br>Difference | G - Adopted Budget<br>FY 2020-21 | H - % of FY 2020-<br>2021 YTD Revenue<br>Received |
|------------------------------------|------------------------------------------|-----------------------------------------------|------------------------------------------------------|----------------------------------------------|----------------------------------|---------------------------------------------------|
|                                    |                                          |                                               | (C minus B)                                          | (C divided by B minus 1)                     |                                  | (C divided by G)                                  |
| Plan Check Fees                    | \$37,005.28                              | \$24,409.87                                   | (\$12,595.41)                                        | -34.04%                                      | \$35,000.00                      | 69.74%                                            |
| Rents & Concessions                | \$13,324.50                              | \$13,891.50                                   | \$567.00                                             | 4.26%                                        | \$24,000.00                      | 57.88%                                            |
| <b>Charges for Services Totals</b> | <b>\$71,786.60</b>                       | <b>\$76,100.41</b>                            | <b>\$4,313.81</b>                                    | <b>6.01%</b>                                 | <b>\$84,000.00</b>               | <b>90.60%</b>                                     |

|                                     |                                                                                                                                                     |                    |                      |                |                     |               |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|----------------|---------------------|---------------|
| <b>GENERAL FUND</b>                 | <b>FINES AND FORFEITURES:</b> Penalties imposed by the City in the form of money or goods for a violation of an ordinance, law, regulation or rule. |                    |                      |                |                     |               |
| <b>Fines and Forfeitures:</b>       |                                                                                                                                                     |                    |                      |                |                     |               |
| Penalties: Apt & Bus License        | \$540.00                                                                                                                                            | \$1,434.25         | \$894.25             | 165.60%        | \$2,500.00          | 57.37%        |
| SEMC: Court Collections (DMV)       | \$57,445.14                                                                                                                                         | \$44,399.64        | (\$13,045.50)        | -22.71%        | \$100,000.00        | 44.40%        |
| Administrative Citations            | \$100.00                                                                                                                                            | \$9,500.00         | \$9,400.00           | 0.00%          | \$8,000.00          | 118.75%       |
| Parking Fines                       | \$97,679.77                                                                                                                                         | \$18,696.50        | (\$78,983.27)        | -80.86%        | \$80,000.00         | 23.37%        |
| <b>Fines and Forfeitures Totals</b> | <b>\$155,764.91</b>                                                                                                                                 | <b>\$74,030.39</b> | <b>(\$81,734.52)</b> | <b>-52.47%</b> | <b>\$190,500.00</b> | <b>38.86%</b> |

|                                      |                                                                                                 |                    |                      |                |                    |               |
|--------------------------------------|-------------------------------------------------------------------------------------------------|--------------------|----------------------|----------------|--------------------|---------------|
| <b>GENERAL FUND</b>                  | <b>LEASES AND CONCESSIONS:</b> A rent or lease or payment for the use of a the City's property. |                    |                      |                |                    |               |
| <b>Leases and Concessions:</b>       |                                                                                                 |                    |                      |                |                    |               |
| Leased Property Rental Income        | \$37,566.18                                                                                     | \$23,783.82        | (\$13,782.36)        | -36.69%        | \$56,400.00        | 42.17%        |
| <b>Leases and Concessions Totals</b> | <b>\$37,566.18</b>                                                                              | <b>\$23,783.82</b> | <b>(\$13,782.36)</b> | <b>-36.69%</b> | <b>\$56,400.00</b> | <b>42.17%</b> |

|                                      |                                                                                       |                     |                     |                |                     |               |
|--------------------------------------|---------------------------------------------------------------------------------------|---------------------|---------------------|----------------|---------------------|---------------|
| <b>GENERAL FUND</b>                  | <b>MISCELLANEOUS:</b> A General Fund revenue not covered in another revenue category. |                     |                     |                |                     |               |
| <b>Miscellaneous:</b>                |                                                                                       |                     |                     |                |                     |               |
| Interest Income                      | \$63,951.24                                                                           | \$20,927.72         | (\$43,023.52)       | -67.28%        | \$45,000.00         | 46.51%        |
| Miscellaneous Revenue                | \$33,261.68                                                                           | \$41,515.33         | \$8,253.65          | 24.81%         | \$45,000.00         | 92.26%        |
| CARES Act Reimbursement              | \$0.00                                                                                | \$344,534.00        | \$344,534.00        | 0.00%          | \$344,534.00        | 100.00%       |
| Other (Recycle + ABx1 Reimbursement) | \$0.00                                                                                | \$0.00              | \$0.00              | 0.00%          | \$7,300.00          | 0.00%         |
| <b>Miscellaneous Revenue Totals</b>  | <b>\$97,212.92</b>                                                                    | <b>\$406,977.05</b> | <b>\$309,764.13</b> | <b>318.65%</b> | <b>\$441,834.00</b> | <b>92.11%</b> |

|                                    |                                                                                                                                                                                                      |                       |                       |               |                        |                |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|---------------|------------------------|----------------|
| <b>GENERAL FUND</b>                | <b>RETIREE PENSION LEVY:</b> An amount of revenue from the property tax levy approved by the voters for the purpose of paying the cost to the City of the Public Employees Retirement System (PERS). |                       |                       |               |                        |                |
| <b>Retiree Pension Levy:</b>       |                                                                                                                                                                                                      |                       |                       |               |                        |                |
| Retiree Pension Levy               | \$1,005,018.64                                                                                                                                                                                       | \$978,330.00          | (\$26,688.64)         | -2.66%        | \$850,000.00           | 115.10%        |
| <b>Retiree Pension Levy Totals</b> | <b>\$1,005,018.64</b>                                                                                                                                                                                | <b>\$978,330.00</b>   | <b>(\$26,688.64)</b>  | <b>-2.66%</b> | <b>\$850,000.00</b>    | <b>115.10%</b> |
| <b>General Fund Revenue Totals</b> | <b>\$5,972,605.63</b>                                                                                                                                                                                | <b>\$7,076,882.36</b> | <b>\$1,104,276.73</b> | <b>18.49%</b> | <b>\$11,427,734.00</b> | <b>61.93%</b>  |

|                                      |                                                                                                                                                                                                 |              |               |         |              |        |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|---------|--------------|--------|
| <b>SPECIAL REVENUE FUND</b>          | <b>SPECIAL REVENUE FUND:</b> Collections of revenues in special funds that must be used for the established purposes of the funds to provide an extra level of accountability and transparency. |              |               |         |              |        |
| "Gas Tax"                            | \$429,442.32                                                                                                                                                                                    | \$339,124.05 | (\$90,318.27) | -21.03% | \$701,696.00 | 48.33% |
| Transportation Development Act (TDA) | \$0.00                                                                                                                                                                                          | \$0.00       | \$0.00        | 0.00%   | \$21,226.00  | 0.00%  |
| Bikeway                              |                                                                                                                                                                                                 |              |               |         | \$589,565.00 | 54.63% |
| Proposition A                        | \$333,575.60                                                                                                                                                                                    | \$322,075.98 | (\$11,499.62) | -3.45%  |              |        |

|                                                                                                                           | C - Prior Fiscal Year<br>to Date Revenue | B - Current Fiscal<br>Year to Date<br>Revenue | D - Current YTD<br>versus Prior YTD \$<br>Difference<br>(C minus B) | E - Current YTD<br>Prior YTD %<br>Difference<br>(C divided by B minus 1) | G - Adopted Budget<br>FY 2020-21 | H - % of FY 2020-<br>2021 YTD Revenue<br>Received<br>(C divided by G) |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------|
| Proposition C                                                                                                             | \$281,874.22                             | \$267,151.82                                  | (\$14,722.40)                                                       | -5.22%                                                                   | \$497,529.00                     | 53.70%                                                                |
| Measure R                                                                                                                 | \$207,366.77                             | \$200,868.36                                  | (\$6,498.41)                                                        | -3.13%                                                                   | \$366,809.00                     | 54.76%                                                                |
| Measure M                                                                                                                 | \$232,568.11                             | \$228,073.31                                  | (\$4,494.80)                                                        | -1.93%                                                                   | \$415,674.00                     | 54.87%                                                                |
| Senate Bill 1 (SB 1)                                                                                                      | \$220,586.14                             | \$221,088.96                                  | \$502.82                                                            | 0.23%                                                                    | \$528,284.00                     | 41.85%                                                                |
| Community Development Block Grant<br>(CDBG)                                                                               | \$88,226.00                              | \$58,935.00                                   | (\$29,291.00)                                                       | -33.20%                                                                  | \$450,000.00                     | 13.10%                                                                |
| Air Quality Management District<br>(AQMD) Grant                                                                           | \$9,072.50                               | \$9,324.63                                    | \$252.13                                                            | 0.00%                                                                    | \$36,375.00                      | 25.63%                                                                |
| Supplemental Law Enforcement<br>Services Fund (SLESF) Grant                                                               | \$152,114.16                             | \$156,190.32                                  | \$4,076.16                                                          | 2.68%                                                                    | \$155,000.00                     | 100.77%                                                               |
| Measure A                                                                                                                 | \$0.00                                   | \$0.00                                        | \$0.00                                                              | 0.00%                                                                    | \$432,000.00                     | 0.00%                                                                 |
| Lighting & Landscaping                                                                                                    | \$91,559.44                              | \$91,711.70                                   | \$152.26                                                            | 0.17%                                                                    | \$150,000.00                     | 61.14%                                                                |
| Successor Agency Trust Fund - City of<br>Maywood serves as the Successor<br>Agency to the Maywood<br>Redevelopment Agency | \$679,634.00                             | \$1,185,570.00                                | \$505,936.00                                                        | 74.44%                                                                   | \$1,226,190.00                   | 96.69%                                                                |
| Sewer Fund                                                                                                                | \$155,275.68                             | \$147,528.07                                  | (\$7,747.61)                                                        | -4.99%                                                                   | \$293,000.00                     | 50.35%                                                                |
| <b>Special Revenue Totals</b>                                                                                             | <b>\$2,881,294.94</b>                    | <b>\$3,227,642.20</b>                         | <b>\$346,347.26</b>                                                 | <b>12.02%</b>                                                            | <b>\$5,863,348.00</b>            | <b>55.05%</b>                                                         |
| <b>Total Revenues</b>                                                                                                     | <b>\$8,853,900.57</b>                    | <b>\$10,304,524.56</b>                        | <b>\$1,450,623.99</b>                                               | <b>16.38%</b>                                                            | <b>\$17,291,082.00</b>           | <b>59.59%</b>                                                         |

# AGENDA REPORT

## CITY OF MAYWOOD



AGENDA 4  
ITEM NO. \_\_\_\_\_

---

**DATE:** FEBRUARY 10, 2021

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

**FROM:** JENNIFER E. 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 January 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 January 31, 2021 the City has approximately \$5.3M invested in the LAIF. The current return as of 1/31/2021 is 0.44%. 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 \$250,000 each. To date the City has invested \$500,000 in each fund for a total of \$1,000,000. 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 attached report shows the cash and investments as of January 31, 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.

### **ATTACHMENTS**

Attachment No. 1 – Cash and Investments Report

# **ATTACHMENT NO. 1**

**City of Maywood  
Cash and Investments Report  
As of January 31, 2021**

| <b>Description</b>                                             | <b>Type</b>       | <b>Ending Balance</b> |
|----------------------------------------------------------------|-------------------|-----------------------|
|                                                                |                   | <b>1/31/2021</b>      |
| US Bank                                                        | Cash              | 4,121,805.01          |
| Local Agency Investment Fund                                   | LAIF              | 5,359,172.00          |
| CalPers California Employers' Retiree Benefit Trust (CERBT)    | Section 115 Trust | 523,050.21            |
| CalPers California Employers' Pension Prefunding Trust (CEPPT) | Section 115 Trust | 509,310.49            |
|                                                                |                   | <u>10,513,337.71</u>  |

# AGENDA REPORT

CITY OF MAYWOOD



AGENDA 5  
ITEM NO. \_\_\_\_\_

---

**DATE:** FEBRUARY 10, 2021

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

**FROM:** JENNIFER E. VASQUEZ, CITY MANAGER

**BY:** JENNIFER E. VASQUEZ, CITY MANAGER

**SUBJECT:** PROPOSED AMENDMENT TO THE FISCAL YEAR (FY) 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND ADOPTION OF RESOLUTION NO. 6164 APPROVING THE REALLOCATION OF \$215,668 IN COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR THE EMERGENCY RENTAL ASSISTANCE PROGRAM, SMALL BUSINESS GRANT PROGRAM, AND EMERGENCY OWNER OCCUPIED UTILITY ASSISTANCE PROGRAM

---

## RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 6164 amending the FY 2020-2021 Community Development Block Grant program to reallocate funds as outlined in the proposed program budget amendment.

## BACKGROUND:

At the City Council meeting of January 13, 2021, staff was directed to reprogram Community Development Block Grant (CDBG) funds from the Emergency Rental Assistance Program by reducing the budget to provide funding for two (2) additional programs including the Small Business Grant Program and the Emergency Utility Assistance Program for owner occupied homes. The reallocation of funds will offer assistance to City of Maywood businesses, homeowners, tenants, and landlords impacted economically by the COVID-19 pandemic.

Funding for the Emergency Rental Assistance Program was approved originally on September 9, 2020 when the City Council adopted Resolution No. 6142 to allocate \$215,668 from prior year FY 2019-2020 CDBG funds for the new program. Advertisement for Round 3 of the Emergency Rental Assistance Program to provide rental relief and utility assistance for tenants began on February 1, 2021. The program

has provided tenants with rental and utility assistance through two (2) previous rounds of applications under CARES Act funding.

In addition, a Small Business Grant Program was approved for funding by the City Council on June 10, 2020 through the adoption of Resolution 6113 to allocate \$205,354 in CDBG CARES Act (CDBG-CV) funds. This program provided financial assistance to local businesses impacted by the COVID-19 pandemic. The Los Angeles County Development Authority (LACDA) administered the program on behalf of the City of Maywood and several other participating cities. All CDBG-CV funds allocated for the Small Business Grant have been expended.

## **DISCUSSION:**

The City has provided financial assistance through CDBG and CARES Act funding from the U. S. Department of Housing and Urban Development (HUD) in response to the critical needs of residents and businesses affected by COVID-19. CDBG funds will be reallocated to provide funding for 2 additional programs by reducing the current budget allocation for the Emergency Rental Assistance Program.

There are sufficient funds for the City to implement the Emergency Rental Assistance Program at a lower budget based on the actual and past financial assistance awarded in the first 2 rounds of the City's rent relief program. Additionally, the County of Los Angeles will implement another rent relief program in the next few months to provide emergency rental assistance for tenants and landlords. The City of Maywood tenants and landlords will be able to participate in the County's program which offers higher rental assistance and greater flexibility in distribution of the funds.

The reallocation of CDBG funds will provide funding for the following:

### *Emergency Rental Assistance Program:*

The Emergency Rental Assistance Program will provide emergency rental assistance and utility grants to income-eligible households encountering financial distress through job loss, furlough or reduction in hours or pay due to the COVID-19 pandemic. It is anticipated that the City will contract with a community-based organization with experience in administering and implementing a rental assistance program on behalf of the City. CDBG allocation will be reduced from \$215,668 to \$50,000.

### *Small Business Grant Program:*

The Small Business Grant Program will provide grants to small, local businesses impacted by the COVID-19 pandemic. LACDA will administer the Small Business Grant Program on behalf of the City of Maywood. Financial assistance will be offered to businesses that provide goods and services to residents in low- and moderate-income areas. CDBG allocation will be \$140,000.

### *Emergency Utility Assistance Program:*

This new program will provide emergency utility assistance grants to income-eligible owner occupied households that are financially impacted by the COVID-19 pandemic due to job loss, furlough or reduction in hours or pay. It is anticipated that the City will contract with a community-based organization with experience in administering and implementing a utility assistance program on behalf of the City. CDBG allocation will be \$25,668.

The attached Public Notice was posted pursuant to HUD and LACDA requirements and complies with citizen participation regulations.

### **LEGAL REVIEW:**

The City Attorney has reviewed this staff report.

### **FISCAL IMPACT:**

Community Development Block Grant funds in the amount of \$215,668 will be reallocated from the Emergency Rental Assistance Program to provide \$140,000 for the Small Business Grant Program, \$25,668 for the Emergency Owner Occupied Utility Assistance Program, and a reduced budget of \$50,000 for the Emergency Rental Assistance Program. The CDBG Program does not impact the City's General Fund budget.

Attachments: 1) Resolution  
2) Proposed Program Budget – Exhibit “A”  
3) Public Notice

# **ATTACHMENT NO. 1**

## **RESOLUTION NO. 6164**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD APPROVING THE REALLOCATION OF \$215,668 IN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE EMERGENCY RENTAL ASSISTANCE PROGRAM, SMALL BUSINESS GRANT PROGRAM, AND EMERGENCY OWNER OCCUPIED UTILITY ASSISTANCE PROGRAM**

**WHEREAS**, on August 22, 1974, the President of the United States signed into law the Housing and Community Development Act of 1974 (Act); and

**WHEREAS**, the primary goals of Title 1 of the Act are the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income; and

**WHEREAS**, on September 9, 2020 the City Council passed, approved and adopted Resolution No. 6142 approving an Amendment to the FY 2020-2021 Community Development Block Grant (CDBG) program budget in the amount of \$215,668 to allocate CDBG funding for an Emergency Rental Assistance Program; and

**WHEREAS**, participating cities may reprogram available CDBG funds to provide response to the critical needs of residents and business impacted by COVID-19; and

**WHEREAS**, the City desires to allocate CDBG funding for a Small Business Grant Program and an Emergency Owner Occupied Utility Assistance Program by reprogramming a portion of the budget allocation for the Emergency Rental Assistance Program; and

**WHEREAS**, staff has prepared the proposed FY 2020-2021 CDBG program budget amendment to the City Council attached hereto as Exhibit "A".

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** That the Maywood City Council approves the CDBG program budget amendment as set forth in Exhibit A and instruct staff to submit the CDBG Program Amendments to the Los Angeles County Development Authority.

**SECTION 2.** That the City Manager is authorized to execute the contractual and related documents to be prepared by the County of Los Angeles that are required for the reprogramming of CDBG funds.

**PASSED, APPROVED AND ADOPTED** this 10<sup>th</sup> day of February, 2021.

  
\_\_\_\_\_  
Ricardo Lara, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Flor Aguiluz, City Clerk  
*Shirley Quinones, Deputy City Clerk*

**APPROVED AS TO FORM:**

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

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

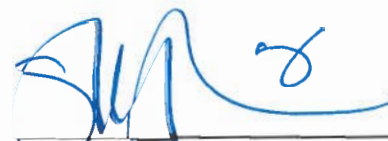
I, Flor Aguiluz, City Clerk of the City of Maywood, do hereby certify the foregoing Resolution No. 6164 was duly passed and adopted by the City Council of the City of Maywood, at a special meeting held on the 10<sup>th</sup> day of February, 2021, by the following roll call vote, to wit:

AYES:     DE LA RIVA, GARCIA TORRES, MARQUEZ, LARA

NAYES:

ABSENT:

ABSTAINED

  
\_\_\_\_\_  
Flor Aguiluz, City Clerk  
*Shirley Quinones, Deputy City Clerk*

## EXHIBIT A

# **ATTACHMENT NO. 2**

# EXHIBIT A

## CDBG Program Budget Amendment FY 2020-2021

| <u>PROGRAM</u>                       | <u>CURRENT<br/>ALLOCATION</u> | <u>+/-<br/>REALLOCATION</u> | <u>NEW<br/>ALLOCATION</u> |
|--------------------------------------|-------------------------------|-----------------------------|---------------------------|
| Emergency Rental Assistance Program  | \$215,668                     | (\$ 165,668)                | \$ 50,000                 |
| Small Business Grant Program         | \$ -0-                        | \$ 140,000                  | \$ 140,000                |
| Emergency Utility Assistance Program | \$ -0-                        | \$ 25,668                   | \$ 25,668                 |
| <hr/>                                |                               |                             |                           |
| <b>TOTAL ALLOCATION</b>              | <b>\$ 215,668</b>             |                             | <b>\$ 215,668</b>         |

# **ATTACHMENT NO. 3**



**PUBLIC NOTICE  
CITY OF MAYWOOD**

**AMENDMENT TO THE FISCAL YEAR (FY) 2020-2021  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

The City of Maywood will amend the FY 2020-2021 Community Development Block Grant (CDBG) Program Consolidated Plan (Action Plan) which identified projected use of funds for the July 1, 2020-June 30, 2021 program year. In accordance with the U.S. Department of Housing and Urban Development (HUD) regulations, public notices are required if there is a proposed new project, substantial change, or project cancellation.

The City of Maywood will reprogram a portion of the CDBG Funds from the Emergency Rental Assistance Program to the following projects:

Emergency Rental Assistance Program  
CDBG Project Number 602259-20  
Original Allocation: \$ 215,668.00  
Revised Allocation: \$ 50,000.00

This program will provide funding for emergency rental assistance grants to income-eligible households economically impacted during the COVID-19 pandemic through job loss, furlough or reduction in hours or pay, residing in the City of Maywood.

Small Business Grant Program  
CDBG Project Number To Be Assigned  
Proposed Allocation: \$ 140,000.00

This program will provide grants to small, local businesses impacted by the COVID-19 pandemic. The Los Angeles County Development Authority (LACDA) will administer the Small Business Grant Program on behalf of the City of Maywood. Financial assistance will be offered to businesses that provide goods and services to residents in low- and moderate-income areas.

Emergency Utility Assistance Program  
CDBG Project Number To Be Assigned  
Allocation: \$ 25,668.00

This new program will provide funding for emergency utility assistance grants to income-eligible owner-occupied households economically impacted during the COVID-19 pandemic through job loss, furlough or reduction in hours or pay, residing in the City of Maywood.

All interested persons wishing to comment on the reprogramming of CDBG funds may submit written comments by email to [jtroller@cityofmaywood](mailto:jtroller@cityofmaywood) by Tuesday, February 9, 2021. Additional details concerning any of the above information may be obtained by calling the City of Maywood at (323) 562-5700.



---

Jennifer Vasquez, City Manager

Posted: 2/2/2021

# AGENDA REPORT

CITY OF MAYWOOD



AGENDA 6  
ITEM NO. \_\_\_\_\_

---

**DATE:** FEBRUARY 10, 2020

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

**FROM:** JENNIFER E. VASQUEZ, CITY MANAGER

**BY:** GISSELLE S. DELGADO, COMMUNITY LIAISON

**SUBJECT:** CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM THE SOUTHEAST RIO VISTA-YMCA IN THE AMOUNT OF \$10,000.00

---

## RECOMMENDATION:

Staff recommends that City Council consider granting a contribution from the Community Benefit Fund to the Southeast Rio Vista- YMCA in the amount of \$10,000.00 to provide staffing to operate the basic needs provisions, including Senior Food Deliveries, Distance Learning Center, and Grab & Go meal distributions for the youth and families of Maywood.

## BACKGROUND:

The Coronavirus pandemic has altered the lives of many residents living in Maywood due to the closure of restaurants, schools and businesses, and other establishments in the County of Los Angeles. Many residents have experienced an unexpected or sudden loss of income.

Organizations like the Southeast Rio Vista- YMCA (SERV- Y) has shown active involvement in meeting the needs of food insecurity for Maywood families. The high demand has made the SERV-Y to shift their resources and attention towards providing meals and resources for our families.

## DISCUSSION:

The SERV-Y at the Maywood Center is a non-profit organization centered on providing communities in need of health, fitness, and community programs for youth, families, and

seniors. Since the pandemic, the SERV-Y has altered their services to directly meet the immediate needs of the community. Initiating “Grab and Go” distribution sites, where families or individuals receive free meals for the week. On average, SERV-Y distributes 2600 meals to Maywood families. Additionally, SERV-Y delivers 45 grocery packages to Maywood seniors with the assistance of our Dial-A-Ride service. To bridge the digital divide gap in our community, SERV-Y has opened a distance learning center to provide the youth access to internet and in-person homework help.

Approving this grant will allow for costs such as personnel, cost of transportation, program outreach, and meal service supplies, to be supplemented and have these programs continue to serve the Maywood community during this pandemic.

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

No additional budget appropriations needed.

|                                                              |                                                                                                 |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>F.Y. 20-21 Impact: \$10,000.00</b>                        | <b>Current F.Y. Budget: \$75,000.00</b>                                                         |
| <b>Fund Impacted:<br/>General Fund</b>                       | <b>Expenditure to date: \$13,000<br/>Current request: \$10,000<br/>Pending request: \$2,000</b> |
| <b>Source of funds:<br/>Geneal Fund - Community Services</b> | <b>Updated Account Available Budget:<br/>\$50,000.00</b>                                        |
| <b>Account number: 01-681-5237</b>                           | <b>For fiscal year: 2020/2021</b>                                                               |

**ATTACHMENTS:**

ATTACHMENT 1: COMMUNITY BENEFIT FUND APPLICATION

ATTACHMENT 2: Community Benefit Fund Guidelines

# **ATTACHMENT NO. 1**

# 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: January 28, 2021

Amount Requested: \$10,000

|                                                                                          |                               |
|------------------------------------------------------------------------------------------|-------------------------------|
| Organization Name: YMCA OF METROPOLITAN LOS ANGELES –<br>SOUTHEAST-RIO VISTA YMCA BRANCH | Phone Number:<br>213 500 8697 |
| Street Address: 4801 58th Street                                                         | Fax Number:                   |
| City, State, Zip: Maywood CA, 90270                                                      | Federal EIN: 95-1644052       |
| Contact Person: Gerry Salcedo                                                            |                               |
| Contact Email Address: gerardosalcedo@ymcaLA.org                                         |                               |

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

The mission of the YMCA of Metropolitan Los Angeles "LA Y" community-serving non-profit organization is to strengthen communities through youth development, healthy living, and social responsibility.

**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)?** 138 years – since 1882

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

The Southeast-Rio Vista YMCA (SERV Y) is one of the YMCA's Cradle to Career Success branches in the core of urban LA County where communities are among the most in need of health, fitness, and community programs for youth, families, and seniors. The SERV Y provides quality, year-round sports and fitness programming for youth, including those who could not otherwise access any; wellness programming to families who often lack access to nutrition education and safe, free play space; a variety of senior programs, including health and wellness activities, volunteer opportunities, and even meal support; services to immigrant populations via its New American Welcome Center (NAWC); and, more.

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

Staffing: 13 sites x 2 staff x \$15/hour x 5 hours x 40 days = \$78,000. The LA Y requests \$10,000 from the City of Maywood for the staffing category for staffing to operate our basic needs provisions, including the Grab & Go meal distributions, financial assistance distribution, to youth and their households and families who are food insecure who are in need.

Transportation (fuel, vehicle purchase, etc): meal delivery vehicle loans provided from headquarters

Program outreach (flyers, banners, ads, etc): flyers and marketing materials for the meal distribution provided from other funding sources

Meal Service supplies: food distribution bags donated from partners or provided in-kind or from other funding sources

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

Present until June 30, 2021

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

The remainder of the budget will be supported by the YMCA of Metropolitan Los Angeles and SERV Y's board members, and other partners, donors, foundations, such as Anthem Blue Cross Foundation, Republic Services, North Star Land Care, and the City of Vernon.

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

The requested funds will be used to support the Southeast-Rio Vista YMCA, which is providing emergency response services to meet needs stemming from the COVID-19 pandemic. At the Southeast-Rio Vista YMCA at the Maywood Center, to benefit Maywood residents and those from surrounding communities, \$10,000 is requested to support the residents through providing 2,000 Grab & Go meals to residents daily, from 10:30am-12:30pm every Monday and Wednesday.

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

The Southeast-Rio Vista Y aims to ensure that our families have the food they need, either through Grab & Go, delivery, or other food distribution mechanisms. We are providing more than 2,000 meals per day at no cost to seniors and families in need for residents who live around Maywood. Families pick up meals to last multiple days at a time for breakfast and lunch for all their family members.

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

The Y is in a harder-to-reach community and we have shifted our Census support activities to be both online and in-person, leveraging meal distribution with Census outreach. The LA Y continues to support getting everyone counted during a time of need by providing Census education and outreach to Maywood residents.

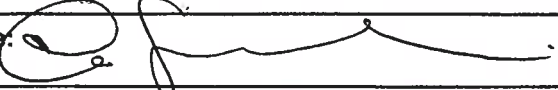
**Has your organization previously received funding from the City of Maywood?**

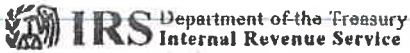
Yes ☒ No ☐ If yes, identify the use of the funds, total amount and fiscal year in which the funds were received.

The Southeast-Rio Vista YMCA received \$20,000 in support from the City of Maywood to support with COVID-19 relief efforts for City of Maywood community members in 2020.

**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: 1/28/2021                                                                   | Signature:  |               |             |                |
| Print Name and Title: Gerry Salcedo, Executive Director, Southeast-Rio Vista YMCA |                                                                                                 |               |             |                |
| Date Received                                                                     | Eligibility Verified                                                                            | Date Approved | Date Denied | Amount Awarded |
|                                                                                   |                                                                                                 |               |             |                |



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248156166  
July 05, 2011 LTR 4168C E0  
95-1644052 000000 00

00015660  
BODC: TE

YOUNG MENS CHRISTIAN ASSOCIATION  
OF METROPOLITAN LOS ANGELES  
METROPOLITAN LOS ANGELES  
625 S NEW HAMPSHIRE AVE  
LOS ANGELES CA 90005-1342



012169

Employer Identification Number: 95-1644052  
Person to Contact: MR GALLUPPI  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 23, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1988.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248156166

July 05, 2011 LTR 4168C EO

95-1644052 000000 00

00015661

YOUNG MENS CHRISTIAN ASSOCIATION  
OF METROPOLITAN LOS ANGELES  
METROPOLITAN LOS ANGELES  
625 S NEW HAMPSHIRE AVE  
LOS ANGELES CA 90005-1342

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager  
Accounts Management Operations

# **ATTACHMENT NO. 2**

# **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 conducted 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](http://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](mailto: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 7  
ITEM NO. \_\_\_\_\_

---

**DATE:** FEBRUARY 10, 2021

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

**FROM:** JENNIFER E. VASQUEZ, CITY MANAGER

**BY:** GISSELLE S. DELGADO, COMMUNITY LIAISON

**SUBJECT:** CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM BUDDING ARTISTS (BA) THROUGH THEIR FISCAL SPONSOR FULCRUM ARTS IN THE AMOUNT OF \$2,000.00.

---

## RECOMMENDATION:

Staff recommends that City Council consider approving a Community Benefit Fund application of Fulcrum Arts, the fiscal sponsor of Budding Artist, for Budding Artists' use in the amount of \$2,000.00 to provide Maywood residents 100 "Process-Based Art Kits" designed for young children between the ages 3-5.

## BACKGROUND:

The non-profit organization Fulcrum Arts began their program to advance collaboration of art and science to impact positive social change on a civic scale. The organization sets to ensure that underrepresented populations and voices are included and heard through their arts initiative. Through its active involvement in exploring ways to promote equity and inclusion, Fulcrum Arts fiscally sponsors the organization, Budding Artists. The fiscal sponsorship program with BA has increased the capacity of independent artists, collectives, and small arts organizations by offering financial management, fundraising consulting, and the ability to seek funding through the fiscal sponsorship.

BA was founded in 2018, committed to providing children with transformative process-focused art experiences set to stimulate a more inclusive and creative global approach. Their objective is to provide free process-based art experiences to children ages 3-5 to prepare students for successful participation in Science, Technology, Engineering, Arts, and Math (STEAM) programs in elementary school.

Since 2018, BA has served over 1,000 children and adults in the South and South East Los Angeles area. BA is also an active partner with the Office of Assemblymember Anthony Rendon and the SELA Arts Festival to provide art projects at home during the COVID-19 pandemic.

#### **DISCUSSION:**

Budding Artists (BA) has sought to continuously advocate for STEAM programs in South East Los Angeles. In May 2020, BA partnered with the City of Maywood to roll out a virtual Story Time. This program involved weekly book readings on Instagram and concluded with an art book giveaway on June 9<sup>th</sup>. Fifty Maywood residents received free copies of "Press Here" by Herve Tullet donated by BA.

Approving this grant will allow for BA to provide 100 Process-Based Art Kits, designed for young children between the ages 3-5. Each kit is designed for at-home use aimed at providing arts education, support their mental health, and cognitive development to young Maywood residents. These kits will contain art materials, a guidebook in English and Spanish, and access to online videos in English and Spanish. Each kit is valued at \$30.00, totaling \$3,000.00 for all 100 process-based art kits.

Additionally, BA has sought funding from the Office of Assemblymember Anthony Rendon for a total of \$500.00, which was matched by inhouse donations from BA. If the Community Benefit Fund Grant is approved, the City of Maywood can receive the kits by April 2021.

#### **LEGAL REVIEW:**

City Attorney has reviewed the report.

#### **FISCAL IMPACT:**

No additional budget appropriation is needed.

|                                                                   |                                            |
|-------------------------------------------------------------------|--------------------------------------------|
| <b>F.Y. 20-21 Impact:</b><br><b>2,000.00</b>                      | <b>Current F.Y. Budget: \$ 75,000.00</b>   |
| <b>Fund Impacted:</b><br><b>General Fund</b>                      | <b>Budget adjustment requested: \$0.00</b> |
| <b>Source of funds:</b><br><b>General Fund-Community Services</b> | <b>Updated Account Budget: \$75,000.00</b> |
| <b>Account number:01-681-5237</b>                                 | <b>For fiscal year:2020/2021</b>           |

**ATTACHMENT(S):**

**ATTACHMENT 1:** COMMUNITY BENEFIT FUND APPLICATION

**ATTACHMENT 2:** COMMUNITY BENEFIT FUND GUIDELINES

**ATTACHMENT 3:** FULCRUM ARTS TAX EXCEPT STATUS FROM THE IRS

**ATTACHMENT 4:** FORMAL LETTER OF REQUEST FROM FULCRUM ARTS

# **ATTACHMENT NO. 1**

# CITY OF MAYWOOD

## COMMUNITY BENEFIT FUND APPLICATION

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

### Application Funding Cycle

Date of Application: 1/29/2021

☐ S1: July 1 - December 31

☒ S2: January 1 - June 30

Amount Requested: \$2,000

|                                                                                                                                                    |                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Organization Name:</b> Budding Artists: Budding Artists is a fiscally sponsored program of Fulcrum Arts, a registered 501(c)(3) public charity. | <b>Phone Number:</b><br>562-774-1563 |
| <b>Street Address:</b><br>PO Box 426                                                                                                               | <b>Fax Number:</b>                   |
| <b>City, State, Zip:</b><br>Lynwood, CA 90262                                                                                                      | <b>Federal EIN:</b><br>952540759     |
| <b>Contact Person:</b><br>Dakota McMahan                                                                                                           |                                      |
| <b>Contact Email Address:</b><br>info@budding-artists.org                                                                                          |                                      |

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

Founded in 2018, Budding Artists is a grassroots nonprofit organization committed to providing young children with transformative process-focused art experiences. Please see attached document with more information about our organization.

**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)?** October 12, 2018

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

In May 2020 we partnered with the City of Maywood to roll out virtual Story Time, which was weekly book readings on Instagram and concluded with an art book giveaway on June 9, which we provided the city 50 free new copies of Press Here by Herve Tullet. We received positive feedback from community members and parents from this project!

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

The funds from this grant will provide the City of Maywood with 100 Process-Based Art Kits, which are designed for young children between the ages of 3-5.

\$30 per art kit (kit includes art materials, guidebook in English and Spanish, and access to our online videos in English and Spanish and support resources)

100 kits x \$30 per kit = \$3,000

Contributed funds for City of Maywood Art Kits:

\$500 from Assemblymember Anthony Rendon

\$500 from Budding Artists

Amount request: \$2,000

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

Awarded funds by February 28, 2021  
Order Art Materials and Art Kit Assembly March 1 - 31, 2021  
Art kit delivery to City of Maywood for distribution April 1, 2021

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

We have reached out and applied for many grants including the EAI Grant but unfortunately were not awarded with funding. We then contacted Assemblymember Anthony Rendon's Office in January 2021 to see if he may support our efforts in the City of Maywood. His office swiftly awarded us \$500 towards the project. We are also contributing \$500 made possible by our monthly donors.

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

We believe our data from our process-based art kits describe the benefit of having remote visual art experiences for young children: *"This gave my son an opportunity to do something different than video games and watching television. It gave him an opportunity to draw freely anything that he pleased and he found that interesting."* – 2020 Process-Based Art Kit Parent/Guardian

*100% of survey participants indicated the Process-Based Art Kit brought joy and hope into their homes during this current COVID-19 pandemic.*-2020 Process-Based Art Kit Survey

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

Providing arts education to your youngest constituents will support their mental health, social and emotional learning, language and literacy development, cognitive development, and physical development. Our data has shown even short interactions with art can have a significant impact in these areas.

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

Our process-based art kits curriculum were designed to meet the National Core Art Standard for pre-k: creating, connecting, responding, and presenting. It brings high-quality art experiences to young children during their most vital cognitive development years. We hope, when it is safe to return to in-person programming, we can continue to provide in-person art workshops and classes for Maywood residents.

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

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

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

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

|                                                                                                   |                                                                                                        |                                                              |                    |                       |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------|-----------------------|
| <b>Date:</b><br>1/30/2021                                                                         | <b>Signature:</b>  |                                                              |                    |                       |
| <b>Print Name and Title:</b><br>Dakota McMahan, Founder and Executive Director of Budding Artists |                                                                                                        | Robert Crouch, Executive and Artistic Director, Fulcrum Arts |                    |                       |
| <b>Date Received</b>                                                                              | <b>Eligibility Verified</b>                                                                            | <b>Date Approved</b>                                         | <b>Date Denied</b> | <b>Amount Awarded</b> |
|                                                                                                   |                                                                                                        |                                                              |                    |                       |



# BuddingArtists

## 2021 City of Maywood: Community Benefit Fund Grant Application

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

Budding Artists seeks to stimulate a more inclusive and creative global society by providing transformative process-focused art experiences to pre-kindergarten children in under-resourced communities.

Our pedagogy is to implement an interdisciplinary creative teaching philosophy rooted in the Reggio Emilia approach, and process-based art experiences. The Reggio Emilia approach is defined as a philosophy which values the child as central to their own learning, as children are able to pursue their own interests, and revisit and build upon ideas at their own pace. This pedagogy is focused on ensuring art is treated as an expression of the child's current understanding, rather than a representation of an object. This perspective makes art a tool for creating meaning to help children build their ideas, thoughts, theories, and perspectives and to construct a new understanding of the subject. Our teaching artists design curriculum to create learning experiences that guide the conversation to promote authentic thinking, inclusivity, creativity, and problem solving which are all necessary, critical life skills needed in the STEAM fields. Our participants will experience the warmth, beauty, and passion of arts education through the following developmental areas:

- **Social and emotional development** - the children relax, focus, feel successful and are allowed to express their feelings
- **Language and literacy development** - Children may choose to discuss their art and add text to it (on their own or by dictating to a teacher)
- **Cognitive development** - Children compare, predict, plan, design, and problem solve
- **Physical development** - Children use small motor skills to paint, write, glue, use clay, and make collages.

At the conclusion of our program(s), student learning is assessed and evaluated.

Our Programs: Adult Process-Based Art Workshop, Process-Based Art Kits, Baby Art Kit, Summer Exploration Program and Next Chapter Literacy Program.

# **ATTACHMENT NO. 2**

---

# **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 conducted 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 service, activity or other community benefit to the residents 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 \$5,000.00. In the event that the City of Maywood undergoes a declared State of Emergency, City Council may award up to \$10,000.00 for non-profit organizations or schools that service the Maywood community.

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

City-based organizations such as athletic organizations or community groups that have 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](http://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](mailto:gisselle.delgado@cityofmaywood.org)

B. Application Deadline. The City Council will have 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> |
|----------------------------------|-----------------------------|
| Semester 1: July 1 - December 31 | June 1                      |
| Semester 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.

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

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

**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 awarded 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

---

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

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

E. 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.

F. 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.

# **ATTACHMENT NO. 3**

OGDEN UT 84201-0029

In reply refer to: 4077391934  
Dec. 07, 2017 LTR 4168C 0  
95-2540759 000000 00  
00027609  
BODC: TE

FULCRUM ARTS  
495 E COLORADO BLVD  
PASADENA CA 91101-2024



009216

Employer ID Number: 95-2540759  
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated Nov. 06, 2017, regarding your tax-exempt status.

We issued you a determination letter in SEPTEMBER 1968, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4077391934  
Dec. 07, 2017 LTR 4168C 0  
95-2540759 000000 00  
00027610

FULCRUM ARTS  
495 E COLORADO BLVD  
PASADENA CA 91101-2024

Sincerely yours,

*Stephen A. Martin*

Stephen A. Martin  
Director, EO Rulings & Agreements

# **ATTACHMENT NO. 4**



February 3, 2021

To Whom It May Concern:

This letter shall serve as confirmation that Fulcrum Arts serves as the fiscal sponsor for Budding Artists.

Fulcrum Arts' Emerge fiscal sponsorship program provides support, resources, and opportunities to a broad spectrum of independent artists, collectives, and small arts organizations. Our goal is to provide artists with the necessary tools to create a sustainable practice while allowing them to remain independent, dynamic, and responsive to the ever changing social and economic contexts in which they live and work.

Budding Artists seeks to stimulate a more inclusive and creative global society by providing transformative process-focused art experiences to pre-kindergarten children in under-resourced communities. Donations received by Fulcrum Arts on behalf of Budding Artists are tax deductible to the fullest extent of the law. These funds are restricted for use only by Budding Artists, and are only disbursed at their discretion.

Please do not hesitate to contact us for further information about the Emerge program and its sponsorship of Budding Artists. Donations to this project are deductible to the full extent of the law, and checks should be made payable to "Fulcrum Arts" with "Budding Artists" in the memo line of the check. Any consideration offered to this important project would be most appreciated.

Sincerely,

Robert Crouch  
Executive and Artistic Director

Fulcrum Arts is a 501(c)(3) charitable organization, tax ID number 95-2540759.



AGENDA 8  
ITEM NO. \_\_\_\_\_

---

## CITY COUNCIL STAFF REPORT

---

**DATE:** FEBRUARY 10, 2021

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

**FROM:** JENNIFER E. VASQUEZ, CITY MANAGER

**BY:** JENNIFER E. VASQUEZ, CITY MANAGER

**RE:** ADOPTION OF A RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATION FOR PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS (BEVERAGE CONTAINERS RECYCLING GRANT)

---

### RECOMMENDATION

Staff recommends that the City Council:

- 1) Adopts Resolution 6165 authorizing the City to submit an application for City/County Payment Program (Beverage Containers Recycling Grant)
- 2) Authorize the City Manager as signature authority and empowered to execute all documents necessary to implement and secure all said payments to support the City's payment program, until rescinded.

### BACKGROUND/DISCUSSION

CalRecycle offers cities and counties funding to implement projects and programs for beverage container recycling and litter reduction activities through the City/County Payment Program, also known as the Beverage Container Recycling Grant. The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers: aluminum, glass, plastic and bi-metal.

The City has been receiving these fund for the past decade, which have been used to support parks and right-of-way maintenance programs. However, due to various

restrictions the City has in the past few years utilized an accumulation of the funds for the purchase of recycling receptacles that are located by bus stop on Slauson and Atlantic. The attached resolution authorizes the City to apply for the City/County Payment Program and designates the City Manager as the signature authority for the payment program until rescinded by City Council.

#### **LEGAL REVIEW**

The City Attorney has reviewed this staff report.

#### **FISCAL IMPACT**

This action will allow for the City to accept and expend funds granted by CalRecycle under the Beverage Containers Recycling Grant.

Attachment: 1) Resolution 6165

# **ATTACHMENT NO. 1**

**RESOLUTION NO. 6165**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MAYWOOD AUTHORIZING THE SUBMITTAL OF  
APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF  
RESOURCES RECYCLING AND RECOVERY FOR THE  
PAYMENT PROGRAMS AND RELATED  
AUTHORIZATIONS**

**WHEREAS**, pursuant to Public Resources Code sections 4800 et seq., 14581, and 42023.1 (g), the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

**WHEREAS**, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

**WHEREAS**, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES  
RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**Section 1.** The City Council of the City of Maywood authorizes the submittal of applications to CalRecycle for any and all payment programs offered;

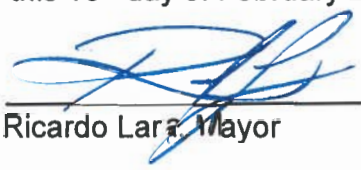
**Section 2.** The City Manager, or his/her designee is hereby authorized as Signature Authority and empowered to execute all documents necessary to implement and secure payment by CalRecycle to the City of Maywood; and

**Section 3.** This authorization is effective until rescinded by the City Council of the City of Maywood.

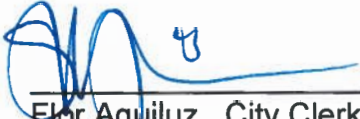
**Section 4.** This Resolution shall be effective immediately upon its passage and approval.

**Section 5.** The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

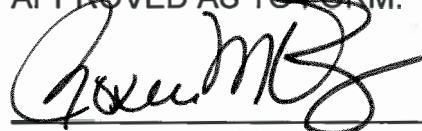
**PASSED, APPROVED AND ADOPTED** this 10<sup>th</sup> day of February 2021.

  
\_\_\_\_\_  
Ricardo Lara, Mayor

ATTEST:

  
Flor Aguiluz, City Clerk  
Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:

  
Roxanne Diaz, City Attorney

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

I, Flor Aguiluz, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6165 was duly passed and adopted by the City Council of the City of Maywood at a regular meeting held on the 10th day of February 2021 by the following votes:

AYES: DE LA RIVA, GARCIA, TORRES, MARQUEZ, LARA

NOES:

ABSTAIN:

ABSENT:

  
Flor Aguiluz, City Clerk  
Shirley Quinones, Deputy City Clerk



AGENDA 9  
ITEM NO. \_\_\_\_\_

---

## CITY COUNCIL STAFF REPORT

---

**DATE:** FEBRUARY 10, 2021

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

**FROM:** JENNIFER E. VASQUEZ, CITY MANAGER

**BY:** JENNIFER E. VASQUEZ, CITY MANAGER

**RE:** CONSIDERATION OF ESTABLISHING A CITY OF MAYWOOD  
SCHOLARSHIP PROGRAM FOR HIGH SCHOOL SENIORS

---

### **RECOMMENDATION**

Staff recommends that the City Council consider a proposal from Mayor Lara to establish a City of Maywood Scholarship program for Maywood high school seniors and provide staff with direction.

### **DISCUSSION**

Mayor Lara is requesting that the City Council consider establishing a scholarship program for youth that reside in Maywood and are currently seniors in high school. A youth scholarship program can award qualifying high school graduating seniors that reside in Maywood for their commitment to the community.

Attached for the consideration of the City Council is a local youth scholarship program from the City of Hawaiian Gardens. This specific program has a list of requirements but a few examples that the City Council may wish to incorporate into a local, Maywood, program include the completion of hours for community service, maintain a specific grade point average and attend an interview.

The City Council may choose to utilize the Community Benefit Fund for the scholarship program. In accordance, to the adopted guidelines this fund is for community programs, activities, and educational activities. Under Section III. Eligible Services and Activities, the

guideline states that a program must 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. The proposed Scholarship will benefit residents of the City of Maywood and assist with furthering their educational opportunities. Furthermore, based on the guidelines the City is not precluded from undertaking and funding projects on its own initiative that would be a benefit to the community.

### **LEGAL REVIEW**

The City Attorney has reviewed this staff report.

### **FISCAL IMPACT**

The fiscal impact upon the City's general fund will depend upon the direction of the City Council. If staff is directed to return with proposed guidelines for a Scholarship program the City Council may choose to utilize the existing funds allocated to the Community Benefit Fund account or appropriate funds from the available fund balance.

Attachments: 1) Community Benefit Fund Guidelines  
2) City of Hawaiian Gardens Youth Scholarship Program

# **ATTACHMENT NO. 1**

---

# **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 conducted 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 service, activity or other community benefit to the residents 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 \$5,000.00. In the event that the City of Maywood undergoes a declared State of Emergency, City Council may award up to \$10,000.00 for non-profit organizations or schools that service the Maywood community.

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

City-based organizations such as athletic organizations or community groups that have 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](http://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](mailto:gisselle.delgado@cityofmaywood.org)

B. Application Deadline. The City Council will have 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> |
|----------------------------------|-----------------------------|
| Semester 1: July 1 - December 31 | June 1                      |
| Semester 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.

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

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

**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 awarded 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

---

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

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

E. 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.

F. 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.

# **ATTACHMENT NO. 2**

# Apply for Scholarships in Hawaiian Gardens: Youth, Adult, Ambassador

## YOUTH SCHOLARSHIP PROGRAM

**Each year the City of Hawaiian Gardens awards scholarships to qualifying high school graduating seniors who reside in the City. In addition, the top three scholarship recipient's names are placed on a plaque located on the Mayor's Walk of Achievement on Carson Street.**

The scholarship program has been developed in two phases. The first phase consists of a community service project. It is our goal that the potential recipients experience the satisfaction of assisting their community and its residents. Students must register By **December 11, 2020** with the City of Hawaiian Gardens Human Service Department to **perform at least 20 hours of Community Service**. Examples of duties may include: assisting staff in leading organized recreational activities in an After School Program, Youth Sports, Winter Camp, Game Room, Clarkdale Park or Lee Ware Park.

The requisite **Volunteer hours must be completed by January 8, 2021** in order to be eligible to turn in the Scholarship Application Form.

### Requirements:

- Resident of Hawaiian Gardens
- Graduating Senior
- Minimum overall GPA of 2.5
- Must indicate the scholarship category applying for
- Volunteer Application must be submitted by 5 p.m. December 11, 2020.
- Attend one day orientation on December 11, 2020 at 5 p.m.
- Complete a minimum of 20 hours of community service with the City of Hawaiian Gardens by 5 p.m. January 8, 2021.
- Attend an orientation/workshop on January 8, 2021 at 5:00 p.m.
- Submit application by deadline of February 22, 2021 by 5:00 p.m.
- Attend in-person interview
- Interview dates are not negotiable
- Candidates must dress in appropriate and professional attire.

### Guidelines:

- Funds will be applied to Financial Aid Office at college of enrollment (funds cannot be used for personal use)
- Funds will be distributed per semester for units in one institution upon proof of enrollment
- Scholarship will expire two years from award date
- Students may only apply for one city sponsor scholarship

## **Checklist:**

- Application completely filled out
- Letters of Reference/Recommendation
- High School Transcript
- Essay consisting of 500 words

All applications will be considered. The top applicants will be invited to attend an interview session as part of the screening and selection process.

## **VOLUNTEER APPLICATION**

## **YOUTH SCHOLARSHIP APPLICATION**

## Mayor's Youth Walk of Achievement Scholarship Application

First Name \*

Last Name \*

Street Address \*

Address Line 2

City \*

State \*

Zip Code \*

Phone Number \*

Email Address \*

Name of High School \*

GPA \*

Student ID Number \*

Name of University planning to attend: \*

Major planning to pursue \*

Scholarship category; (please mark one, no more than 2) \*

- ☐ Academic - Scholastic performance, Honors, Advance Placement courses
- ☐ Athletic - Participation in athletic activities, teams, and/or competitions
- ☐ Civic - Community involvement, Volunteer services, Membership in

☐ Clubs/Organizations

Please submit the following documents:

**1-Prepare and submit a word processed essay consisting of 500 words relative to your background and/or education goals, or anything relevant to the pursuit of education. \***

No file chosen

**2-Submit two letters of reference/recommendation. Letters must come from Teachers, Counselors, Employers, or Administrators. \***

No file chosen

**3-Submit one copy of Official High School Transcripts. \***

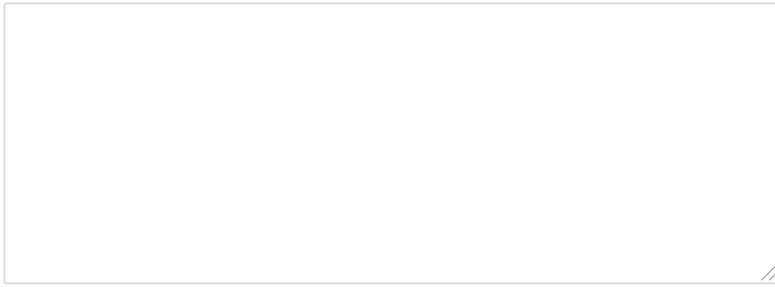
No file chosen

Please submit a summary of the following information:

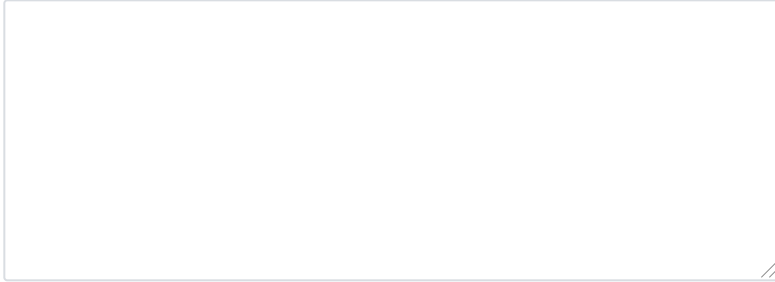
**List all school activities: \***

**List all community/volunteer service activities: \***

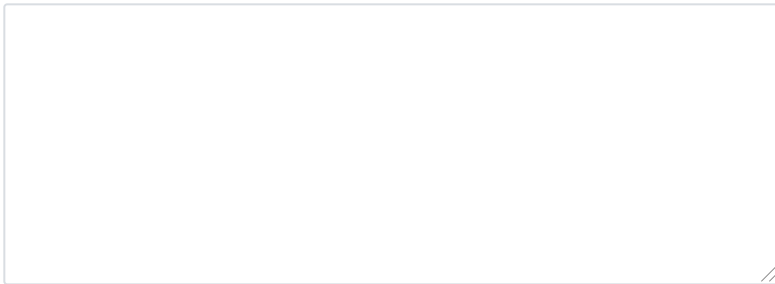
**List all athletic activities: \***



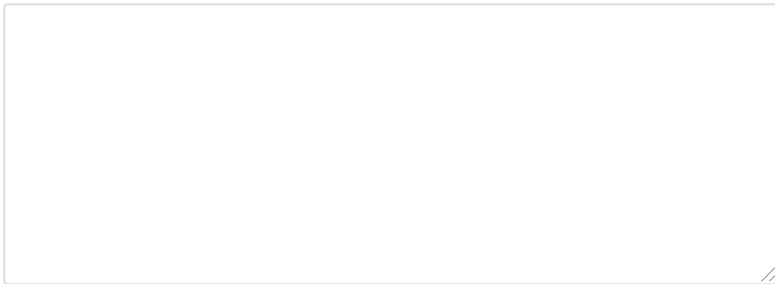
List all awards and honors received: \*



List work experience (paid/non-paid): \*



List hobbies: \*



I'm not a robot

reCAPTCHA

[Privacy](#) - [Terms](#)

## Mayor's Youth Walk of Achievement Scholarship Application

First Name \*

Last Name \*

Street Address \*

Address Line 2

City \*

State \*

Zip Code \*

Phone Number \*

Email Address \*

Name of High School \*

GPA \*

Student ID Number \*

Name of University planning to attend: \*

Major planning to pursue \*

Scholarship category; (please mark one, no more than 2) \*

- ☐ Academic - Scholastic performance, Honors, Advance Placement courses
- ☐ Athletic - Participation in athletic activities, teams, and/or competitions
- ☐ Civic - Community involvement, Volunteer services, Membership in

☐ Clubs/Organizations

Please submit the following documents:

**1-Prepare and submit a word processed essay consisting of 500 words relative to your background and/or education goals, or anything relevant to the pursuit of education. \***

No file chosen

**2-Submit two letters of reference/recommendation. Letters must come from Teachers, Counselors, Employers, or Administrators. \***

No file chosen

**3-Submit one copy of Official High School Transcripts. \***

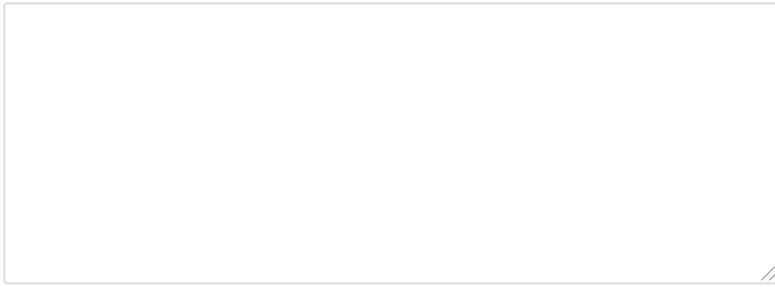
No file chosen

Please submit a summary of the following information:

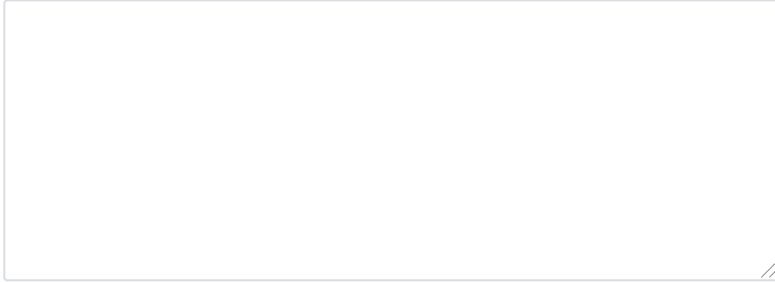
**List all school activities: \***

**List all community/volunteer service activities: \***

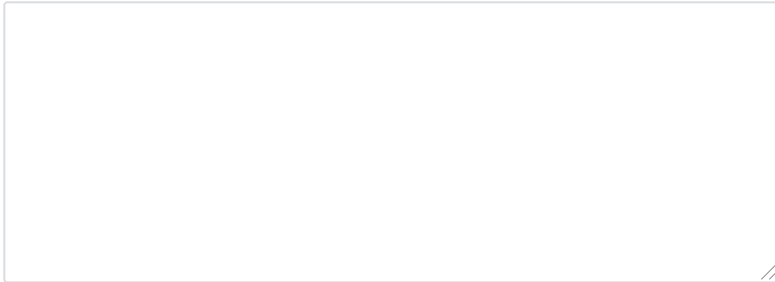
**List all athletic activities: \***



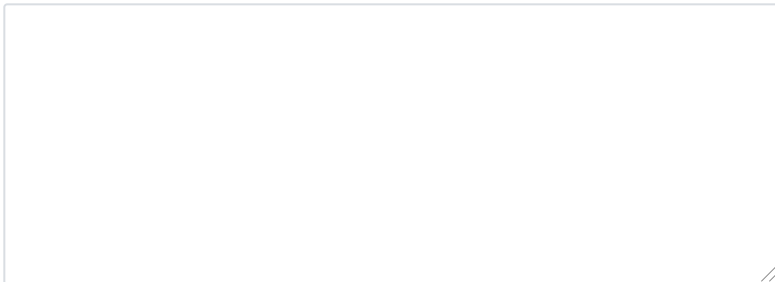
List all awards and honors received: \*



List work experience (paid/non-paid): \*



List hobbies: \*



I'm not a robot

reCAPTCHA

[Privacy](#) - [Terms](#)