



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

WEDNESDAY, SEPTEMBER 22, 2021 AT 7:00 PM

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
www.cityofmaywood.com

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR
Ricardo Lara

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, this meeting will be conducted telephonically through Zoom and broadcast live on the City's Facebook page. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating telephonically and will not be physically present in the Council

Chambers.

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

Join by phone 1-669-900-6833 Enter Meeting ID: 857 6601 2832 Passcode: 114058
OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85766012832?pwd=T21oa1pPdIN0bDRLK01iNnpQU1ozZz09>
Passcode: 114058

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

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

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

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council meeting, please contact the City Clerk's Office, (323) 562-5714 within 48 hours of the meeting.

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

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

VI. PRESENTATIONS

10 YEARS OF SERVICE RECOGNITION: NORMA FLORES, CUSTOMER SERVICE REPRESENTATIVE II

PROCLAMATION RECOGNIZING HISPANIC HERITAGE MONTH

PRESENTATION ON SB 1383: STATE MANDATORY ORGANIC WASTE DISPOSAL REDUCTION

SHERIFF'S UPDATE

VII. PUBLIC HEARING

VIII. CONSENT CALENDAR

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

1. MINUTES OF SEPTEMBER 8, 2021 CITY COUNCIL MEETING
2. RESOLUTION NO. 6197 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
3. REVENUE REPORT FROM JULY 2021 - AUGUST 2021
4. FISCAL YEAR 2021/2022 BUDGET RECLASS FOR THE DEPARTMENT OF HR/RISK MANAGEMENT
5. CONSIDERATION OF APPROVING AN AGREEMENT BETWEEN THE CITY OF MAYWOOD AND THE CITY OF VERNON FOR TRAFFIC SIGNAL MAINTENANCE AT INTERSECTION OF SLAUSON AVENUE AND DOWNEY ROAD/MALBURG WAY

IX. DISCUSSION/ACTION ITEMS

6. CONSIDERATION OF APPROVING A PARTNERSHIP WITH HUB CITIES CONSORTIUM TO ESTABLISH THE SOUTH EAST LOS ANGELES (SELA) REGIONAL YOUTH WORKFORCE PROGRAM IN THE CITY OF MAYWOOD AND BUDGET AMENDMENT
7. COUNCIL DISCUSSION REGARDING MAYWOOD MUNICIPAL CODE SECTION 8-16.01 REGARDING THE REGULATION OF TEMPORARY STRUCTURES, CANOPIES, AND SIMILAR USES.

X. CLOSED SESSION

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

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

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

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

- XII. ADJOURNMENT** - The meeting will be adjourned in Memory of Gloria Rendon, beloved Mother of Speaker Rendon until the next Regular Meeting of the Maywood City Council is Wednesday, October 13, 2021 at 7:00 p.m.

PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS

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



CERTIFICATE *of* APPRECIATION

PRESENTED TO

NORMA FLORES

FOR YOUR TEN YEARS OF SERVICE

We extend our appreciation for your hard work and efforts year over year. Thank you for your years of service at the City Maywood.

SEPTEMBER 22, 2021



RICARDO LARA, MAYOR





Proclamation

Hispanic Heritage Month September 15, 2021 to October 15, 2021

WHEREAS, Hispanic Americans can trace their roots back centuries to indigenous people and settlers of the New World who were on this continent long before the founding of our nation; and

WHEREAS, Millions of Hispanic people have come to the United States from Mexico, Puerto Rico, Cuba and other Caribbean regions, Central and South America and Spain creating and enriching our American culture; and

WHEREAS, Honoring Hispanic heritage nationally began in 1968, President Johnson proclaimed Hispanic Heritage Week; Twenty years later, President Regan expanded the honor proclaiming the first Hispanic Heritage Month in 1988; and

WHEREAS, We celebrate the gifts of Hispanic culture which offers a rich heritage, a deep commitment to family and community, a strong work ethic, and entrepreneurial spirit and an unwavering belief in the American Dream; and

WHEREAS, 2021 honors the theme, "Esperanza: A Celebration of Hispanic Heritage and Hope," inviting us to celebrate Hispanic Heritage and to reflect on how great our tomorrow can be if we hold onto our resilience and hope; and

WHEREAS, In the words of Cesar Chavez "Preservation of one's own culture does not require contempt or disrespect for other cultures" and thus respect, appreciate and support for Hispanic Americans.

NOW, THEREFORE, BE IT RESOLVED, I, Ricardo Lara, Mayor of the City of Maywood and on behalf of the City Council, proclaim on this day we recognize September 15, 2021 through October 15, 2021 as Hispanic Heritage Month in the City of Maywood. We encourage the community to learn by seeing the strengths that derives from our diversity, and honor a shared spirit of self-determination, dignity and respect for cultural heritage

On this 22nd day of September 2021

Ricardo Lara
Mayor



AGENDA **1**
ITEM NO. _____

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

WEDNESDAY, SEPTEMBER 8, 2021 AT 7:00 PM

I. CALL TO ORDER/ROLL CALL

Mayor called to order approximately at 7:01 p.m.

II. CITY OFFICIALS

MAYOR

Ricardo Lara (present)

CITY CLERK

Flor Aguiluz (teleconference)

MAYOR PRO TEM

Heber Marquez (present)

CITY TREASURER

Mary Mariscal (teleconference)

COUNCIL MEMBERS

Eduardo De La Riva (present)

Frank Garcia (teleconference)

Jessica Torres (teleconference)

CITY MANAGER

Jennifer E. Vasquez (present)

CITY ATTORNEY

Roxanne Diaz (teleconference)

STAFF PRESENT:

Hrant Manuelian, Finance Director (teleconference)

Steve Fowler, Director of Building and Planning (teleconference)

Shirley Quinones, Deputy City Clerk (present)

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC PURSUANT TO GOVERNOR GAVIN 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:
Teleconference 1-669-900-6833 Meeting ID: 896 6285 5534 Passcode: 302106
or
<https://us02web.zoom.us/j/89662855534?pwd=QjJVdUVtMjFOUzUxTFpDNiBaTDIVUT09>
Passcode: 302106

Comments may have been submitted via e-mail to shirley.quinones@cityofmaywood.org by 4:30 p.m. prior to the 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) David Perez (submitted by teleconference)

VI. PRESENTATIONS

PROCLAMATION RECOGNIZING CHILDHOOD CANCER AWARENESS MONTH

Mayor Lara proclaimed September as Childhood Cancer Awareness Month.

VII. PUBLIC HEARING

None

VIII. CONSENT CALENDAR

1. MINUTES OF AUGUST 25, 2021 CITY COUNCIL MEETING

Motion to approve the Minutes of August 25, 2021 City Council Meeting by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

2. RESOLUTION NO. 6194 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT

Motion to adopt Resolution No. 6194 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving the Warrants for Payment by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

3. MONTHLY CASH AND INVESTMENT REPORT TO COUNCIL AUGUST 2021

Motion to file and receive the Monthly Cash and Investment Report to the Council, August 2021 by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

4. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM MAYWOOD ACADEMY HIGH SCHOOL BAND IN THE AMOUNT OF \$5,000

Motion to approve the Community Benefit Fund Application from Maywood Academy High School Band in the amount of \$5,000 by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

5. APPROVAL OF RESOLUTION NO. 6195 ESTABLISHING THE LEAVE PROVISIONS FOR THE CLASSIFICATIONS OF FINANCE DIRECTOR AND DIRECTOR OF BUILDING AND PLANNING

Motion to adopt Resolution No. 6195 Establishing the Leave Provisions for the classifications of Finance Director and Director of Building and Planning by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

6. APPROVAL TO APPLY AND RECEIVE FUNDS FROM THE STATE OF CALIFORNIA PROPOSITION 68 PER CAPITA GRANT PROGRAM AND ADOPT RESOLUTION NO. 6196

Motion to adopt Resolution No. 6196 authorizing staff to file an application with the California Department of Parks and Recreation's Office of Grants and Local Services (OGAL) to receive funding from the Proposition 68 Per Capita Grant program by De La Riva. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

IX. DISCUSSION/ACTION ITEMS

7. CONSIDERATION OF APPROVING A SUPPORT POSITION ON THE CAL CITIES 2021 ANNUAL CONFERENCE RESOLUTIONS

Motion to support the League of California Cities 2021 Annual Conference Resolutions by De La Riva. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

8. CONSIDERATION OF TEMPORARILY CONDUCTING HYBRID CITY MEETINGS ENABLING MEMBERS OF THE CITY COUNCIL AND THE PUBLIC TO PARTICIPATE REMOTELY OR IN-PERSON.

It was the consensus of the City Council to conduct hybrid City Meetings, enabling members of the City Council and the public to participate remotely or in-person.

9. UPDATE ON THE CITY'S SEWER SYSTEM MAINTENANCE AND POINT REPAIRS, AUTHORIZE THE CITY MANAGER TO PROCEED WITH MAINTENANCE OF THE SEWER SYSTEM BY LOS ANGELES COUNTY THROUGH THE CITY'S GENERAL SERVICES REQUEST AGREEMENT AND APPROVE THE RELATED BUDGET ADJUSTMENT

Motion to receive and file the City's Sewer System Maintenance and Point Repairs, authorize the City Manager to proceed with maintenance of the sewer system by Los Angeles County through the City's General Services Request Agreement and terminate the existing services with National Plant, and approve the budget adjustment by Mayor Lara. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

X. CLOSED SESSION

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

No reportable action.

Conference with Real Property Negotiators, Government Code Section 54956.8; 4747 56th Street; City of Maywood Negotiator: Jennifer Vasquez, City Manager; Negotiating Party: Victor Huerta; Under Negotiation: Price and Terms of Payment

No reportable action.

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

None

XII. ADJOURNMENT

Meeting adjourned at approximately 8:31 p.m. to the next meeting of the Maywood City Council, September 22, 2021 at 7:00 p.m.

Ricardo Lara, Mayor

ATTEST:

Flor Aguiluz, City Clerk

RESOLUTION NO. 6197

**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 \$245,241.43 are hereby ratified:

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

PASSED, APPROVED AND ADOPTED THIS 22nd day of September, 2021.

Ricardo Lara, Mayor

ATTEST:

APPROVED AS TO FORM:

Flor Aguiluz, City Clerk

Roxanne Diaz, City Attorney

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

I, Flor Aguiluz, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6197 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 22nd day of September, 2021 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Flor Aguiluz, City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, September 22, 2021

Accounts Payable

Amount

Accounts Payable prepaid warrants for payment: Checks No. 088860 - 088872	\$ 3,142.57
Accounts Payable regular warrants for payment: Checks No. 088873 - 088895	\$ 142,234.54
Sub-total	\$ 145,377.11

Wire Transfers/ACH Transactions

09/07/21 8x8 Inc - Monthly Phone Maintenance	\$ 410.70
09/15/21 Southern California Edison Co - Electricity Services August - September 2021	\$ 47,317.44
09/16/21 Payroll Pay Period - 8/29/2021 - 9/11/2021	\$ 45,034.84
09/16/21 CalPERS Employer Contribution - 8/29/2021 - 9/11/2021	\$ 7,101.34
Sub-total	\$ 99,864.32

Total Demands	\$ 245,241.43
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City of Maywood
Detail Warrants for Payment
Warrants No. 088860 to 088895

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
088860	P	9/16/2021	Dewey Pest Control	137.00	City Hall Pest Control September 2021	General - 01
088861	P	9/16/2021	FedEx	22.89	Document Shipping	General - 01
088862	P	9/16/2021	Mapcon Technologies, Inc.	83.00	Mapcon	General - 01
088863	P	9/16/2021	Maywood Mutual Water No.1	774.73	Various Locations 06/22/2021 - 08/23/2021	General - 01
088864	P	9/16/2021	Maywood Mutual Water Co. No.2	797.81	Various Locations 06/21/2021 to 08/23/2021	General - 01
088865	P	9/16/2021	QDoxs	68.99	Copier Base Charge September 2021	General - 01
088866	P	9/16/2021	Sparkletts Drinking Water Corp	114.18	City Hall Office Water	General - 01
088867	P	9/16/2021	The Gas Company	20.20	4317 Slauson Ave. 08/06/2021 - 09/07/2021	General - 01
088868	P	9/16/2021	The Gas Company	15.78	4319 Slauson Ave. 08/06/2021 - 09/07/2021	General - 01
088869	P	9/16/2021	Time Warner Cable	625.50	Internet & Phone Service September 2021	General - 01
088870	P	9/16/2021	Vernon, City of	17.69	Slauson & Downey 07-13-2021 to 08-10-2021	Street Light - 62
088871	P	9/16/2021	Xerox	311.50	August 2021 Base Charge and Printing Fee	General - 01
088872	P	9/16/2021	Xerox Financial Services	153.30	Lease Payment 08-22-2021 - 09-21-2021	General - 01
088873		9/16/2021	Amazon Capital Services	44.99	Office Supplies	General - 01
088874		9/16/2021	American Elevator Co	700.00	Repair/Maintenance City Hall Elevator	General - 01
088875		9/16/2021	Active Universal Capital, LLC	953.67	Crossing Guard Services - Maywood Elementary August 2021	Gas Tax - 04
088876		9/16/2021	Anyello Abraham Molina	1,000.00	C & D Recycling Compliance Measure Deposit Return	General - 01
088877		9/16/2021	Brinks, Inc.	163.09	September 2021 Cash Handling Service	General - 01
088878		9/16/2021	California Consulting, Inc.	3,250.00	Grant Writing Services: September 2021	General - 01
088879		9/16/2021	Controller: State of California	17.06	FY 19/20 Franchise Tax Board Offset Program State Controller	General - 01
088880		9/16/2021	CoreLogic Solutions, LLC.	150.00	Property Finder Septmeber 2021	General - 01
088881		9/16/2021	Daily Journal Corporation	260.00	Publication of Official Notices	General - 01
088882		9/16/2021	Diana Cho & Associates	4,505.00	CDBG Consulting July and August 2021	CDBG - 16
088883		9/16/2021	Elim HVAC	99.00	HVAC service diagnostic	General - 01
088884		9/16/2021	Hinderliter, de Llamas & Assoc.	1,171.76	1st Quarter Sales Tax and Audit Services	General - 01
088885		9/16/2021	Jerry's Auto Body, Inc.	3,961.11	City Fleet Trucks Ford F-150 Parts & Materials	General - 01

City of Maywood
Detail Warrants for Payment
Warrants No. 088860 to 088895

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
088886		9/16/2021	L.B. Johnson Hardware Co.	176.86	Public Works Supplies	General - 01
088887		9/16/2021	LGP Equipment Rentals	674.48	Public Works Equipment Rental	General - 01
088888		9/16/2021	Maria Berumen	1,000.00	C & D Recycling Compliance Measure Deposit Return	General - 01
088889		9/16/2021	Maywood Car Wash	72.00	Car Wash August 2021	General - 01
088890		9/16/2021	Metro Transit Services	35,051.22	Public Transportation Services Express & Dial-A-Ride Aug 2021	Proposition A - 09
088891		9/16/2021	North Star Landcare	1,324.00	Tree Maintenance August 2021	Gas Tax - 04
088892		9/16/2021	Saberi & Associates, Inc.	3,250.00	Structural Consulting Engineers Assess City Hall Roof A/C Unit Install	General - 01
088893		9/16/2021	Sterndahl Enterprises, Inc.	82,360.36	CityWide Street Name Sign Replacement CIP#20-004	Gas Tax - 04
088894		9/16/2021	Uline, Inc.	634.22	City Hall and Library Trash Can Replacements	General - 01
088895		9/16/2021	Vortex Industries, Inc.	1,415.72	Repair Sheriff's Substation Door Materials and Labor	General - 01

TOTAL:

\$145,377.11

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 3.

DATE: September 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: HRANT MANUELIAN, FINANCE DIRECTOR

SUBJECT: REVENUE REPORT FROM JULY 2021 - AUGUST 2021

RECOMMENDATION:

Staff recommends that the City Council receive and file the Revenue Report from July – August 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 from July - August 2021 totaled \$5,503,844.18 which is 162.32% higher than the same period last year.

- **GENERAL FUND** - The total General Fund received totaled \$856,589.87 which is 4.62% lower than the same period last year. This decrease is due to the CARES Act money that the City received last year, which were one time revenues from the federal government to offset the effect of the COVID pandemic. When this is excluded from the calculation, current year revenues are actually up 9.3% compared to the same period last year.

- **SPECIAL REVENUE FUND** - The total Special Revenue Fund received totaled \$4,647,254.31 which is 287.26% higher than the same period last year. The contributing factor for the difference in Special Revenue Fund is due to the payment received from the American Rescue Plan Act of 2021 (ARPA). These Funds support cities in mitigating the fiscal effects stemming from the public health emergency caused by COVID-19. The first of two installments was received in the amount of \$3,226,257, and the second and final installment is expected to be received in one year.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact involved with this action.

ATTACHMENT(S)

1. July - August 2021 - City of Maywood FY2021-22

	C - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	D - Current YTD versus Prior YTD \$ Difference	E - Current YTD Prior YTD % Difference	G - Adopted Budget FY 2021-22	H - % of FY 2021-2022 YTD Revenue Received
			(C minus B)	(C divided by B minus 1)		(C divided by G)
GENERAL FUND						
Taxes: TAXES: 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			\$0.00	0.00%	\$325,000.00	0.00%
Property Taxes	\$193,200.51	\$219,310.97	\$26,110.46	13.51%	\$778,480.00	28.17%
Utility Users Tax	\$77,702.70	\$83,048.48	\$5,345.78	0.00%	\$900,000.00	9.23%
Transfer Tax (Real Estate)	\$2,954.60	\$1,232.55	(\$1,722.05)	0.00%	\$20,000.00	6.16%
Transient Occupancy Tax			\$0.00	0.00%	\$60,000.00	0.00%
Cannabis Sales Tax			\$0.00	0.00%	\$3,000,000.00	0.00%
Sales Tax Revenue			\$0.00	0.00%	\$2,355,904.00	0.00%
Taxes Totals	\$273,857.81	\$303,592.00	\$29,734.19	10.86%	\$7,439,384.00	4.08%
GENERAL FUND						
Licenses & Permits: FEES: 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. LICENSES and PERMITS are types of fees allowing for the operation within the City.						
Compliance Program Fee			\$0.00	0.00%	\$45,000.00	0.00%
Residential & Building Permits	\$2,347.32	\$3,227.32	\$880.00	37.49%	\$29,500.00	10.94%
Public Works Permit Fees	\$24,780.50	\$29,189.00	\$4,408.50	17.79%	\$50,000.00	58.38%
Other Fees & Permits	\$3,376.94	\$3,673.30	\$296.36	8.78%	\$27,100.00	13.55%
Occupancy Permits	\$5,289.00	\$3,555.20	(\$1,733.80)	-32.78%	\$13,000.00	27.35%
Building Permits	\$11,133.49	\$7,004.41	(\$4,129.08)	-37.09%	\$60,000.00	11.67%
Compliance and Review Fees - Cannabis			\$0.00	0.00%	\$105,000.00	0.00%
Parking Permits	\$952.40	\$80.00	(\$872.40)	-91.60%	\$90,000.00	0.09%
Apartment License	\$295.00	\$181.25	(\$113.75)	-38.56%	\$20,000.00	0.91%
Business License	\$3,024.00	\$4,657.00	\$1,633.00	54.00%	\$190,000.00	2.45%
Vehicle License Fee - LA County			\$0.00	0.00%	\$3,173,048.00	0.00%
Licenses and Permits Totals	\$51,198.65	\$51,567.48	\$368.83	0.72%	\$3,802,648.00	1.36%
GENERAL FUND						
Charges for Services: CHARGES FOR SERVICES: Charges to cover administrative costs for the provision of services.						
Rubbish Assessment			\$0.00	0.00%	\$15,000.00	0.00%

	C - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	D - Current YTD versus Prior YTD \$ Difference	E - Current YTD Prior YTD % Difference	G - Adopted Budget FY 2021-22	H - % of FY 2021-2022 YTD Revenue Received
			(C minus B)	(C divided by B minus 1)		(C divided by G)
Plan Check Fees	\$5,021.77	\$8,487.37	\$3,465.60	69.01%	\$45,000.00	18.86%
Rents & Concessions	\$3,969.00	\$3,969.00	\$0.00	0.00%	\$24,000.00	16.54%
Charges for Services Totals	\$8,990.77	\$12,456.37	\$3,465.60	38.55%	\$84,000.00	14.83%
GENERAL FUND FINES AND FORFEITURES: Penalties imposed by the City in the form of money or goods for a violation of an ordinance, law, regulation or rule.						
Fines and Forfeitures:						
Penalties: Apt & Bus License	\$758.75		(\$758.75)	-100.00%	\$2,500.00	0.00%
SEMC: Court Collections (DMV)	\$8,961.10	\$9,399.11	\$438.01	0.00%	\$100,000.00	9.40%
Administrative Citations	\$3,500.00	\$300.00	(\$3,200.00)	-91.43%	\$15,000.00	2.00%
Parking Fines	\$2,282.50	\$3,584.00	\$1,301.50	57.02%	\$150,000.00	2.39%
Fines and Forfeitures Totals	\$15,502.35	\$13,283.11	(\$2,219.24)	-14.32%	\$267,500.00	4.97%
GENERAL FUND LEASES AND CONCESSIONS: A rent or lease or payment for the use of a the City's property.						
Leases and Concessions:						
Leased Property Rental Income	\$7,435.94	\$8,557.56	\$1,121.62	15.08%	\$39,345.00	21.75%
Leases and Concessions Totals	\$7,435.94	\$8,557.56	\$1,121.62	15.08%	\$39,345.00	21.75%
GENERAL FUND MISCELLANEOUS: A General Fund revenue not covered in another revenue category.						
Miscellaneous:						
Good Corporate Citizen Program			\$0.00	0.00%	\$40,000.00	0.00%
Interest Income			\$0.00	0.00%	\$16,500.00	0.00%
Miscellaneous Revenue	\$11,053.19	\$16,381.23	\$5,328.04	48.20%	\$17,000.00	96.36%
CARES Act Reimbursement	\$114,844.00		(\$114,844.00)	-100.00%	\$0.00	0.00%
Other (Recycle + ABx1 Reimbursement)			\$0.00	0.00%	\$0.00	0.00%
Miscellaneous Revenue Totals	\$125,897.19	\$16,381.23	(\$109,515.96)	-86.99%	\$73,500.00	22.29%
GENERAL FUND RETIREE PENSION LEVY: 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).						
Retiree Pension Levy:						
Retiree Pension Levy	\$415,217.46	\$450,752.12	\$35,534.66	8.56%	\$1,158,911.00	38.89%
Retiree Pension Levy Totals	\$415,217.46	\$450,752.12	\$35,534.66	8.56%	\$1,158,911.00	38.89%
General Fund Revenue Totals	\$898,100.17	\$856,589.87	(\$41,510.30)	-4.62%	\$12,865,288.00	6.66%
SPECIAL REVENUE FUND SPECIAL REVENUE FUND: 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	\$58,011.38	\$131,505.76	\$73,494.38	126.69%	\$672,770.00	19.55%
Transportation Development Act (TDA)			\$0.00	0.00%	\$20,448.00	0.00%
Bikeway						
Proposition A	\$88,478.99	\$118,629.08	\$30,150.09	34.08%	\$563,507.00	21.05%
Proposition C	\$73,385.05	\$98,402.11	\$25,017.06	34.09%	\$467,414.00	21.05%
Measure R	\$55,020.55	\$73,743.54	\$18,722.99	34.03%	\$350,561.00	21.04%
Measure M	\$62,579.51	\$83,371.82	\$20,792.31	33.23%	\$397,302.00	20.98%
Senate Bill 1 (SB 1)			\$0.00	0.00%	\$536,044.00	0.00%

	C - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	D - Current YTD versus Prior YTD \$ Difference	E - Current YTD Prior YTD % Difference	G - Adopted Budget FY 2021-22	H - % of FY 2021-2022 YTD Revenue Received
			(C minus B)	(C divided by B minus 1)		(C divided by G)
Community Development Block Grant (CDBG)			\$0.00	0.00%	\$718,020.00	0.00%
Air Quality Management District (AQMD) Grant			\$0.00	0.00%	\$36,375.00	0.00%
Supplemental Law Enforcement Services Fund (SLESF) Grant			\$0.00	0.00%	\$155,000.00	0.00%
Measure A			\$0.00	0.00%	\$353,000.00	0.00%
Lighting & Landscaping			\$0.00	0.00%	\$189,000.00	0.00%
Successor Agency Trust Fund - City of Maywood serves as the Successor Agency to the Maywood Redevelopment Agency	\$862,558.00	\$915,345.00	\$52,787.00	6.12%	\$1,226,567.00	74.63%
Sewer Fund			\$0.00	0.00%	\$299,000.00	0.00%
Grant/Reimb (Fed/State/County)			\$0.00	0.00%	\$531,000.00	0.00%
Local Fiscal Recovery Fund		\$3,226,257.00	\$3,226,257.00	0.00%	\$0.00	0.00%
Special Revenue Totals	\$1,200,033.48	\$4,647,254.31	\$3,447,220.83	287.26%	\$6,516,008.00	71.32%
Total Revenues	\$2,098,133.65	\$5,503,844.18	\$3,405,710.53	162.32%	\$19,381,296.00	28.40%

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 4.

DATE: September 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: HRANT MANUELIAN, FINANCE DIRECTOR

SUBJECT: FISCAL YEAR 2021/2022 BUDGET RECLASS FOR THE DEPARTMENT OF HR/RISK MANAGEMENT

RECOMMENDATION:

Staff recommends that City Council approve the budget reclass for HR/Risk Management from department 605 to department 608.

BACKGROUND:

During the budget adoption for Fiscal year 2021-2022, the budget for the newly created HR/Risk Management had the incorrect department code. The code that was used in the adopted budget is 605, which is the code for the treasury department, which is an inactive department. Although department 605 is inactive, it was used in the past and therefore has accounting transactions and, in order to keep the records clean, a new department "608" was created for HR/Risk Management. Therefore, the correct code for HR/Risk Management is 608.

DISCUSSION:

The budget will be reclassified from department 605 (City Treasurer) to 608 (HR/Risk Management). There are no other changes other than reclassing to the correct department code.

LEGAL REVIEW:

The City Attorney has reviewed this item.

FISCAL IMPACT:

There is no fiscal impact with this item. The costs are being reclassified from department code 608 to 608 to properly account for the HR/Risk Management expenditures.

ATTACHMENT(S)

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 5.

DATE: September 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MOHAMMAD MOSTAHKAMI, PE

SUBJECT: CONSIDERATION OF APPROVING AN AGREEMENT BETWEEN THE CITY OF MAYWOOD AND THE CITY OF VERNON FOR TRAFFIC SIGNAL MAINTENANCE AT INTERSECTION OF SLAUSON AVENUE AND DOWNEY ROAD/MALBURG WAY

RECOMMENDATION:

Staff recommends that the City Council approve the agreement with the City of Vernon for the maintenance of traffic signals at the intersection of Slauson Avenue and Downey Road/Malburg Way in the form approved by the City Attorney.

BACKGROUND:

The Cities of Maywood and Vernon share the traffic signal at the intersection of Slauson Avenue and Downey Road/Malburg Way as shown in the attached location map. The intersection lies partially within Maywood (37.5%) and partially within Vernon (62.5%). The intersection traffic signal is currently being maintained by Crosstown, the City's Traffic Signal Maintenance Contractor. In the absence of an existing traffic signal maintenance agreement, staff recently began signal maintenance agreement discussion with the City of Vernon to establish a mechanism to ensure each City pays their pro rata share of the cost of the routine and extraordinary traffic signal maintenance for the subject intersection. Because the majority of the intersection traffic signal maintenance is within the City of Vernon, the City has requested to maintain the traffic signals instead of Maywood, subject to Maywood reimbursing their share of the traffic signal maintenance cost.

DISCUSSION:

The proposed Agreement provides for Vernon to commence maintenance of the aforementioned traffic signal shortly after execution of the attached agreement by both cities.

Pursuant to the agreement, Vernon will provide routine maintenance of the traffic control devices, illuminated street name signs, signal interconnect systems, and highway safety lighting systems at the intersection. Routine maintenance includes, but is not limited to, patrolling, furnishing of electrical energy, relamping, painting of standards and heads, and the necessary repairs and replacements required to ensure satisfactory services. Furthermore, the City of Vernon will provide extraordinary maintenance including, but not limited to, the replacement of major equipment due to obsolescence or wear and tear, the repair or replacement of the traffic signal system due to damage and the provision of temporary facilities or services to provide traffic control if the system is inoperable due to the interruption of electrical power or other causes. The pro rata share of the cost of the routine and extraordinary maintenance to be covered by each city is as follows: Vernon 62.5% and Maywood 37.5%.

Staff recommends approval of the attached agreement.

LEGAL REVIEW:

This report has been reviewed by the City Attorney.

FISCAL IMPACT:

There is no fiscal impact to the General Fund. The City's pro rata share of the cost of the traffic signal maintenance (37.5%) will be paid from Street Lighting Assessment District (SLAD) Fund 62. No additional budget is needed as maintenance has already been budgeted for in the SLAD.

ATTACHMENT(S)

1. Agreement with City of Vernon
2. Downey Ave at Slauson Ave Intersection Diagram

**AGREEMENT BETWEEN THE REPRESENTATIVE
CITIES OF MAYWOOD AND VERNON
FOR TRAFFIC SIGNAL MAINTENANCE**

THIS AGREEMENT is made and entered into as of the _____ day of _____, 2021, by and between the City of Maywood, a municipal corporation, hereinafter referred to as "Maywood", and the City of Vernon, a California charter City and California municipal corporation, hereinafter referred to as "Vernon".

WITNESSETH

WHEREAS, Maywood and Vernon (the "Parties") share a traffic signal at the intersection of Slauson Avenue and Downey Road/Malburg Way (the "Intersection") shown attached as Exhibit "A"; and

WHEREAS, the Intersection lies partially within Maywood and partially within Vernon; and

WHEREAS, the Parties desire that Vernon maintain the signal and are entering into this agreement to equitably divide the maintenance costs.

NOW, THEREFORE, the Parties agree as follows:

1. Vernon shall provide routine maintenance of the traffic control devices, illuminated street name signs, signal interconnect systems, and highway safety lighting systems at the Intersection (the "Facilities"). Routine maintenance shall include, but is not limited to, patrolling, furnishing of electrical energy, relamping, painting of standards and heads, and the necessary repairs and replacements required to ensure satisfactory services.

2. Vernon shall also provide extraordinary maintenance of the Facilities. Extraordinary maintenance shall include, but is not limited to, the replacement of major equipment due to obsolescence or wear and tear, the repair or replacement of the Facilities due to damage and the provision of temporary facilities or services to provide traffic control if the Facilities are inoperable due to the interruption of electrical power or other causes. Except when extraordinary maintenance is needed to protect public health and safety, Vernon shall not perform any extraordinary maintenance exceeding \$1,000.00 in total cost without the consent of the City Engineer of Maywood.

3. Both routine and extraordinary maintenance shall include the costs of electrical energy, salaries and wages of Vernon employees, amounts paid to contractors, material, equipment and supplies and all other costs incurred by Vernon in providing such maintenance. Vernon may also charge an overhead fee of 10% of the salaries and wages of the Vernon employees providing routine and extraordinary maintenance. Each party shall pay its pro rata share of the cost of routine and extraordinary maintenance as follows: Vernon 62.5% and Maywood 37.5%.

4. Vernon shall submit quarterly invoices to Maywood for the 37.5% of the cost of routine and extraordinary maintenance provided during the prior quarter. Maywood shall pay to Vernon all undisputed charges within 30 days of receipt of an invoice from Vernon. Maywood shall notify Vernon of any disputed charges within 30 days of receipt of a bill and the parties shall cooperate in resolving any dispute over the charges.

5. Invoices for routine maintenance shall indicate the period of service, the location of the intersection, and the monthly rate which applies. Invoices for extraordinary maintenance shall itemize the actual costs incurred, including labor; net cost of all materials (including taxes); equipment charges (including reasonable allowance for depreciations); supervision and all costs of administration; and any other category of expense experienced.

6. During the period of this Agreement, Vernon agrees to have and maintain policies of insurance with at least the following minimum coverage and limits:

- General Liability Coverage - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Automobile Liability Coverage - \$1,000,000 combine single limit.
- Workers Compensation Coverage - \$1,000,000 per accident.

The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

7. This Agreement shall be effective as of October 1, 2021. On the effective date of this Agreement all prior agreements respecting the maintenance and cost of signals at the Intersection covered by this Agreement will expire.

8. The term of this Agreement shall be for the period of five years, through September 30, 2026, inclusive, unless the Agreement is terminated as herein provided. At the term expiration, Vernon and Maywood may extend this Agreement for an additional five-year period by written mutual agreement. Either party may terminate this Agreement by serving on the other party a ninety (90) day written notice of such termination.

9. It is agreed that neither Maywood nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of any act or omission by Vernon under or in connection with any work, authority or jurisdiction delegated to Vernon under this Agreement. Pursuant to Government Code Section 895.4, Vernon shall fully indemnify and hold Maywood harmless from any liability imposed for injury or damages as defined in Section 810.8 of the Government Code occurring by reason of any act or omission by Vernon under or in connection with any work, authority or jurisdiction delegated to Vernon under this Agreement.

10. It is agreed that neither Vernon nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of any act or omission by Maywood under or in connection with any work, authority or jurisdiction performed or assumed by Maywood under this Agreement. It is also understood and agreed that pursuant to Government code Section 895.4, Maywood shall fully indemnify and hold Vernon harmless of any liability imposed for injury or damages as defined in Section 810.8 of the Government Code occurring by reason of any act or omission by Maywood under or in connection with any work, authority or jurisdiction performed or assumed by Maywood under this Agreement.

11. Any notices, bills, invoices, or reports required by this Agreement shall be sent by first class U.S. mail, by personal service or by email. Notices shall be deemed received on (a) the day of delivery if delivered by hand or overnight courier service during City's regular business hours or by email before or during City's regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore set forth in the Agreement, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section. All notices shall be delivered to the parties at the following addresses.

City of Vernon:

Daniel Wall
Director of Public Works
City of Vernon
4305 Santa Fe Avenue
Vernon, California 90058
Email: dwall@ci.vernon.ca.us

City of Maywood:

City Manager
City of Maywood
4319 E. Slauson
Maywood, California 90270
Fax: (323) 562-5712

Email: jennifer.vasquez@cityofmaywood.org

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties, through their respective authorized representatives, have executed this Agreement as of the date first written above.

CITY OF Vernon

By: _____
Melissa Ybarra, Mayor

ATTEST:

This _____ day of _____, 2021

By: _____
Lisa Pope, City Clerk

APPROVED AS TO FORM:

By: _____
Zaynah Moussa, Interim City Attorney

CITY OF Maywood

By: _____
Ricardo Lara, Mayor

ATTEST:

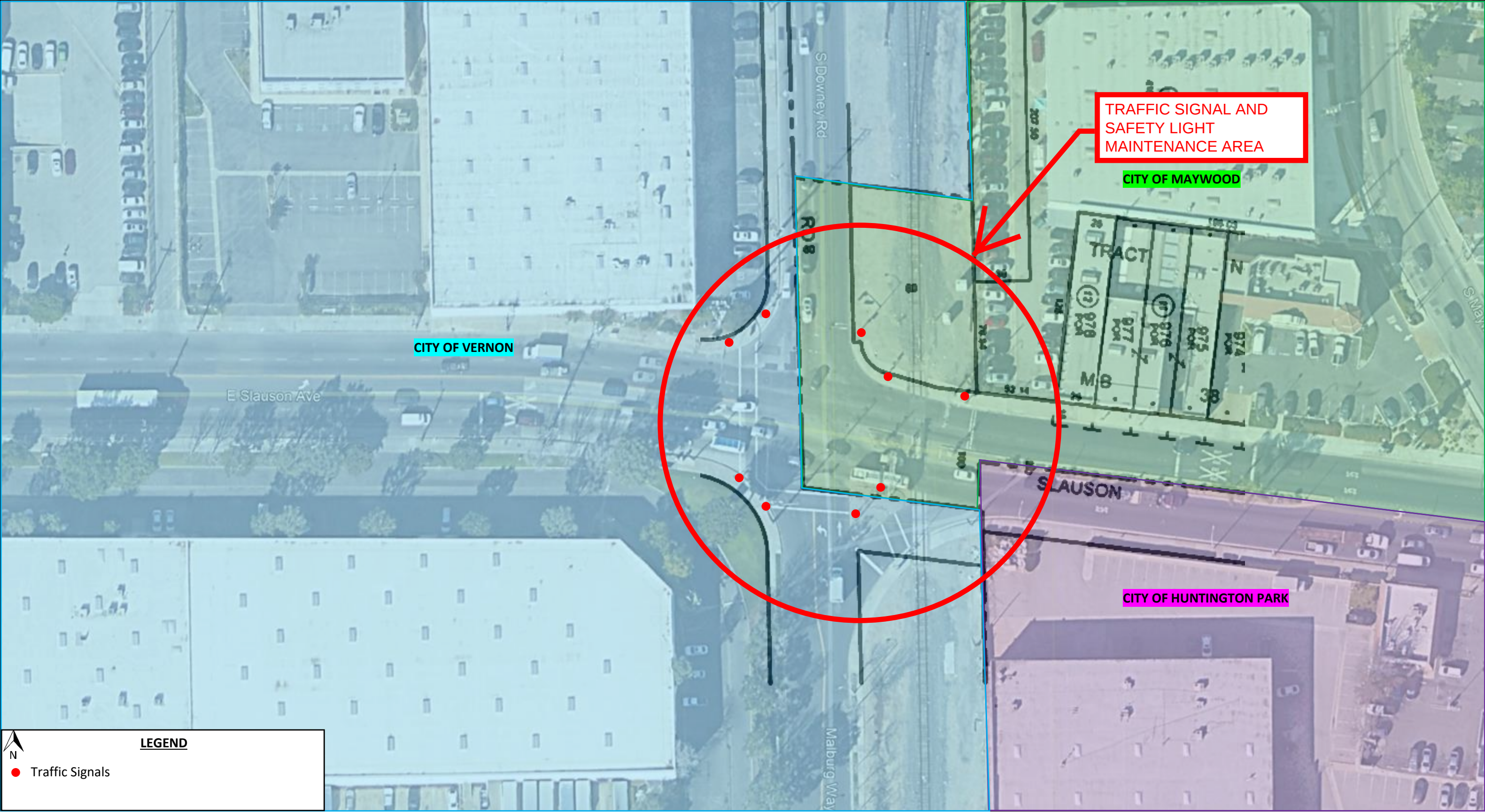
This _____ day of _____, 2021

By: _____
Flor Aguiluz, City Clerk

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, City Attorney

EXHIBIT A



AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 6.

DATE: September 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: EDITH CARRILLO, ADMINISTRATIVE ANALYST

SUBJECT: CONSIDERATION OF APPROVING A PARTNERSHIP WITH HUB CITIES CONSORTIUM TO ESTABLISH THE SOUTH EAST LOS ANGELES (SELA) REGIONAL YOUTH WORKFORCE PROGRAM IN THE CITY OF MAYWOOD AND BUDGET AMENDMENT

RECOMMENDATION:

Staff recommends that the City Council consider the establishment of the SELA Regional Youth Workforce Program in Maywood as proposed by HUB Cities Consortium and the accompanying budget amendment.

BACKGROUND:

HUB Cities is an organization located in Huntington Park and is the lead operator of the Southeast Los Angeles America's Job Center of California (AJCC). HUB Cities' mission is to provide high quality employment assistance, job training and workforce development services to local job seekers and businesses, with the goal of building a strong and vibrant economy within the region.

HUB Cities, as the operator of AJCC, has previously provided youth services in the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk, and Paramount. Most recently, HUB cities partnered with the Cities of Huntington Park and South Gate to provide programming that is very similar to that which is being proposed in this report. Huntington Park and HUB Cities created the HP Leadership Program in 2017 and 2018. This leadership program consisted of two cohorts, 21 participants from the ages of 15 to 20 years. South Gate created the South Gate Career Path Program in 2017, which included 15 participants, ranging from the ages of 17 to 24 years.

DISCUSSION:

The HUB Cities Career Center (HCC) proposed program for the City will introduce 18 underserved youth to career paths, civic engagement, higher education, leadership development, provide 20 hours of educational and professional workshops and participants will receive 100 hours of paid work experience. As proposed, this program will cost the city \$98,136.

In addition, HUB Cities is proposing to leverage \$51,229 in funding using Workforce Innovation and Opportunity Act (WIOA) funds for an additional 120 hours of paid work experience to double the amount of participation hours for this program, hence enhancing their workforce skills.

This program can be customized to fulfill the needs of the youth in Maywood. However, the objectives of the

proposed Maywood program include the following:

- **Leadership development:** participation in immersive and informative excursions will cultivate leadership abilities such as decision-making skills, interpersonal skills, strong work-ethic styles, and the ability to lead projects and teams;
- **Educational & Professional Workshops:** 20 hour module of career and academic development workshops that promote the enhancement of youths current skills and knowledge;
- **Paid Work Experience:** up to 220 hours of paid work experience to advance career preparation; this can expose participants to potential career interests within the government sector;
- **Higher Education:** participate in informative college and university tours and learn about vocational trades and apprenticeship pathways;
- **Future Career Paths:** receive and apply information and resources from regional job fairs and events;
- **Civic Engagement:** develop and implement innovative solutions to issues affecting the SELA region; and
- **Graduation Ceremony & Dinner:** Celebrate youths' accomplishments as a way to further encourage and motivate them to pursue educational and/or professional paths introduced to them.

It is proposed that the outreach and eligibility for the program be set-up as follows:

- HUB Cities partners with Maywood to outreach, recruit and interview applicants. Outreach and recruitment can be done by both HUB Cities staff and Maywood staff.
- It is also recommended that the program be for participants ranging from 14 to 24 years of age.
- Priority goes to those applicants that are in foster care, Cal-works recipients, disconnected youth recommended by high school guidance counselors and high school drop-outs.
- Programming activities will be offered daily (Monday to Friday). Participants will attend workshops, leadership and educational excursions, and have paid work experience.

Outreach and recruitment is tentatively scheduled to begin on October 1, 2021 and end June 30, 2022. The program will include a total of 4 cohorts, each will have different start dates. Due to this set-up, the program is proposed to run from November 1, 2021 thru September 30, 2022. During the start of the first cohort, active outreach and recruitment can be initiated for the next cohort, and so forth.

Additional cities in the South East Los Angeles (SELA) region were invited to also create a partnership with HUB Cities to establish a program similar to that being proposed in this report. These cities include Bell Gardens, Cudahy, Huntington Park, and South Gate; if they establish such programs, HUB Cities can help leverage resources from the different programs and participants can learn from one another.

If the City Council wishes to establish a partnership with HUB Cities for the Youth Workforce Program, the City's American Rescue Plan Act of 2021 (ARPA) funding can be utilized. Under the ARPA guidelines, programs such as that proposed are an eligible use as they will provide Job Training Assistance and Workforce Development to improve and better economic development in the city and region.

If ARPA funds are utilized, the city, as required by the Treasury Department, will need to report on the program. HUB Cities is equipped to assist with such reporting as they have been recipients of various state and federal funds. Additionally, they have provided an evaluation method in the proposal that includes a pre-survey and exit survey to capture the participants' knowledge and abilities from the start of their program towards its end. HUB Cities will also provide a final report and presentation showcasing the final findings of the program.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

If the City Council wishes to establish the proposed program as presented, the total cost would be \$149,373; Maywood's share would be \$98,136 and the remaining would come from HUB Cities. The program is set to run from November 1, 2021 to September 30, 2022. A budget amendment of \$98,136 would be requested from the Local Fiscal Recovery Fund, which is the funding received from the American Recovery Plan Act (ARPA). Any remaining budget will be carried over to the next fiscal year since the program will not end until FY 22/23.

F.Y. 21-22 Impact: \$98,136	Current F.Y. Budget: \$0
Fund Impacted: Local Fiscal Recovery Fund	Budget adjustment requested: \$98,136
Source of funds: American Recovery Plan Act	Updated Account Budget: \$98,136
Account Number: 38-614-5430	For fiscal year: 21/22

ATTACHMENT(S)

1. SELA Regional Youth Workforce Program Proposal

Jose Martinez
Executive Director

Board of Directors:

Oscar Magaña

Chairman

Jose Luis Solache

Vice-Chairman

Elizabeth Alcantar

Marco Barcena

Graciela Ortiz

Al Rios

Eddie De La Riva

Serving residents of:

Bell Gardens

Cudahy

Huntington Park

Lynwood

Maywood

South Gate

2677 Zoe Avenue, 2nd Floor,
Huntington Park., CA 90255
Phone: (323) 586-4700
Fax: (323) 586-4701
TTY: (323) 586-4707
www.hubcities.org

Eddie De La Riva, Council Member
Maywood City Hall
4319 E. Slauson Avenue
Maywood, CA 90270

Dear Council Member De La Riva:

Hub Cities would like to establish a partnership with the City of Maywood to implement the “**SELA Regional Youth Workforce Program**”. Many underserved youth in the City of Maywood were disproportionately affected throughout the pandemic. The drastic learning loss experienced posed another barrier for youth to gain new learning opportunities and experiences that promote positive self-autonomy. Research demonstrates that adolescence is a crucial developmental stage in obtaining experiences that promote positive self-esteem. While deeper inequity issues are at play behind youth’s ability to access learning and positive-autonomy building opportunities, the pandemic further exacerbates their ability to access such experiences.

We have a once in a life time opportunity to make an impact on our community. The Recovery Act (CARES Act), funding will do just that, the City of Maywood will invest in its future economic development by supporting the SELA Regional Youth Workforce program—a program designed to promote youths’ actualization and workforce readiness. Hub Cities is proposing to partner with the City of Maywood to outreach and recruit 18 youth to be part of this innovated program that will allow the youth not only to gain work experience but explore and have access to extraordinary experiences that will make an impact on their life, career path and future goals.

This program will introduce 18 Maywood underserved youth to career paths, civic engagement, higher education, leadership development, 20 hours of educational and professional workshops and 100 hours of paid work experience. In addition, Hub Cities will also leverage funding for an additional 120 hours of paid work experience to double the amount of participation hours for this program; hence enhancing their workforce skills.

Objectives:

- **Leadership Development:** the participation in immersive and informative excursions (i.e., Disneyland and Flight Deck) will cultivate leadership abilities such as decision-making skills, interpersonal skills, strong work-ethic styles, and ability to lead projects and teams
- **Educational & Professional Workshops:** participation in a 20-hour module of career and academic development workshops that promote the enhancement of youth’s current skills and knowledge
- **Paid Work Experience:** placing participants in paid work experience up to 220-hours, advanced career preparation at different work-sites that expose youth to potential career interests within the government sector



HUBCITIES
CONSORTIUM
Build Your Future Around the Hub

A proud partner of America's Center Job of CaliforniaTM

- **Higher Education:** participate in informative college and university tours and learn of vocational trades and apprenticeships pathways.
- **Future Career Paths:** receive and apply information and resources from regional job fairs and events
- **Civic Engagement:** develop and implement innovative solutions to issues affecting the SELA region
- **Graduation Ceremony & Dinner:** celebrate youths' accomplishments as a way to further encourage and motivate them to pursue educational and/or professional paths introduced to them.

Hub Cities hopes to collaborate with the following cities to join this regional effort (Bell Gardens, Cudahy, Huntington Park, Lynwood, and South Gate). Under this collaborative regional approach, the City of Maywood will be joining other SELA cities to leverage resources from each other to reduce the cost and provide high quality services. Hub Cities strongly believes that self-actualization is a powerful tool to possess as youth enter the workforce. It is why Maywood youth's participation in the proposed pilot program alongside other SELA cities will promote the attainment of autonomy and leadership building experiences that empower youth and set them on successful paths. Collectively, youth will utilize the knowledge and skills gained from their experiences in the SELA Regional Youth Workforce Program and apply them upon entering the workforce.

Thank you



Jose Martinez
Executive Director

CC: Jennifer E. Vasquez, City Manager

Proposal to City of Maywood

Proposed by: Hub Cities

Project Name: SELA Regional Youth Workforce Program

Project Period: October 1, 2021- September 30, 2022

Program Overview

Hub Cities (HCC), an essential community pillar in the Southeast Los Angeles (SELA) region, would like to establish a partnership with the City of Maywood to implement the “SELA Regional Youth Workforce Program,” a program that will introduce 18 underserved youth to career paths, civic engagement, higher education, paid internships, and leadership development.

Many underserved youths in SELA were disproportionately affected throughout the pandemic. The drastic learning loss experienced posed as another barrier for SELA youth to gain new learning opportunities and experiences that promote positive self-autonomy. Research demonstrates that adolescence is a crucial developmental stage in obtaining experiences that promote positive self-esteem (Widick, Parker, Knepfelkamp, 1978; Erikson, 1968). While deeper inequity issues are at play behind youth’s ability to access learning and positive-autonomy building opportunities, the pandemic further exacerbates their ability to access such experiences.

HCC understands that self-actualization is a powerful tool to possess as youth enter the workforce. It is why Maywood youth’s participation in the proposed pilot program below will promote the attainment of autonomy and leadership building experiences that empower youth and set them on paths to success.

- **Leadership Development:** the participation in immersive and informative excursions (i.e., Disneyland) will cultivate leader abilities such as decision-making skills, interpersonal skills, strong work-ethic styles, and preparation in leading projects and teams
- **Educational & Professional Workshops:** participation in career and academic development workshops that promote the enhancement of youth’s current skills and knowledge
- **Paid Work Experience:** placing participants in 220 hours of compensated employment, advanced career preparation at different work-sites that can expose youth to potential career interests within the government sector.
- **Higher Education:** participate in immersive and informative college and university tours (i.e., USC & CSUF); learn of vocational trades and apprenticeships pathways (e.g., ELAC).
- **Future Career Paths:** receive and apply information and resources from regional job fairs and events.
- **Civic Engagement:** develop and implement innovative solutions to issues affecting the SELA region.
- **Graduation Ceremony & Dinner:** celebrate youths’ accomplishments as a way to further encourage them to pursue educational and/or professional paths introduced to them.

Collectively, youth will utilize the knowledge and skills gained from their experiences in the SELA Regional Youth Workforce Program and apply upon entering the workforce. By placing our participants at worksites in the city where they live, they will learn how the program’s coursework contributes and directly impacts their communities, and ideally, encourage peers to do the same.

Background:

Hub Cities (HCC), is an organization located in the heart of Huntington Park. HCC is the lead operator of the Southeast Los Angeles America’s Job Center of California (AJCC). Hub Cities’ mission is to provide high quality employment assistance, job training and workforce development services to local job seekers and businesses, with the goal of building a strong and vibrant economy within the region. While much of Hub Cities’ funding is derived from Workforce Innovation and Opportunity Act (WIOA) resources provided by the Los Angeles County Board of Supervisors, the agency also seeks support from private and corporate sponsors to supplement services funded through public programs. Within the past years, HCC has maintained successful partnerships with multiple entities such as the Los Angeles County Probation Department, the Weingart Foundation, Covered CA, as well as the Community Development Block Grant from the cities of Huntington Park and South Gate.

HCC serves a diverse range of job seekers. By developing a hub of workforce services, HCC aims to meet the needs of all job seekers, including new entrants to the workforce, mature workers, veterans, individuals with disabilities, and foster youth,

among others. HCC is proud of its high-quality programs and services offered to job seekers and businesses within the Southeast LA region.

Hub Cities' vision promises to deliver a world-class workforce. With the implementation of this pilot program, HCC will fulfill its vision for a prosperous SELA.

Past Experience

Several of our past projects highlight the impact youth programs have on youths' professional and academic trajectories. Hub Cities' past successful partnerships with the City of Huntington Park and the City of South Gate facilitated the enhancement of youths' workforce development skills and knowledge of government sectors. To highlight upon the success of past programs, Hub Cities showcases below several former program participant success stories.

Huntington Park Youth Leadership Program 2017 & 2018

This leadership program consisted of two cohorts where 21 youth, ages 15 to 20 years old, participated in multiple excursions meant to broaden their horizons. Such excursions included the Discovery Science Center, the Getty Center, touring the University of Southern California campus, and volunteering at the Mexican American Opportunities Foundation and the City of Huntington Park's "Night Out" event. The impact of the experience's youth received in this program is demonstrated in their attainment of diverse knowledge and understanding of giving back to their communities. Towards the end of their program, youth also conducted a presentation at a Huntington Park City council meeting that highlighted their solutions to issues affecting their community. That same year, many of the youth graduated from high school and attended college. For instance, one former HP youth participant, accepted an offer to California State University-Northridge's Marine Biology program. A second former HP youth participant, also pursued higher education and is currently attending California State University-Poly Pomona and majoring in Architecture.

South Gate Career Path Program 2017

The Career Path program consisted of 15 youth across the ages of 17 to 24 years old. This program was designed to expose the youth to various career pathways. Throughout the program, participants learned to balance working at the South Gate Parks & Recreation and participate in excursions that exposed them to various career paths and opportunities. Additionally, the workshop youth attended, successfully informed youth that there are other alternatives to higher education. Moreover, participants gained more in-depth vocational training information after visiting the Slawson Southeast Occupational Center and East Los Angeles College. Similar to their program counterpart, SG youth also participated in excursions to the Getty Center and USC in which they, too, gained information not previously accessible to them. After following up with several SG youth, we are elated to share more success stories. For example, one former participant presently attends California State University-Fullerton and majors in General Studies. Secondly, two former participants, after their paid work experience at the South Gate Parks and Recs were inspired to pursue a career path at the very same department! Finally, a third former participant knowledgeable of different career pathways after the program, enlisted into the Armed Forces.

Outreach and Eligibility:

Hub Cities will partner with each city to outreach, recruit and interview youth from each city to be part of this project. Hub Cities will:

- Promote the project to new, current and former youth who reside in the City of Maywood
- Distribute promotional flyers throughout social media.
- Prioritize 14–24-year-old youth from the following target populations: Low-Income, Foster, Cal-Works, Justice Involved; disconnected youth and High School dropouts.

All prospective participants will partake in the intake process where they will:

- Provide right-to-work documentation
- Complete WIOA Application
- Meet with an HCC Career Planner to complete a subject and aptitude assessment to identify a suitable career

Timeline

- Outreach and recruitment: October 1st to June 30, 2021
- Program Date: November 1, 2021 to September 30th, 2022

Program Schedule:

The program schedule will consist of weekly workshops, leadership and educational excursions, paid work experience opportunities throughout the week with one growth event consisting of Leadership Development, Civic Engagement, Higher Education opportunities, and Future Career Pathways activities.

Monday	Tuesday	Wednesday	Thursday	Friday
Workshop/Paid Work Experience	Paid Work Experience	Paid Work Experience	Paid Work Experience	Excursions/Growth Event

**Events are subject to change due to social distancing guidelines and/or other related measures to COVID-19*

The SELA Regional Youth Workforce Development Program is prepared to abide by guidelines set by the Center for Disease and Control Prevention (CDC). This includes providing youth with KN95 face masks, disinfectants (e.g., hand sanitizer), and appropriate equipment (i.e., dividers across all desks). Additionally, participants and staff are expected to comply with social distancing guidelines and the “6 feet apart” rule at all times. In the event of an increase in COVID-19 or Delta strain cases, activities set forward are subject to change to ensure youth and staff safety. All proposed activities are purposely tailored to be delivered in a virtual format and still continue to meet objectives set by the SELA Regional Youth Workforce Program.

Proposed Activities:

Youth in the program will have the opportunity to participate in various activities. The following are the proposed excursions. Please note that they are pending due to potential public health guidelines; changes will be offered by the program.

Educational & Professional Workshops

Students will be required to complete a 20-hour workshop module virtually or in-person on Monday's, 9AM to 11 AM. Workshops will cover a broad range of topics such as, but not limited to:

- Career Exploration and Planning
- Job Readiness and Workplace Skills
- Soft Skills and Job Search resources (e.g., mock interviewing)
- Financial Literacy and Management
- Lifestyle and Job Retention
- Problem Solving, Critical Thinking, Dress for Success, etc.

These workshops will provide valuable information and guidance to youth. Such workshops may help participants enhance and strengthen current skills. Additionally, students will have the opportunity to discuss other topics of interest within education and leadership.

Paid Work Experience

The Paid Work Experience is structured to promote career preparation through hands-on work experience. The program aims to improve youths' work-ethic styles, interpersonal skills, and time management and problem-solving skills. A total of 18 youth will participate in 220+ hours of paid work experience within the following work sites: City Administration Office, City Clerk's Office, Community Development Office, Public Works Department, and the Parks and Recreation Department. The program will fund 120 hours of paid work experience and Hub Cities will leverage additional 100 hours of work

experience maximizing the work experience for each youth. This is in addition to the paid 20 hours for workshop participation subsidized through Hub Cities.

The goal of this compensated career experience is to encourage the exploration of civic and government careers and assist youth in leveraging gained knowledge and skills from program coursework to real-life world career opportunities. Thus, participants are expected to:

- Implement research projects
- Collaborate in a team of other participants and official city staff members
- Develop pre-employment and workforce maturity skills
- Build occupational knowledge

Leadership Development

Interactive Learning & Hands-on Simulation Flight Deck

The Interactive Learning and Hands on Simulation Flight excursion will allow youth to explore an alternative career field that may have not been considered due to poor access to resources and mentorship.

- Understand the history and the engineering behind aircraft aviation
- Achieve team-building development
- Establish social networks with peers as they experience this activity
- Explore aeronautical and other engineering programs
- Learn of different aviation career paths
- Experience a jet stimulator

Disney's Leadership Program

Youth will practice overcoming obstacles and creatively develop solutions to issues as a team in this 3-hour program. The program's exercises are designed to promote youth's courage, curiosity, and confidence in goal setting and accomplishing dreams.

During this interactive field study, students will:

- Develop leadership qualities and learn to apply them in team settings
- Cultivate interpersonal skills
- Brainstorm creative ideas and solutions to real-world issues
- Apply different ideas, perspectives, and approaches to a project
- Gain confidence in overcoming obstacles and accomplishing goals

Higher Education

Explore a University or Vocational Education Paths

The benefits of a higher education are endless. Many youths residing in the SELA region identify as first-generation college students. This poses a barrier to accessing college guidance, relevant information, and resources. Moreover, quite often, academically challenged youth are also unable to participate in college tours because of poor academic standing. Therefore, we propose an immersive virtual college tour at the University of Southern California (USC) and California State University-Fullerton (CSUF) to inform first-generation college youth on financing their schooling, preparing for their undergraduate career, college life, and so forth. At this virtual event, youth will have the opportunity to develop a list of questions that may be posed to the college tour guide.

Additionally, program participants will explore vocational and apprenticeship training alternatives at the following worksites: Richard B. Slawson Southeast Occupational Center and the East Los Angeles College Southgate satellite campus.

After completion of this activity, youth should be able to meet the following objectives:

- Gain financial literacy on available aid (e.g., scholarships, FAFSA)
- Develop college readiness skills
- Access relevant college information and resources
- Learn of the vocational courses offered like Mechanic, Construction, Culinary, and so on
- Explore offered certificate programs such as the Altamed Health Certificate Program
- Leverage tools and guidance to apply to desired program

Civic Engagement

SELA Regional Community Impact

Hub Cities will work with youth to create and coordinate a “SELA Giving Back” event. In a collaborative effort, a team of youth will strategize ideas on how to host this event to give back to their communities. For example, hosting a regional wellness event to provide 100 families with fresh and canned food, personal kit, school supplies, and backpacks with emergency supplies.

Successful completion of activity will result in youths’:

- Application of civic engagement in an underserved region
- Knowledge of developing a regional event
- Witness the implementation of their project ideas
- Understanding of the region’s needs

Future Career Pathways

Regional Volunteer Activity: SELA Regional Job Resource Fair

Throughout this regional volunteer activity, youth will have the opportunity to identify SELA’s employment needs and coordinate a SELA Resource Fair as a response to identified issues. The impact of such an event can increase access to resources for youth in SELA.

With the support and guidance from HCC’s Business Services Department, participants will be responsible in identifying one resource and career path available in the region that they believe is beneficial to the community. Once a resource is identified, youth will research services the organization provides, who the services are offered to, and why the information is significant for the community to be informed on. After their research, a presentation will be given to SELA youth in attendance.

In strategizing the SELA resource fair, participants will:

- Cultivate critical thinking and problem-solving skills
- Collaborate in teams and learn the effectiveness of a coordinated effort
- Develop professional etiquette and positive work ethic styles
- Foster strong oral and written skills
- Gain knowledge of different career paths
- Understand how to present informative content to others

Graduation Ceremony & Dinner

Upon the completion of their program, SELA Regional Youth Workforce Development Program participants will have the opportunity to participate in a culmination ceremony. The sole purpose of this event is to celebrate youth’s accomplishments alongside their cohort and program staff. Because of COVID-19 guidelines and restrictions set forward by the CDC, family members and friends will be unable to participate in this event. Nonetheless, the graduation ceremony will be streamed live via Zoom to allow families to enjoy this special occasion, virtually.

All youth will receive a graduation certificate. Aside from their ceremony, youth will also be invited to attend a celebration dinner at a local restaurant.

Evaluation Methods

Our SELA youth leadership program will facilitate a learning space that promotes strong autonomy and agency among youth by promoting leadership building, professional preparation, and culturally responsive information. The intent behind these objectives aim to encourage youth to set goals and dreams beyond the barriers placed on them.

We believe that the success of the program will be attributed to participant’s completion of objectives outlined in proposed activities. Prior to participation in program activities, youth will complete a pre-survey that assesses their standing across the following objectives: leadership development, civic engagement, knowledge of higher education, and future career pathways, and so forth. At the completion of the program, participants will be evaluated again with the same survey. This survey will consist of 10-15 questions such as:

- *What steps are required to get into a 4-year university?*
- *Do you understand the logistics behind landing a career?*
- *What skills and qualifications are needed to fulfill leadership roles?*
- *Do you know the high growth sectors in the SELA Community? Do you know what a High Growth sector is?*
- *What is an Apprenticeship Program?*

Ideally, a pre-survey and exit survey will allow us to capture the change in participants' knowledge and abilities from the start of their program towards its end. Furthermore, a routine evaluation from program staff will also be obtained to measure daily progress. This would consist of daily journal entries where youth will be asked to write about their program experience and suggest feedback. These entries would then be reviewed by assigned program staff. All entries are confidential.

At the program's end, Hub Cities will provide a final report and presentation showcasing final findings that capture participant trajectories and the program's impact on youth leadership and workforce development.

Proposed Budget for SELA Regional Youth Workforce Program

Below is a budget breakdown of the costs. Hub Cities plans to leverage other funding sources (i.e., WIOA) to deliver the proposed services.

Budget Item	Requested Amount	Other Funds	Total Amount
Leadership & Educational Excursions Disneyland - \$108/ Flight Deck - \$49	\$3,297	\$0	\$3,297
Paid Work Experience/Workshops	\$32,400	\$32,400	\$64,800
SELA Regional Community Impact Activity	\$500	\$0	\$500
Regional SELA Job Resource Fair Activity	\$1,000	\$0	\$1,000
Participant Supportive Services	\$0	\$5,400	\$5,400
Transportation Costs (Bus Rental)	\$1,500	\$0	\$1,500
Food for Participants/ Events	\$1,620	\$0	\$1,620
Participant Tool Kits: - Laptop and Bag: \$405.00 (each) - Uniform Polos (2 each): \$50 - Portfolio/ Composition Journal: \$ 10 - Planner/ Agenda: \$10 2 Reading/Educational Books: \$25	\$10,500	\$0	\$10,500
Marketing/Printing/Supplies	\$0	\$500	\$500
1 Program Supervisor	\$7,036	\$0	\$7,036
2 Career Planners Full-Time	\$16,926	\$0	\$16,926
2 Clerical Full-Time	\$13,728	\$0	\$13,728
2 Part-Time Staff	\$0	\$12,929	\$12,929
Administration Cost	\$9,637	\$0	\$9,637
Total Budget:	\$98,144	\$51,229	\$149,373

Cost of the Program: If funded, the program will allow the participation of 18 Maywood youth. The allocation received through this proposal will fund \$5,452 per participant. We will also leverage funding from Hub Cities that will cover the remaining \$2,846.5 for an overall individual slot cost of \$8,298.50.

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 7.

DATE: September 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: STEVE FOWLER, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: COUNCIL DISCUSSION REGARDING MAYWOOD MUNICIPAL CODE SECTION 8-16.01 REGARDING THE REGULATION OF TEMPORARY STRUCTURES, CANOPIES, AND SIMILAR USES.

RECOMMENDATION:

Staff recommends that the City Council review Maywood Municipal Code Section 8-16.01 pertaining to the regulation of temporary structures, canopies, and similar uses and if it is determined that a need exists, instruct staff to prepare a revision to the existing section and provide guidance.

BACKGROUND:

Section 8-16.01 of the Maywood Municipal Code was integrated into the Municipal Code in 2003 and revised in 2005. The intent and purpose of section 8-16.01 (Temporary Structures, Canopies, and Similar Uses) was to regulate the location, design, quality of materials, and maintenance of temporary structures, canopies, and similar uses. The City finds that the regulation of these types of structures is necessary to provide a safe and orderly display of temporary structures; to improve the appearance of Maywood; and to protect property and neighboring properties from hazards associated with unregulated structures.

Below is the existing version of the Municipal Code Section:

"8-16.01 - Temporary structures, canopies and similar uses.

Temporary structures as defined by Section 2020.200 (Temporary Structure - A structure without any foundation or footings which is removed when the designated time period, activity, or use for which the temporary structure was erected has ceased.) of the Zoning Ordinance are not permitted in any zoning land use designation where visible from the public right-of-way except pursuant to this section. The definition of temporary structure shall also include any structure which is covered by a tarpaulin, or a tarpaulin which is suspended by any means which is used for shelter purposes.

Professionally manufactured appropriately sized canopies and tarpaulin covers designed for shelter of vehicles or outdoor activities and used in the manner for which they were designed, may be maintained on a long-term basis in driveways and approved parking areas of front yards, side yards and rear yards for the cover of vehicles, so long as they are properly maintained in safe condition, do not become deteriorated, and do not protrude into the front yard setback area from the front of the building structure by more than three (3') feet.

Except as provided above, temporary structures visible from the public right-of-way such as canopies or tarpaulin covers, shall not be utilized for longer than forty-eight (48) consecutive hours, once a month in any calendar year on any lot within the City. Violation of this section may be enforced by any means legally available to the city, including citation as an administrative violation or an infraction."

This portion of the overall Municipal Code has not been updated in over 16 years. The increase in use of these types of structures has grown as various types of temporary structures have become available for ease of use.

DISCUSSION:

The current section allows these types of structures to be located out of sight of public view, or when visible, the structure shall not be utilized for longer than forty-eight (48) consecutive hours, once a month in any calendar year on any lot within the City. Professionally manufactured appropriately sized covers designed for shelter of vehicles or outdoor activities and used in the manner for which they were designed, may be maintained on a long-term basis in driveways and approved parking areas of front yards, side yards and rear yards for the cover of vehicles, so long as they are properly maintained in safe condition, do not become deteriorated, and do not protrude into the front yard setback area from the front of the building structure by more than three (3') feet.

Staff reviewed the canopy regulations of neighboring cities (South Gate, Downey, Lakewood, Lynwood, Cudahy, Bell Gardens, Huntington Park and Bell). These cities typically do not allow canopies over driveways or within public view. Several of the cities have time limits on the duration a canopy can be located on the property, which typically was 3 days a month for a limited number of months. Another requirement that was noticed was that several of these cities had height requirements of no more than 7 to 12 feet and/or they have a maximum square footage of 120 to 200 square feet, depending on the jurisdiction. And lastly, they did not allow these temporary structures within 3 to 5 feet of the side and rear property lines. Our current code section that addresses these structures is typically on the less restrictive side.

More of these types of structures are located in the front yards and in the setback areas of properties as more structures such as accessory dwelling units are being constructed. A concern staff has with these types of structures located in the side yard setback areas is that they do not allow free and clear access around the buildings, which poses a safety issue. Our code currently does not address location within setback areas, which results in unkept canopies that are visible from neighboring properties and at times the canopies during wind events intrude on the neighboring property.

Further study should focus on the location, if allowed, in the setbacks, duration of time they are allowed, and size of these types of structure. Or leave the code section as is. City Staff seeks direction from the City Council on this matter.

LEGAL REVIEW:

The City Attorney has reviewed this staff report.

FISCAL IMPACT:

This action has no fiscal impact.

ATTACHMENT(S)