



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

WEDNESDAY, OCTOBER 14, 2020 AT 5:00 P.M.

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR

Eduardo De La Riva

CITY CLERK

Gerardo Mayagoitia

MAYOR PRO TEM

Ricardo Lara

CITY TREASURER

Gloria Viramontes

COUNCIL MEMBERS

Ramon Medina

Carlos Alvarez

Heber Marquez

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 adjourned meeting of the City Council for October 14, 2020 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: 821 1146 0941Passcode: 939663

OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82111460941?pwd=SGtoc2dvNTIPS1dLcWVLS1MvT2Q2QT09>

Passcode: 939663

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 1:30 p.m.; or if you are unable to email, please call the City Clerk's Office at (323) 562-5714 by 1:30 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) 562-5723 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: 821 1146 0941Passcode: 939663

OR

Please click the link below to join the webinar:

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VI. PRESENTATIONS

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 09/23/2020 Adjourned City Council Meeting.
2. Resolution 6146 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 – September 2020.
4. Consideration of approving the Community Benefit Fund Application from Heliotrope Avenue Elementary School in the amount of \$3,000.00.
5. Request and Approval of a 10% contingency for the Citywide Street Name Sign Replacement Project.

IX. DISCUSSION/ACTION ITEMS

6. Consideration of Approving Resolution No. 6147 of the City Council of the City of Maywood Approving Participation in the Los Angeles Urban County Permanent Local Housing Allocation Program by Authorizing the Mayor to execute the Contract for funding.
7. Discussion and Direction regarding the reopening of park playgrounds following the release of the State and County opening protocols.

X. CLOSED SESSION

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: 821 1146 0941 Passcode: 939663

OR

Please click the link below to join the webinar:

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Passcode: 939663

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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 October 28, 2020 at 5:00 p.m.

PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA AND AGENDA PACKETS

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



AGENDA **1**
ITEM NO. _____

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

WEDNESDAY, SEPTEMBER 23, 2020 AT 5:00 P.M.

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR

Eduardo De La Riva (Present)

CITY CLERK

Gerardo Mayagoitia (Teleconference)

MAYOR PRO TEM

Ricardo Lara (Teleconference)

CITY TREASURER

Gloria Viramontes (Absent)

COUNCIL MEMBERS

Ramon Medina (Teleconference)

Carlos Alvarez (Teleconference)

Heber Marquez (Teleconference)

CITY MANAGER

Jennifer E. Vasquez (Present)

CITY ATTORNEY

Roxanne Diaz (Teleconference)

Staff Present:

Hrant Manuelian, Director of Finance

Guillermo Padilla, Deputy City Clerk

Shirley Quinones, Deputy City Clerk

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/86493332754?pwd=WTk0bUNHaTZTSiJJZ3ZUaHBvTOhXUT09>

TELECONFERENCE 1-669-900-6833

Comments may have been submitted via e-mail to shirley.quinones@cityofmaywood.org by 1:30 p.m. prior to meeting and by teleconference any time prior to closure of the public comment portion of the item(s) under consideration

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

Mayor, Council Members and City Manager provided community updates.

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

The following spoke on Agenda Items:

- 1) Maria Villatoro (Submitted by e-mail)
- 2) Gerardo Mayagoitia (Submitted by teleconference)

VI. PRESENTATIONS

Sheriff Report – Sgt. Saucedo Monthly Update

VII. PUBLIC HEARING

None

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 09/09/2020 Special City Council Meeting. **Motion to approve Special Meeting Minutes by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**
2. Resolution 6143 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 No. 6143 by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**
3. Revenue Report from July – August 2020. **Motion to Receive and File Revenue Report from July – August 2020 by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**
4. Second Reading of the of Ordinance No. 20-07 adding a new chapter to the Maywood Municipal Code to create a Sidewalk Vending Program. **Motion to adopt Ordinance No. 20-07 adding a new chapter to the Maywood Municipal Code to create a Sidewalk Vending Program by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**

5. Consideration of Resolution No. 6145 Appointing James Troyer to serve as Interim Director of Building and Planning pursuant to Government Code Section 21221(h). **Motion to adopt Resolution No. 6145 by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**
6. Consideration of Approval of Subrecipient Agreement between the City of Maywood and Hub Cities Consortium (Hub Cities) for Intake Services as they relate to the City's Emergency Rental Assistance Program **Motion to approve Subrecipient Agreement between the City of Maywood and Hub Cities Consortium (Hub Cities) for Intake Services as they relate to the City's Emergency Rental Assistance Program by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**

IX. DISCUSSION/ACTION ITEMS

7. City Position on a Resolution being Considered by the League of California Cities at the 2020 Annual Conference and Expo. **Motion to approve and support resolution being considered by the League of California Cities at the General Assembly Meeting on Friday October 9, 2020 by Mayor De La Riva. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**

X. CLOSED SESSION

None

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

The following spoke on Non-Agenda Items:

- 3) Margarita Echeveria (Submitted by e-mail)
- 4) Ofelia Martinez (Submitted by e-mail)
- 5) Gerardo Mayagoitia (Submitted by teleconference)

- XII. ADJOURNMENT** – Meeting adjourned in the honor and memory of Blanca Camacho at approximately 5:46 p.m. on September 23, 2020 to October 14, 2020 at 5:00 p.m. for the adjourned meeting of the Maywood City Council



Eduardo De La Riva, Mayor

ATTEST:



Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

COUNCIL AGENDA

ITEM No. 2

RESOLUTION NO. 6146

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 \$787,836.30 are hereby ratified:

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

PASSED, APPROVED AND ADOPTED THIS 14th day of October, 2020.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, 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, Gerardo Mayagoitia, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6146 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 14th of October, 2020 by the following roll call vote, to wit:

AYES: MARQUEZ, ALVAREZ, MEDINA, LARA, DE LA RIVA

NAYES:

ABSENT:

ABSTAINED:



Gerardo Mayagoitia, City Clerk

Shirley Guinones, Deputy City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, October 14, 2020

Accounts Payable

Accounts Payable prepaid warrants for payment: Checks No. 087548 - 087573	\$ 30,548.38
Accounts Payable regular warrants for payment: Checks No. 087574 - 087607	\$ 580,553.23
Sub-total	\$ 611,101.61

Wire Transfers/ACH Transactions

09/21/20	CalPERS Employer Contribution - Pay Period 8/30/2020-9/12/2020	\$ 7,201.64
09/25/20	Lease Payment for Front Counter Cash Registers - September 2020	\$ 87.55
09/25/20	APD Payroll Fee	\$ 206.41
10/01/20	US Bank - Merchant Fees	\$ 504.66
10/01/20	California Joint Powers Insurance Authority (CJPIA) repayment plan agreement - October 2020	\$ 12,000.00
10/02/20	CalPERS Employer Contribution - Pay Period 9/13/2020-9/26/200	\$ 7,125.63
10/02/20	CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees	\$ 118,010.88
10/02/20	CalPERS Health Premium October 2020	\$ 31,468.00
10/06/20	Lease Payment for Front Counter Cash Registers - October 2020	\$ 129.92
	Sub-total	\$ 176,734.69

Total Demands \$ 787,836.30

City of Maywood
Detail Warrants for Payment
Warrants No. 087548 to 087607

EXHIBIT B

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
087548	P	10/1/2020	Angel Villegas	525.39	Retiree Medical Reimbursement October 2020
087549	P	10/1/2020	AT&T	21.81	MTA Line 8-17-2020 - 9-16-2020
087550	P	10/1/2020	Brent Talmo	296.74	Retiree Medical Reimbursement October 2020
087551	P	10/1/2020	Bruce Leflar	1,189.78	Retiree Medical Reimbursement October 2020
087552	P	10/1/2020	Christine M. Locher	245.78	Retiree Medical Reimbursement October 2020
087553	P	10/1/2020	Edward Ahrens	1,189.78	Retiree Medical Reimbursement October 2020
087554	P	10/1/2020	Paul Pine	1,588.41	Retiree Medical Reimbursement October 2020
087555	P	10/1/2020	Robert Leach	1,005.00	Retiree Medical Reimbursement October 2020
087556	P	10/1/2020	Ronald Lindsey	1,176.90	Retiree Medical Reimbursement October 2020
087557	P	10/1/2020	Scott C. Anderson	1,189.78	Retiree Medical Reimbursement October 2020
087558	P	10/1/2020	Willdan Engineering	*7,110.00	Maywood Code Enforcement August 2020
087559	P	10/1/2020	Southern California Edison	76.25	5317 Atlantic PED 8-17-2020- 9-16-2020
087560	P	10/1/2020	Sparklets Drinking Water	128.87	City Hall Office Water
087561	P	10/1/2020	Sprint	564.76	Cell Phone Service 8/24/2020 - 9/23/2020
087562	P	10/5/2020	State of California	150.00	Service Fee Auditor request
087563	P	10/5/2020	Vernon, City of	131.48	Slauson & Downey 8-11-2020 to 9-10-2020
087564	P	10/7/2020	Quadient Leasing USA, Inc.	989.66	Postage Machine Lease October 2020 to January 2021
087565	P	10/7/2020	Tri-City Mutual Water Company	3,222.45	Various Locations 06-21-2020 to 8-20-2020
087566	P	10/7/2020	Preferred Benefit Insurance Administrators, Inc.	2,593.20	Dental and Vision Insurance: October 2020
087567	P	10/7/2020	RAE Products and Chemicals Corporation	4,475.00	Airless Line Striper Sprayer
087568	P	10/7/2020	Southern California Edison	8,318.30	Various Locations 9-1-2020 - 10-1-2020
087569	P	10/7/2020	Quadient Finance, USA, Inc.	500.00	Postage Machine
087570			VOID		
087571			VOID		

City of Maywood
Detail Warrants for Payment
Warrants No. 087548 to 087607

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
087572			VOID		
087573	P	10/7/2020	L.B. Johnson Hardware Co.	969.04	Public Works supplies
087574		10/7/2020	ABM Building Solutions, LLC	1,228.56	HVAC Repairs City Buildings
087575		10/7/2020	Bremer, Whyte, Brown & O'Meara, LLP	225.00	Legal Services - August 2020
087576		10/7/2020	Brinks, Inc.	799.79	September & October 2020 Cash Handling Service Transportation
087577		10/7/2020	California Consulting, Inc.	3,000.00	Grant Writing Services: October 2020
087578		10/7/2020	Carpenter Rothen & Dumont LLP	5,490.00	Legal Services August 2020
087579		10/7/2020	Clean Street	15,000.00	August & September 2020 Monthly Street Sweeping
087580		10/7/2020	Colantuono, Highsmith & Watley, PC	225.00	Legal Services SCE Coalition May and August 2020
087581		10/7/2020	County of Los Angeles Department of Animal Control	3,572.62	Animal Control Services Month of August 2020
087582		10/7/2020	County of Los Angeles Department of Auditor Controller	430.01	Local Agency Formation Commission LAFCO
087583		10/7/2020	Crosstown Electrical & Data, Inc.	1,932.00	Preventative Maintenance Street Light Inspections September 2020
087584		10/7/2020	Daily Journal Corporation	6,000.00	Publication of Official Notices
087585		10/7/2020	Dapeer, Rosenblit & Litvak, LLP	31.00	Code Enforcement Legal Services 8-25-2020-8-31-2020
087586		10/7/2020	Diana Cho & Associates	2,550.00	CDBG Consulting August 2020
087587		10/7/2020	Expert Building Maintenance LLC	7,005.00	Additional Janitorial Services September 2020
087588		10/7/2020	Francisco & Associates	9,400.00	City Hall/Police Station/Parks September 2020 Sewer Service Levy Charge Administration
087589		10/7/2020	G4S Secure Solutions	6,216.00	Street Lighting Assessment District Admin & Reports Security Services 9-07-2020 to 9-27-2020
087590		10/7/2020	HF&H Consultants, LLC	3,876.50	Solid Waste Consulting Services August 2020
087591		10/7/2020	Hinderliter, de Llamas & Associates	250.00	Cannabis Management Program August 2020
087592		10/7/2020	Interwest Consulting Group	10,087.89	Building and Safety Plan Review Services August 2020 Professional Services Building Inspections August 2020 Monthly IT services for August 2020
087593		10/7/2020	Jaynes Brothers Construction, Inc	2,924.59	Installation of replacement parts Riverfront & Maywood park
087594		10/7/2020	JMG Security System	336.25	Service Technician City Hall

City of Maywood
Detail Warrants for Payment
Warrants No. 087548 to 087607

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
087595		10/7/2020	Mapcon Technologies, Inc.	83.00	Mapcon Building and Planning Software October 2020
087596		10/7/2020	Metro Transit Services	33,703.10	Public Transportation Services Express & Dial-A-Ride September 2020
087597		10/7/2020	Municipal Code Corporation	1,615.08	Municipal Code Update
087598		10/7/2020	National Plant Services, Inc.	1,850.00	Hot Spot Cleaning July 2020
087599		10/7/2020	North Star Landcare	9,831.25	Landscape Service September 2020
087600		10/7/2020	Ojeda Printing	704.00	NCR Forms for Code Enforcement
087601		10/7/2020	OnTrac	15.91	Document Shipping/Delivery Service: Building & Planning
087602		10/7/2020	Phoenix Group Information Systems	7,762.29	August 2020 Citation Processing Collection Agency Services August 2020 Parking Citation Processing Fees August 2020 Permit Database Development
087603		10/7/2020	Richards, Watson & Gershon	21,061.85	Legal Services General August 2020
087604		10/7/2020	Sheriff's Department	422,732.37	Public Safety Services - July 2020
087605		10/7/2020	Shirley Quinones	88.55	Mileage Reimbursement
087606		10/7/2020	Staples Business Advantage	125.62	Office Supplies
087607		10/7/2020	Veronica Tam & Associates	400.00	Housing Element Scope/Schedule Reports/ Zoning
TOTAL:				\$611,101.61	

* Check amount not included in total - approved on prior warrants - reissued due to incorrect vendor name



AGENDA 3
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: OCTOBER 14, 2020
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 – SEPTEMBER 2020

RECOMMENDATION

Staff recommends that the City Council receive and file the Revenue Report from July - September 2020.

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 received¹ from July – September 2020 totaled \$2,797,592.27 which is 26.45% higher than the same period last year.

¹ See row entitled Total Revenues

- **GENERAL FUND** – The total General Fund received totaled \$1,287,464.55 which is 12.18% 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. This was the first payment received which is to help offset the additional expenses incurred due to the COVID-19 pandemic. The City is expected to receive \$344,534 in total CARES Act funding from the state. As of September 2020, the City has received \$172,266.00 in CARES Act funding. It's important to note that City Hall has been closed to the public since March 16, 2020. The closure not only impacts the City's revenue streams but also staff's ability to interact with citizens in a face-to-face environment. Thus far, total Parking Fines received from July to September 2020 has totaled \$9,416.50 which is 76.50% lower than the same period last year. Additionally, for Residential & Building Permits and Other Fees & Permits, revenue decreased by 81.57% and 30.23%, respectively. Similarly, Parking Permits are currently 69.31% lower compared to the same period last year. However, the City is implementing a new parking permit process that allows citizens to renew and apply solely online and should be recovering Parking Permit revenue in the near future.

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 – September 2020

ATTACHMENT NO. 1

	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 2020-21	H - % of FY 2020-2021 YTD Revenue Received
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(C divided by G)

(C minus B)

(C minus B)

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	\$0.00	0.00%	\$165,000.00	0.00%
Property Taxes	\$223,102.12	\$199,908.05	(\$23,194.07)	-10.40%	\$724,000.00	27.61%
Utility Users Tax	\$164,204.64	\$164,628.08	\$423.44	0.00%	\$900,000.00	18.29%
Transfer Tax (Real Estate)	\$983.13	\$5,157.63	\$4,174.50	0.00%	\$15,000.00	34.38%
Transient Occupancy Tax	\$0.00	\$0.00	\$0.00	0.00%	\$60,000.00	0.00%
Cannabis Sales Tax	\$0.00	\$0.00	\$0.00	0.00%	\$2,000,000.00	0.00%
Sales Tax Revenue	\$129,307.79	\$156,717.04	\$27,409.25	0.00%	\$1,776,000.00	8.82%
Taxes Totals	\$517,597.68	\$526,410.80	\$8,813.12	1.70%	\$5,640,000.00	9.33%

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.

GENERAL FUND						
Licenses & Permits:						
Residential & Building Permits	\$16,176.70	\$2,981.32	(\$13,195.38)	-81.57%	\$40,000.00	7.45%
Public Works Permit Fees	\$16,142.00	\$33,885.90	\$17,743.90	109.92%	\$50,000.00	67.77%
Other Fees & Permits	\$9,435.50	\$6,583.34	(\$2,852.16)	-30.23%	\$30,000.00	21.94%
Occupancy Permits	\$3,465.80	\$7,678.60	\$4,212.80	121.55%	\$10,000.00	76.79%
Building Permits	\$15,925.06	\$14,677.62	(\$1,247.44)	-7.83%	\$60,000.00	24.46%
Commercial Cannabis Applications	\$27,187.00	\$0.00	(\$27,187.00)	-100.00%	\$0.00	0.00%
Commercial Cannabis Renewal	\$0.00	\$14,960.00	\$14,960.00	0.00%	\$105,000.00	0.00%
Parking Permits	\$28,276.18	\$8,678.20	(\$19,597.98)	-69.31%	\$90,000.00	9.64%
Apartment License	\$1,602.44	\$300.00	(\$1,302.44)	-81.28%	\$20,000.00	1.50%
Business License	\$1,398.00	\$5,206.88	\$3,808.88	272.45%	\$190,000.00	2.74%
Vehicle License Fee - LA County	\$0.00	\$0.00	\$0.00	0.00%	\$2,930,000.00	0.00%
Licenses and Permits Totals	\$119,608.68	\$94,951.86	(\$24,656.82)	-20.61%	\$3,525,000.00	2.69%

GENERAL FUND						
Charges for Services:						
CHARGES FOR SERVICES: Charges to cover administrative costs for the provision of services.						
Rubbish Assessment	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	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 2020-21	H - % of FY 2020-2021 YTD Revenue Received
			(C minus B)	(C divided by B minus 1)		(C divided by G)
Plan Check Fees	\$9,669.32	\$10,613.69	\$944.37	9.77%	\$35,000.00	30.32%
Rents & Concessions	\$5,670.00	\$5,953.50	\$283.50	5.00%	\$24,000.00	24.81%
Charges for Services Totals	\$15,339.32	\$16,567.19	\$1,227.87	8.00%	\$84,000.00	19.72%
GENERAL FUND						
Fines and Forfeitures:						
Penalties: Apt & Bus License	\$345.75	\$1,256.10	\$910.35	263.30%	\$2,500.00	50.24%
SEMC: Court Collections (DMV)	\$22,497.02	\$14,452.04	(\$8,044.98)	0.00%	\$100,000.00	14.45%
Administrative Citations	\$100.00	\$4,500.00	\$4,400.00	0.00%	\$0.00	0.00%
Parking Fines	\$40,073.77	\$9,416.50	(\$30,657.27)	-76.50%	\$175,000.00	5.38%
Fines and Forfeitures Totals	\$63,016.54	\$29,624.64	(\$33,391.90)	-52.99%	\$277,500.00	10.68%
GENERAL FUND						
Leases and Concessions:						
Leased Property Rental Income	\$16,442.65	\$11,147.91	(\$5,294.74)	-32.20%	\$68,400.00	16.30%
Leases and Concessions Totals	\$16,442.65	\$11,147.91	(\$5,294.74)	-32.20%	\$68,400.00	16.30%
GENERAL FUND						
Miscellaneous:						
Interest Income	\$0.00	\$0.00	\$0.00	0.00%	\$120,000.00	0.00%
Miscellaneous Revenue	\$24,633.05	\$21,278.69	(\$3,354.36)	-13.62%	\$25,000.00	85.11%
CARES Act Reimbursement	\$0.00	\$172,266.00	\$172,266.00	0.00%	\$0.00	0.00%
Other (Recycle + ABx1 Reimbursement)	\$0.00	\$0.00	\$0.00	0.00%	\$7,300.00	0.00%
Miscellaneous Revenue Totals	\$24,633.05	\$193,544.69	\$168,911.64	685.71%	\$152,300.00	127.08%
GENERAL FUND						
RETIREE PENSION LEVY:						
Retiree Pension Levy:						
Retiree Pension Levy	\$390,993.01	\$415,217.46	\$24,224.45	6.20%	\$850,000.00	48.85%
Retiree Pension Levy Totals	\$390,993.01	\$415,217.46	\$24,224.45	6.20%	\$850,000.00	48.85%
General Fund Revenue Totals	\$1,147,630.93	\$1,287,464.55	\$139,833.62	12.18%	\$10,597,200.00	12.15%
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"	\$98,859.16	\$170,701.86	\$71,842.70	72.67%	\$701,696.00	24.33%
Transportation Development Act (TDA)	\$0.00	\$0.00	\$0.00	0.00%	\$21,226.00	0.00%
Bikeway						
Proposition A	\$143,064.86	\$137,550.18	(\$5,514.68)	-3.85%	\$589,565.00	23.33%

	C - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	D - Current YTD versus Prior YTD \$ Difference (C minus B)	E - Current YTD Prior YTD % Difference (C divided by B minus 1)	G - Adopted Budget FY 2020-21	H - % of FY 2020-2021 YTD Revenue Received (C divided by G)
Proposition C	\$120,955.72	\$114,088.35	(\$6,867.37)	-5.68%	\$497,529.00	22.93%
Measure R	\$88,957.18	\$85,513.34	(\$3,443.84)	-3.87%	\$366,809.00	23.31%
Measure M	\$99,697.91	\$97,075.08	(\$2,622.83)	-2.63%	\$415,674.00	23.35%
Senate Bill 1 (SB 1)	\$43,916.42	\$42,096.91	(\$1,819.51)	0.00%	\$528,284.00	7.97%
Community Development Block Grant (CDBG)	\$8,141.00	\$0.00	(\$8,141.00)	0.00%	\$450,000.00	0.00%
Air Quality Management District (AQMD) Grant	\$0.00	\$0.00	\$0.00	0.00%	\$36,375.00	0.00%
Supplemental Law Enforcement Services Fund (SLESF) Grant	\$55,947.62	\$0.00	(\$55,947.62)	0.00%	\$155,000.00	0.00%
Measure A	\$0.00	\$0.00	\$0.00	0.00%	\$432,000.00	0.00%
Lighting & Landscaping	\$0.00	\$0.00	\$0.00	0.00%	\$150,000.00	0.00%
Successor Agency Trust Fund - City of Maywood serves as the Successor Agency to the Maywood Redevelopment Agency	\$394,703.00	\$862,558.00	\$467,855.00	118.53%	\$1,226,190.00	70.34%
Sewer Fund	\$10,553.60	\$544.00	(\$10,009.60)	-94.85%	\$293,000.00	0.19%
Special Revenue Totals	\$1,064,796.47	\$1,510,127.72	\$445,331.25	41.82%	\$5,863,348.00	25.76%
Total Revenues	\$2,212,427.40	\$2,797,592.27	\$585,164.87	26.45%	\$16,460,548.00	17.00%



AGENDA **4**
ITEM NO. _____

AGENDA REPORT

CITY OF MAYWOOD

DATE: OCTOBER 14, 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 HELIOTROPE AVENUE ELEMENTARY SCHOOL IN THE AMOUNT OF \$3,000.00.

RECOMMENDATION:

Staff recommends that the City Council approve Community Benefit Fund application from Heliotrope Avenue Elementary School in the amount of \$3,000 for the purpose of building an accessible school website to provide immediate and important information for parents and students.

BACKGROUND:

The attached application is dated September 30, 2020 and received by email from the applicant, Gabriela Rodriguez, Principal for Heliotrope Avenue Elementary School on October 02, 2020. It requests \$3,000.00 to be used towards a onetime fee to build a school website.

The City of Maywood has established a "Community Benefit Fund" to support community-based programs and activities. Applicant eligibility is determined by the City's Community Benefit Fund Guidelines and Procedures ("Guidelines").

DISCUSSION:

The applicant has explained in the application that the school is requesting funds to build a new school website. The complete scope of the project will include the initial development and setup of the website, a website content management system with a one-year license, and a Principal Virtual Webmaster to conduct immediate technical support for the website.

As defined by the Guidelines, the applicant is an eligible organization that has a record of successfully providing the services for which funding is requested. According to the requester's application, Heliotrope Avenue Elementary School has been in existence since 1926, is a school located in the City. Since they are a school located in the City, they fit into a category that makes them eligible to receive funds; they have also included their IRS designation number in their application which can be found in the attachment.

The Guidelines also require that an Eligible Organization provide an eligible service or activity defined as a program, service, activity, event or other similar activity that has a benefit to the residents of the City or a specified target group by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents or students of the City.

LEGAL REVIEW:

The City Attorney has reviewed the staff report.

FISCAL IMPACT:

F.Y. 20-21 Impact: 3,000.00	Current F.Y. Budget: \$ 75,000.00
Fund Impacted: General Fund	Budget adjustment requested: \$0.00
Source of funds: General Fund Community Benefit	Available Account Budget: \$62,000.00
Account number: 01-681-5237	For fiscal year: 2020-2021

ATTACHEMENT(S):

Attachment No. 1 – Community Benefit Fund Application from Heliotrope Elementary

Attachment No. 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

Date of Application: 9/30/2020

☒ S1: July 1 - December 31

☐ S2: January 1 - June 30

Amount Requested: \$3,000

Organization Name: LAUSD/HELIOTROPE AVE ES	Phone Number: 1-323-560-1230
Street Address: 5911 Woodlawn Ave. Es	Fax Number:
City, State, Zip: Maywood, CA 90270	Federal EIN: 95-6001908
Contact Person: Gabriela Rodriguez	
Contact Email Address: gabriela.rodriguez85@lausd.net	

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

Elementary School ETK-5th Grade.

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)?

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

Educational Institution.

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

We want to pay one time fee for a school website (see quote). The website will provide important information to our parents and community.

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

Life long

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

We can use some funds from our studentbody if needed.

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

The students an families we service are in Maywood. There are many resources and information that we can provide our community. In addition, this website will bring a feeling and sense of pride to the community students and families we it serve.

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

It is important to be able to represent the good things that are occurring at our school and also to have a place where parents and the community can have access to information and resources to our parents, students and community

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

The website will have a multitudes of resources and information valuable to our students, families and community.

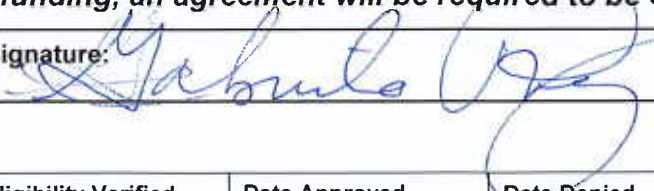
Has your organization previously received funding from the City of Maywood?

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

For buses

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: 9/30/2020	Signature: 			
Print Name and Title:				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded

EDUCATIONAL NETWORKS



Price Quote

Heliotrope Avenue Elementary

Vendor ID : 1000007204 (For LAUSD Schools only)**Date : 9/26/20****For : Heliotrope Avenue Elementary**
5911 Woodlawn Ave.
Maywood, CA 90270

Product And Services	Amount
Initial website development and setup Includes photo shoot (aerial if possible), and custom graphic design	FREE
SchoolSitePro - Website Content Management System One (1) Year License – Starting the date of the photo shoot Package includes: • Technical support through toll-free numbers and online tickets – available to all teachers and staff members. Mon-Fri, 5:30 AM to 12:00 AM PST • Unbranded Mobile Application • Hosting, network security, virus protection • Unlimited storage • Unlimited bandwidth • Unlimited video uploads / streaming • Automated backups • Free software updates	\$3,060
Optional Enhancements	
SMS Messaging: \$1.20 per student/year, deliver an uncapped amount of SMS messages, and 25 emergency messages.	N/A
Principal Virtual Webmaster: \$300.00 annual fee, Principal's can send information to our technical support team for immediate updates to the school's website via email request.	\$300.00
<i>Principal's virtual webmaster's fee is waived in the first year</i>	- \$300.00
TOTAL	\$3,060.00
Educational Networks guarantees your annual fee will not be raised in all of the subsequent years you continue to subscribe to our services.	

PRODUCTS AND SERVICES

Educational Networks provides schools with a total solutions package that includes everything they need to maintain their website efficiently, without the need for technical knowledge. Our Content Management System, SchoolSitePro, is the center piece of what we offer and gives schools the ability to easily update their websites.

Our total solutions package consists of all the services that are required for a successful school website project in the long term, including the initial design and development of your school's website, state-of-the-art hosting and maintenance services, and unlimited technical support to all teachers and staff members.

A one-year subscription is required to get started and begins the same day the project starts. This date typically coincides with the date of the on-site photo shoot. We also utilize drone videography to capture beautiful aerial views of the school if weather permits.

Our total solutions package includes the outlined products and services below:

Website Development

- On-site photo shoot
- On-site drone shoot (fly-zone and/or weather permitting)
- Dedicated project manager
- Professional graphic designers
- Unlimited revisions based on the school's feedback
- Internal quality assurance
- Dedicated mobile website compatible with iOS, Android and Windows platforms
- Comprehensive online live training at launch, and access to daily webinars for all staff.

Web-based Content Management System SchoolSitePro

The following sections of your website can be updated by school staff using SchoolSitePro (No programming or HTML knowledge required)

- Bulletin Board
- News and Announcements
- Calendars
- Clubs and Activities
- Community Mailer

- Directories
- Graduation Countdown
- Bell Schedules
- Online School Stores (Secure connection via SSL)
- Parent and Student Accounts
- Photo Albums
- Video Gallery
- Site Search Capability (powered by Google)
- Social networking integration (including Facebook, Twitter, YouTube, etc.)
- Teacher Pages
- Class Pages
- Online Homework Assignments
- Email Lists
- Web Forms
- Slideshow Editor
- Spotlight (for the creation of sections such as “Student of the Month”)
- Password Protected Sections
- Online Donations
- Polls & Surveys
- Food Menus
- Facility Scheduler
- Help Desk Manager
- Publications (to easily publish public documents)
- Job Opportunities
- Facility Scheduler
- TruView File Manager
- WYSIWYG Editor to maintain content on static pages
- Unlimited user accounts
- Free software upgrades and maintenance

Mobile Apps for iOS and Android

- Educational Networks App is available for all schools to use (single-entry)
- Available to all individuals in the school community to download & choose favorite school, includes push notifications
- Free software upgrades to be submitted to the Apple's AppStore and Google's PlayStore on a continuous basis at no extra charge as new versions become available.

Unlimited Technical Support

- Available to all staff members, including teachers
- Toll-free number: (866) 473-0400, Mon-Fri: 5:30 AM to 12:00 AM PST
- No auto-attendants
- Via Online Ticketing System

Website Accessibility

Not only are our school websites accessible and compatible with screen reader software, but also we provide comprehensive training to all staff in your school's community through ongoing live webinars. This helps to increase awareness accessibility compliance for .pdfs, Word and Google docs published to the site.

Hosting and Maintenance

- Unlimited disk space (*)
- Unlimited bandwidth and data transfer
- Reliable and monitored internet connection with 99.9% up-time guaranteed
- 24/7 monitoring of service availability and performance
- Daily automated backups of your website files and the database
- Secure connection via SSL

(*) Uploaded files must meet the following requirements:

- Content must be related to the school, teachers, students, teacher pages, or projects
- Illegal files, such as copyrighted audio/video files or illegal software, are prohibited
 - Uploaded files must be linked and accessible from at least one page on the website.

EDUCATIONAL NETWORKS

OPTIONAL ENHANCEMENTS

SMS (Text) Messaging - \$1.20 per student / year

- Register up to 10 district and school phone lines to deliver an uncapped amount of SMS messages each year at \$1.20 per student
- Subscribe parents, alumni, and community members – up to 4 times the total number of students.
- 25 high-speed delivery campaigns with SMS messages sent out to 100 messages per second, best used for emergency situations.

Principal Virtual Webmaster - \$300.00 / year, first year fee waived

- Principal's can send information to our technical support team for immediate updates to the school's website via email request to vip@educationalnetworks.net.
- Option to cancel at anytime with no penalties or fees
- Assistant Principals can be added for an extra fee

EDUCATIONAL NETWORKS

OUR ELEMENTARY SCHOOL REFERENCES

School	URL	State
Imagine Schools Avondale Elementary and Middle	www.imagineavondale.org	AZ
Imagine Coolidge Elementary	www.imaginecoolidge.org	AZ
Imagine West Gilbert Elementary	www.imaginewestgilbert.org	AZ
Beethoven Street Elementary School	www.beethovenschool.org	CA
Bellingham Elementary School	www.bellinghames.org	CA
Compton Avenue Elementary STEAM Academy	www.comptonavenue.org	CA
Cowan Avenue Elementary School	www.cowantigers.org	CA
Encino Charter Elementary School	www.encinoes.org	CA
MacArthur Park Elementary School	www.macarthurparkes.org	CA
Magnolia Public Schools	www.magnoliapublicschools.org	CA
Monlux Elementary/STeM Magnet School	www.monluxelementary.com	CA
Queen Anne Place Elementary School	www.queenanneplace.com	CA
Raymond Avenue Elementary School	www.raymondavenue.org	CA
Maurice Sendak Elementary	www.sendakelementary.org	CA
Tarzana Elementary School	www.tarzanaes.org	CA
Westminster Elementary	www.westminsterelementary.org	CA
C.W. Harris Elementary School	www.cwharriselementary.org	DC
Drew Elementary School	www.drewelementary.org	DC
Horace Mann Elementary School	www.horacemanndc.org	DC
John Burroughs Elementary School	www.jbecstem.com	DC
Ketcham Elementary School	www.ketchamelementary.org	DC
Brick Mill Elementary	www.brickmilledolphins.org	DE
Bunker Hill Elementary	www.bunkerhillelem.org	DE
Cedar Lane Elementary	www.cedarlaneschool.org	DE
Lorewood Grove Elementary	www.lorewoodgrove.org	DE
Old State Elementary School	www.oldstateelementary.org	DE
Olive B. Loss Elementary School	www.olivebloss.org	DE
Silver Lake Elementary School	www.sleschool.org	DE
Townsend Elementary School	www.townsendelem.org	DE

Price Quote

Heliotrope Avenue Elementary

Ben Sheppard Elementary Magnet School	www.bensheppardelementary.org	FL
Choices in Learning Elementary Charter School	www.cilecs.org	FL
Coconut Grove Elementary School	www.coconutgroveschool.org	FL
Doral Academy Elementary School	www.dac.doralacademy.org	FL
Downtown Doral Charter Elementary School	www.ddces.org	FL
Doral Academy - Splash - Elementary/JAM	www.doralacademy.org	FL
Eneida M. Hartner Elementary School	www.eneidamhartner.org	FL
Henry E.S. Reeves Elementary School	www.henryesreeveselementary.com	FL
iMater Elementary School	www.imaterelementary.org	FL
Joella C. Good Elementary School	www.joellacgood.org	FL
Kendale Elementary School	www.kendaletigers.org	FL
Lake Stevens Elementary School	www.lakestevelem.net	FL
Mater Academy Elementary	www.materelementary.com	FL
Meadowlane Elementary School	www.meadowlane.org	FL
North Hialeah Elementary School	www.nheschool.org	FL
Norland Elementary School	www.norlandbears.com	FL
North Beach Elementary School	www.northbeachelementary.com	FL
Phyllis R. Miller Elementary School	www.phyllisruthmiller.org	FL
Redondo Elementary School	www.redondoelementary.org	FL
Riverside Elementary Community School	www.riversideelem.com	FL
Scott Lake Elementary School	www.scottlakevikings.org	FL
Treasure Island Elementary School	www.treasureislandschool.com	FL
Twin Lakes Elementary School	www.twinlakeselem.org	FL
Button Gwinnett Elementary School	www.buttongwinnettes.org	GA
Frank Long Elementary School	www.franklonges.org	GA
Joseph Martin Elementary School	www.josephmartines.org	GA
Liberty Elementary School	www.libertyes.org	GA
Lyman Hall Elementary School	www.lymanhalles.org	GA
Taylors Creek Elementary School	www.taylorscreekes.org	GA
Waldo Pafford Elementary School	www.waldopaffordes.org	GA
Aliamanu Elementary School	aliamanu.k12.hi.us	HI
Ahuimanu Elementary School	www.ahuimanu.k12.hi.us	HI
‘Aikahi Elementary School	www.aikahielementary.com	HI
Ala Wai Elementary School	www.alawaielementary.org	HI
August Ahrens Elementary School	www.augustahrens.org	HI

Price Quote

Heliotrope Avenue Elementary

Chiefess Kapiolani Elementary School	www.cks.k12.hi.us	HI
`Ele`ele Elementary School	www.eleeschool.k12.hi.us	HI
Ewa Beach Elementary School	www.ewabeachelementary.org	HI
Haiku Elementary School	www.haikuschoolriders.org	HI
Heeia Elementary School	www.heeiahawks.org	HI
Helemano Elementary School	www.helemano.k12.hi.us	HI
Honowai Elementary School	www.honowai.org	HI
Kahaluu Elementary School	www.kahaluuelementary.com	HI
Kahuku Elementary School	www.kahukuelementary.com	HI
Kahului Elementary School	www.kahuluischool.k12.hi.us	HI
Kainalu Elementary School	www.kainalu.org	HI
Kaleiopuu Elementary School	www.kaleiopuues.k12.hi.us	HI
Kamali'i Elementary School	www.kamaliischool.org	HI
Kamiloiki Elementary School	www.kamiloikielementary.org	HI
Kaunakakai Elementary School	www.kaunakakaielementary.org	HI
Kekaha Elementary School	www.kekahaschool.k12.hi.us	HI
Kohala Elementary School	www.kohalaelementary.com	HI
Lāna'i High & Elementary School	www.lanaischool.org	HI
Lanakila Elementary School	www.lanakila.org	HI
Mililani 'Ike Elementary School	www.milike.k12.hi.us	HI
Mililani Uka Elementary School	www.mililaniuka.net	HI
Mililani Mauka Elementary School	www.milmauka.k12.hi.us	HI
Mokapu Elementary School	www.mokapu.k12.hi.us	HI
Noelani Elementary School	www.nes.k12.hi.us	HI
Paia Elementary School	www.paiaelementary.com	HI
Palolo Elementary School	www.paloloelementary.com	HI
Pearl City Highlands Elementary School	www.pches.org	HI
Pearl Harbor Elementary School	www.pearlharborelementary.org	HI
Pearl Harbor Kai Elementary School	www.pearlharborkai.org	HI
Pōmaika'i Elementary School	www.pomaikai.k12.hi.us	HI
Blanche Pope Elementary School	www.pope.k12.hi.us	HI
Major General William R. Shafter Elementary School	www.shafterelementary.com	HI
Sunset Beach Elementary School	www.sunset.k12.hi.us	HI
Waihe'e Elementary School	www.waihee.k12.hi.us	HI
Waikele Elementary School	www.waikelees.org	HI

Price Quote

Heliotrope Avenue Elementary

Waimanalo Elementary & Intermediate School	www.waimanaloschool.org	HI
Alcott Elementary	www.alcottelementary.net	IL
Philip D. Armour Elementary School	www.armourelementary.org	IL
Ashburn Community Elementary School	www.ashburnschool.com	IL
Avondale-Logandale Elementary School	www.avondalelogandaleschool.org	IL
John Barry Elementary School	www.barryschool.org	IL
Clara Barton Elementary School	www.bartonschoolchicago.org	IL
Ludwig Van Beethoven Elementary School	www.beethovenelementarycps.org	IL
Jacob Beidler Elementary School	www.beidlerschool.org	IL
Robert A. Black Magnet Elementary School	www.blackmagnet.org	IL
James G. Blaine Elementary School	www.blaine.cps.edu	IL
Carrie Jacobs Bond Elementary School	www.bondelementary.org	IL
Charles S. Brownell Elementary School	www.brownellcps.org	IL
Jonathan Burr Elementary School	www.burrschool.org	IL
Michael M. Byrne Elementary School	www.byrncps.org	IL
Lazaro Cardenas Elementary School	www.cardenas.cps.edu	IL
Rachel Carson Elementary School	www.carson.cps.edu	IL
Willa Cather Elementary School	www.cather.cps.edu	IL
Eliza Chappell Elementary School	www.chappellelementaryschool.org	IL
Salmon P. Chase Elementary School	www.chase.cps.edu	IL
Frederic Chopin Elementary School	www.chopin.cps.edu	IL
CICS Wrightwood Elementary School	www.cicswrightwood.org	IL
Oscar DePriest Elementary School	www.depriestschool.org	IL
William Dever Elementary School	www.dever.cps.edu	IL
Arthur Dixon Elementary School	www.dixoneagles.org	IL
Doolittle Elementary School	www.doolittleelementary.org	IL
John C. Dore Elementary School	www.dorebulldogschicago.org	IL
W.E.B. Du Bois Elementary School	www.dubois.cps.edu	IL
Charles W. Earle Elementary School	www.earlestemelementary.org	IL
Ebinger Elementary School	www.ebingerschool.org	IL
Edgebrook Elementary School	www.edgebrookschool.org	IL
Edison Park Elementary School	www.edisonparkelementary.org	IL
Esmond Elementary School	www.esmond.cps.edu	IL
Eugene Field Elementary School	www.eugenefield.org	IL
Falconer Elementary School: Pre-K to 6th Grade	www.falconerelementary.com	IL

Price Quote

Heliotrope Avenue Elementary

Michael Faraday Elementary School	www.faradayelementary.org	IL
Fiske Elementary School	www.fiskeelementary.org	IL
Foster Park Fine & Performing Arts Magnet Cluster	www.fosterpark.cps.edu	IL
Robert Fulton Elementary School	www.fultonfalcons.org	IL
Funston Elementary School	www.funston.cps.edu	IL
Marcus Garvey Elementary School	www.garvey.cps.edu	IL
George B. Armstrong International Studies	www.georgearmstrongelementary.org	IL
George Rogers Clark Elementary School	www.georgerogersclarkes.org	IL
Goethe Elementary School	www.goetheschool.org	IL
Horace Greeley Elementary School	www.greeleyelementary.net	IL
John Milton Gregory Elementary School	www.gregoryacademy.org	IL
George Washington Carver Elementary School	www.gwcarver.cps.edu	IL
Nathan Hale Elementary School	www.haleschool.org	IL
John H. Hamline Elementary School	www.hamlinehawks.org	IL
Hampton Fine And Performing Arts Elementary School	www.hamptoncps.org	IL
Hanson Park Elementary School	www.hanson.cps.edu	IL
Haugan Elementary School	www.haugan.cps.edu	IL
Charles N. Holden Elementary School	www.holdenschool.org	IL
James Monroe Elementary School	www.jamesmonroeschool.org	IL
Jamieson Elementary School	www.jamiesonschool.org	IL
James N. Thorp Elementary School	www.jnthorp.org	IL
Joseph Brennemann Elementary School	www.josephbrennemann.org	IL
Joyce Kilmer Elementary School	www.kilmerelementary.org	IL
R.H. Lee Elementary	www.leelions.org	IL
George Leland Elementary School	www.leland.cps.edu	IL
Arthur A. Libby Elementary School	www.libby.cps.edu	IL
Lloyd Elementary School	www.lloydschool.org	IL
Josephine Locke Elementary School	www.lockeschool.org	IL
Joseph Lovett Elementary School	www.lovettelementary.org	IL
Rodolfo Lozano Bilingual & International Center	www.lozano1501.org	IL
George Manierre Elementary School	www.manierreferguson.org	IL
Mason Elementary School	www.masonelementary.org	IL
Benjamin E. Mays Elementary Academy	www.maysacademy.com	IL
McAuliffe Elementary School	www.mcauliffees.org	IL
McClellan Elementary School	www.mcclellanelementary.org	IL

Price Quote

Heliotrope Avenue Elementary

Cyrus H. McCormick Elementary School	www.mccormick.cps.edu	IL
McCutcheon Elementary School	www.mccutcheonelementary.org	IL
McDade Elementary Classical School	www.mcdadeclassical.org	IL
Genevieve Melody Elementary School	www.melodystem.org	IL
Mitchell Elementary School	www.mitchellschool.org	IL
Bernhard Moos Elementary School	www.mooselementary.org	IL
Morrill Math & Science Elementary School	www.morrilleagles.org	IL
Mozart Elementary School	www.mozartmustangs.org	IL
Mount Vernon Elementary School	www.mtvernon.cps.edu	IL
John B. Murphy Elementary School	www.murphy.cps.edu	IL
Nathanael Greene Elementary School	www.ngreeneschool.com	IL
Ninos Heroes Elementary Academic Center	www.ninosheroes.org	IL
North River Elementary School	www.northriveres.org	IL
William J. Onahan Elementary School	www.onahanschool.org	IL
Orville T. Bright Elementary School	www.orvillebright.org	IL
Luke O'Toole Elementary School	www.otoolelions.org	IL
John M. Palmer Elementary School	www.palmerpride.org	IL
Louis Pasteur Elementary School	www.pasteurschool.org	IL
Peck Elementary School	www.peckelementary.org	IL
William Penn Elementary School	www.penn.cps.edu	IL
Manuel Perez Jr. Elementary School	www.perezelementaryschool.org	IL
Perkins Bass Elementary School	www.perkinsbasselementary.org	IL
Philip Rogers Elementary School	www.philiprogersschool.org	IL
Portage Park Elementary School	www.portageparkschool.net	IL
Reavis Elementary Math & Science Specialty School	www.reaviselementaryschool.org	IL
Peter A. Reinberg Elementary School	www.reinberg.cps.edu	IL
Jackie Robinson Elementary School	www.robinsoncps.org	IL
Irma C. Ruiz Elementary School	www.ruizelementaryschool.org	IL
Socorro Sandoval Elementary School	www.sandovalelementary.org	IL
Theophilus Schmid Elementary School	www.schmidchargers.org	IL
Schubert Elementary School	www.schubertes.org	IL
Scott Joplin Elementary School	www.scottjoplinschool.org	IL
Smyser Elementary School	www.smyser.org	IL
St. Matthias Elementary School	www.stmatthiasschool.org	IL
Henry O. Tanner Elementary School	www.tannerschool.org	IL

Price Quote

Heliotrope Avenue Elementary

Thomas Hoyne Fine Arts Elementary School	www.thomashoyne.org	IL
Enrico Tonti Elementary School	www.tontischool.com	IL
Charles H. Wacker Elementary School	www.wackerwildcats.org	IL
James Wadsworth Elementary School	www.wadsworthstem.com	IL
Warren Elementary School	www.warrencps.org	IL
Paul Revere Elementary School	www.wearerevere.org	IL
Daniel Webster Elementary School	www.webster.cps.edu	IL
Wendell E. Green Elementary School	www.wendellgreenschool.net	IL
Wendell Smith Elementary School	www.wendellsmithcps.com	IL
Daniel S. Wentworth Elementary School	www.wentworthschool.org	IL
Oliver S. Westcott Elementary School	www.westcott.cps.edu	IL
West Ridge Elementary School	www.westridgeelementary.org	IL
John Whistler Elementary School	www.whistlerelementary.org	IL
Wildwood Elementary School	www.wildwoodworldmagnet.org	IL
Yates Elementary School	www.yateselementary.org	IL
Emma Donnan Elementary & Middle School	www.emmadonnan.org	IN
Benjamin Franklin Elementary Mathematics and Science	www.babyben.org	LA
Mary McLeod Bethune Elementary Charter	www.bethunenola.org	LA
Children's Charter Elementary School	www.ccesbr.org	LA
Bogalusa Central Elementary	www.centuralspartans.org	LA
Paul L. Dunbar Elementary	www.dunbarcharterno.org	LA
Baton Rouge University Preparatory Elementary	www.upelementary.org	LA
Mattahunt Elementary School	www.mattapanees.org	MA
Franklin Square Elementary / Middle School	www.franklinsquareschool.org	MD
Gwynns Falls Elementary School	www.gwynnsfallselementary.org	MD
Rosemont Elementary / Middle School	www.rosemontems.org	MD
Thomas Jefferson Elementary / Middle School	www.tjems232.org	MD
Bay View Elementary School	www.bv.proctor.k12.mn.us	MN
Pike Lake Elementary School	www.pl.proctor.k12.mn.us	MN
Dillon Elementary School District	www.dillonschools.org	MT
Comfort Elementary School	www.ces.jonesnc.net	NC
Maysville Elementary School	www.mes.jonesnc.net	NC
Pollocksville Elementary School	www.pes.jonesnc.net	NC
Trenton Elementary School	www.tes.jonesnc.net	NC
Hillel Yeshiva Elementary and Middle School	www.ems.hillelyeshiva.org	NJ

Price Quote

Heliotrope Avenue Elementary

Logan Township Elementary School	www.les.logan.k12.nj.us	NJ
Marian E. McKeown Elementary School	www.mckeown.org	NJ
Zane North Elementary School	zane.collingswood.k12.nj.us	NJ
Sandra B. Abston Elementary School	www.abstonastros.org	NV
Kathy L. Batterman Elementary School	www.battermanes.org	NV
Charlotte Hill Elementary School	www.charlottehilles.org	NV
M.J. Christensen Elementary School	www.christensenes.com	NV
Clarence Piggott Elementary School	www.clarencepiggott.org	NV
Clyde C. Cox Elementary School	www.clydecox.com	NV
Crestwood Elementary School	www.crestwoodes.com	NV
Laura Dearing Elementary School	www.dearingelementary.org	NV
Ollie Detwiler Elementary School	www.detwileres.org	NV
Kenneth Divich Elementary	www.divichelementary.org	NV
Doral Academy Red Rock - Elementary School	www.doralredrockes.org	NV
Elizabeth Wilhelm Elementary School	www.elizabethwilhelmes.org	NV
Raul P. Elizondo Elementary School	www.elizondobulldogs.org	NV
H. P. Fitzgerald Elementary School	www.fitzgeraldelementary.org	NV
Daniel F. Goldfarb Elementary School	www.goldfarbschool.org	NV
Judy & John L. Goolsby Elementary School	www.goolsbygreyhounds.org	NV
George E. Harris Elementary School	www.harristigers.org	NV
Keith & Karen Hayes Elementary School	www.hayeselementary.com	NV
Liliam Lujan Hickey Elementary School	www.hickeyhuskies.org	NV
Earl N. Jenkins Elementary School	www.jenkinspatriots.org	NV
Jim Thorpe Elementary School	www.jimthorpeelementary.org	NV
J.T. McWilliams Elementary School	www.jtmcwilliamsjets.org	NV
Lewis E. Rowe Elementary School	www.lewiseroweelementary.org	NV
Ann T. Lynch Elementary School	www.lynchlv.com	NV
Marc Kahre Elementary School	www.marckahreelementary.org	NV
Matt Kelly Elementary Re-Invent Community School	www.mattkelly.org	NV
John F. Mendoza Elementary School	www.mendozaelementary.org	NV
William K. Moore Elementary School	www.mooreminers.org	NV
Mountain View Elementary School	www.mountainviewes.org	NV
Dr. Claude G. Perkins Elementary School	www.perkinspumas.org	NV
Red Rock Elementary School	www.redrockes.org	NV
Rex Bell Elementary School	www.rexbelles.org	NV

Price Quote

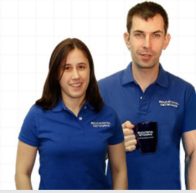
Heliotrope Avenue Elementary

Robert L. Taylor Elementary School	www.roberttaylortigers.org	NV
Dr. C. Owen Roundy Elementary School	www.roundyracers.com	NV
C. T. Sewell Elementary School	www.Sewellelementary.org	NV
Eva G. Simmons Elementary School	www.simmonsstingrays.org	NV
Josh Stevens Elementary School	www.stevenses.com	NV
Harriet Treem Elementary School	www.treembears.org	NV
Twin Lakes Elementary School	www.twinlakestigers.org	NV
Vegas Verdes Elementary School	www.vegasverdesvikings.com	NV
Gene Ward Elementary School	www.wardrangers.org	NV
Byars Dowdy Elementary	www.byarsdowdy.org	TN
Castle Heights Elementary	www.chue.net	TN
Coles Ferry Elementary	www.colesferry.org	TN

EDUCATIONAL NETWORKS

Feedback From Our Users

(This page is generated using real-time data and is completely uncensored.)



No Comment Provided

★★★★★

3 days ago - Public Relations at a School District (AL)

Ticket closed in 6 minutes

THANK YOU!!!! You guys are always so quick and efficient I appreciate your help!

★★★★★

3 days ago - IT Help Desk at a Middle School (FL)

Ticket closed in 1 hour 4 minutes

Thanks so much, Matthew! Great service as always!! Best, Toni

No Rating Provided

5 days ago - Executive Director at a Elementary School (NC)

Ticket closed in 9 minutes

This was fast and perfect!!! Thank you!

No Rating Provided

6 days ago - Director of Instructional Technology at a School District (PA)

Ticket closed in 1 hour 32 minutes

Thank you Dominick! It works perfectly now - I got to our Auction page so quickly my head is spinning! Thank you for your great service! Have a wonderful weekend! Diane

★★★★★

Feb 14 , 10:27 AM - Director of Development at a High School - Academic (FL)

Ticket closed in 12 minutes

Exactly what I wanted it to look like

★★★★★

Feb 12 , 3:33 PM - Staff Member at a Middle School (FL)

Ticket closed in 1 hour 6 minutes

Looks perfect!

★★★★★

Feb 12 , 3:32 PM - Staff Member at a High School - Academic (FL)

Ticket closed in 1 hour 12 minutes

No Comment Provided

★★★★★

Feb 10 , 1:35 PM - Staff Member at a Elementary School (FL)

Ticket closed in 9 minutes

Fabulous! Thank you!!!!

No Rating Provided

Feb 07 , 11:34 AM - Staff Member at a Elementary School (NH)

Ticket closed in 1 hour 12 minutes

See the live version here:

www.educationalnetworks.net/educational-networks-ticket-feedback.jsp

Price Quote

Heliotrope Avenue Elementary

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 and at Maywood City Hall at 4319 E. Slauson Avenue, Maywood, CA 90270. Applications may be requested by email at gisselle.delgado@cityofmaywood.org

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

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

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

C. General Information

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

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

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

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

V. EVALUATION OF APPLICATION AND SELECTION PROCESS

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

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

VI. POST AWARD REQUIREMENTS

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

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

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

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

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

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

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



AGENDA **5**
ITEM NO. _____

AGENDA REPORT

CITY OF MAYWOOD

DATE: OCTOBER 14, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: ABEL HERNANDEZ, PUBLIC WORKS COORDINATOR

SUBJECT: REQUEST AND APPROVAL OF A 10% CONTINGENCY FOR THE CITYWIDE STREET NAME SIGN REPLACEMENT PROJECT

RECOMMENDATION: Staff recommends allocation and approval of up to \$19,524, 10% of the contract amount) from Gas Tax funds for contingencies associated with the project to be approved at the City Manager's discretion.

BACKGROUND: In the June 24, 2020 council meeting, city council approved and awarded a contract for a not to exceed amount of \$195,240 to Sterndahl Enterprises Inc. for the Citywide Street Name Sign Replacement Project. In order to cover any additional funds needed in forms of change orders for the project, staff is recommending allocation of up to 10% contingency amount for this project. This would allow for the project to move forward and continue without interruption.

DISCUSSION: The approved citywide street name sign replacement project is currently in the planning stages of pre-construction. The replacement of city street name signs would provide a much needed update in terms of safety and overall appearance for the City of Maywood and its residents. A 10% contingency is standard for this type of contract and it will allow for the City Manager to execute change orders, if needed, throughout the project.

LEGAL REVIEW: The staff report has been reviewed by City Attorney.

FISCAL IMPACT: A budget amendment is not needed as there are enough funds budgeted to cover this expense in the Gas Tax projects account.

F.Y. 20-21 Impact: \$214,764	Current F.Y. Budget: \$1,315,500
Fund Impacted: Special Revenue	Budget adjustment requested: \$0
Source of funds: Gas Tax	Updated Account Available Budget: \$1,100,736
Account number: 04-648-6000	For fiscal year: 20-21



Discussion/Action AGENDA 6 ITEM NO. _____
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CITY COUNCIL STAFF REPORT

DATE: OCTOBER 14, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

SUBJECT: CONSIDERATION OF APPROVING RESOLUTION NO. 6147 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT FOR FUNDING

RECOMMENDATION

Staff recommends that the City Council consider adopting Resolution No. 6147 to approve participation in the Los Angeles Urban County Permanent Local Housing Allocation Program by authorizing the mayor to execute a contract for funding.

BACKGROUND

The City is a participating city of the Los Angeles County Development Authority (LACDA) as such LACDA implements CDBG activities for the city. Most recently, LACDA applied for a grant from the California Department of Housing and Community Development's (HCD) permanent Local Housing Plan (PLHA) Plan. The LACDA was awarded its annual allocation; this includes allocation for its qualifying participating cities. Maywood's allocation is \$256,740.00.

ANALYSIS

On September 9, 2020, the City Council discussed eligible housing activities and made a selection of assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/ease management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency centers, and new construction

rehabilitation, and preservation of permanent and transitional programs using PLHA funds.

Specifically, the City Council, by consensus, chose to be a part of the County's Eviction Defense Program. At the time of discussion it was staff's understanding that the program, led by the County, would provide legal defense and eviction prevention resources for all eligible Maywood residents at risk of homelessness via methods including, but not limited to, rental assistance and supportive/case management services that allow people to obtain and retain housing. It is now understood that such funds, if pooled into a County account cannot be guaranteed to go back to Maywood residents. Consequently, it is recommended that the City Council adopt the attached resolution so that funds can be allocated to the City and funding can be used to continue the existing rental assistance program.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

The City must identify an eligible activity by filling out the attached form, included in the attached LACDA bulletin, and submit a Resolution indicating City Council approval by October 15, 2020. The completion of these tasks will secure the City's PLHA allocation in the amount of \$256,740.00.

ATTACHMENT

Attachment No. 1: Resolution No. 6147 Approving Participation in the Los Angeles Urban County Permanent Local Housing Allocation Program by Authorizing the Mayor to Sign a Contract for Funding for this Program from the County of Los Angeles

Attachment No. 2: LACDA Bulletin dated August 31, 2020

ATTACHMENT NO. 1

RESOLUTION NO. 6147

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT FOR FUNDING

WHEREAS, the City of Maywood desires to participate in the Los Angeles Urban County Permanent Local Housing Allocation (PLHA) Program for the period beginning January 2021; and

WHEREAS, the City authorizes the execution of a contract with the County of Los Angeles in order to receive said PLHA funds;

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

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

Section 2. The City Council approves assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/ease management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency centers, and new construction rehabilitation, and preservation of permanent and transitional programs using PLHA funds.

Section 3. The City Council approves the allocation of \$256,740.00 in FY 2020-2021 PLHA funds for the Rental Assistance Program.

Section 4. The City Council authorizes the Mayor to execute a contract with the County of Los Angeles in order to fund and receive the PLHA funds and also authorizes the City Manager to execute any and all other documents necessary for participation in the Los Angeles Urban County PLHA Program on behalf of the City of Maywood.

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

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

PASSED, APPROVED AND ADOPTED THIS 14th day of October 2020.


Eduardo De La Riva, Mayor

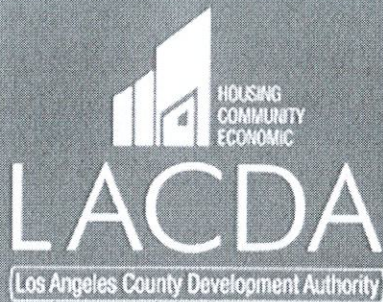
Gerardo Mayagoitia, City Clerk
Shirley Quiñones, Deputy City Clerk



Roxanna Diaz, City Attorney

Gerardo Mayagoitia City Clerk
Shirley D. Inones, Deputy City Clerk

ATTACHMENT NO. 2



GMU BULLETIN

700 West Main Street, Alhambra, CA 91801

NUMBER: **20-0013**

SUBJECT: **2020-2021 PERMANENT LOCAL HOUSING
ALLOCATION (PLHA) PROGRAM FOR URBAN
COUNTY PARTICIPATING CITIES**

DATE: **August 31, 2020**

EFFECTIVE DATE: **Immediately**

PAGE **1** OF **2**

TO: PARTICIPATING CITIES

The County of Los Angeles (County) applied for a grant from the California Department of Housing and Community Development's (HCD) Permanent Local Housing Allocation (PLHA) Program. PLHA is an SB 2 funded program that provides an ongoing permanent source of funding through State Property Transfer Fees to increase affordable housing stock in California. The LACDA, on behalf of the County, has applied for its annual allocation. This allocation includes funding for the Los Angeles County Development Authority (LACDA) to administer the program and for the Urban County Participating Cities to implement housing programs. Cities that are partners of the County through the Urban County Cooperation Agreement will be able to access their allocations for this housing program through the LACDA. It is estimated that the County will be allocating approximately \$5,056,130 to Participating Cities through the program and \$5,417,739 will be allocated to the unincorporated areas in Los Angeles County through the County Supervisor's District Offices.

Because of the limited time we had to submit the application for this current Fiscal Year, the County identified the activity to be funded for the State PLHA Plan as the Eviction Defense Program. However, cities will be given the option to utilize their allocated funds for other eligible housing activities (see Attachment A and B, PLHA List of Eligible Activities and the 2020 Allocation).

The LACDA must amend the State PLHA Plan previously submitted to include the various activities that Participating Cities wish to implement, and this will require the Board of Supervisor's approval prior to submission to the State. Cities must utilize the grant funds for eligible activities and identify them, using the enclosed form, "Proposed Program for the State Permanent Local Housing Allocation Program" (Attachment C). This form should be completed and submitted to the LACDA, no later than October 15, 2020, along with a Resolution (Sample Resolution enclosed, Attachment D) indicating City Council approval. In order to manage this process in an efficient manner; so that we are prepared when the County does receive the PLHA funding from the State, there are several steps that we must take in preparation for this event.

The LACDA will take administrative action to set up procedures and processes to receive these funds and issue contracts for this program. After October 15, 2020, we will review the City's proposed activity (Attachment C) and an eligibility determination will be made. The next step will be for the LACDA to send a contract to the City, which hopefully will be by mid-December 2020. We anticipate PLHA funds to be received by the County before the end of the calendar year, however, given the unique set of circumstances we find ourselves in this year, we can only convey the information we have to date. The County and its' Partner Cities should be prepared to begin implementing these programs in January 2021. We will communicate closely with cities and keep you apprised of information and the schedule regarding this program as we receive information from the State. Please be aware that the County cannot issue PLHA funding until we receive funding from the State.

We will need a copy of a Resolution from your City Council approving the program and the City's participation in the PLHA Program. The enclosed resolution (Attachment D) is simply a sample meant to provide some guidance in this area. We recognize that many cities have their own format. We will need both documents completed; the **Proposed Program for the State Permanent Local Housing Allocation Program Form and the City Council Resolution by October 15, 2020.**

You may contact Linda Jenkins at (626) 586-1765 or linda.jenkins@lacda.org, should you need assistance in this matter or have any questions related to the Permanent Local Housing Participation Program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D B', followed by a horizontal line.

DAVON BARBOUR, Director
Community & Economic Development Division

DB:LJ:HR:ob

K:\GMU COMMON\BULLETINS (Working File - WORD Version)\CDBG\2020\PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM FOR URBAN COUNTY PARTICIPATING CITIES.docx

ATTACHMENT A

PERMANENT LOCAL HOUSING ALLOCATION (PLHA) LIST OF ELIGIBLE ACTIVITIES

Eligible activities for the formula allocations are:

1. The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households, including necessary operating subsidies.
2. The predevelopment, development, acquisition, rehabilitation, and preservation of affordable rental and ownership housing, including Accessory Dwelling Units (ADUs), that meets the needs of a growing workforce earning up to 120-percent of AMI, or 150-percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days.
3. Matching portions of funds placed into Local or Regional Housing Trust Funds.
4. Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176.
5. Capitalized Reserves for Services connected to the preservation and creation of new permanent supportive housing.
6. Assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
 - A. This activity may include sub-awards to administrative entities as defined in HSC Section 50490(a)(1-3) that were awarded the CESH program or HEAP funds for rental assistance to continue assistance to these households.
 - B. Applicants must provide rapid rehousing, rental assistance, navigation centers, emergency shelter, and transitional housing activities in a manner consistent with the Housing First practices described in 25 CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8225(b)(8). An applicant allocated funds for the new construction, rehabilitation, and preservation of permanent supportive housing shall incorporate the core components of Housing First, as provided in WIC Section 8255, subdivision (b).
7. Accessibility modifications in lower-income owner-occupied housing.
8. Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.
9. Homeownership opportunities, including, but not limited to, down payment assistance.
10. Fiscal incentives made by a county to a city within the county to incentivize approval of one or more affordable housing projects, or matching funds invested by a county in an affordable housing development project in a city within the county, provided that the city has made an equal or greater investment in the project. The county fiscal incentives shall be in the form of a grant or low-interest loan to an affordable housing project. Matching funds investments by both the county and the city also shall be a grant or low-interest deferred loan to the affordable housing project.

Permanent Local Housing Allocation 2020

Less Administration (5%)	<u>\$551,256</u>
---------------------------------	-------------------------

Total 2020-2021 to be Allocated \$10,473,870

All Participating Cities	\$5,056,130
All Supervisorial Districts	\$5,417,739
County Administration	<u>\$551,266</u>
TOTAL URBAN COUNTY DISTRIBUTION	\$11,025,126

**PROPOSED ACTIVITY OR ACTIVITIES
FOR THE STATE PERMANENT LOCAL HOUSING ALLOCATION PROGRAM**

City Name _____

Date _____

Name and Description of the Eligible Activity or Activities the City would like to Implement Using PLHA funds:

Budget (s) Proposed for Activity or Activities:

Pertinent Facts and Information about the Priority Need for this Activity or Activities in your City:

Submitted to LACDA By: _____

Date: _____

Title: _____

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM BY AUTHORIZING THE MAYOR, OR HIS/HER DESIGNEE, TO SIGN A CONTRACT FOR FUNDING FOR THIS PROGRAM FROM THE COUNTY OF LOS ANGELES

WHEREAS, the City of _____ desires to participate in the Los Angeles Urban County Permanent Local Housing Allocation (PLHA) Program for the period beginning January 2021; and

WHEREAS, the city authorizes the execution of a contract with the County of Los Angeles in order to receive said PLHA funds;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF _____ AS FOLLOWS:

SECTION 1. The City Council approves the _____ program to be implemented using PLHA funds.

SECTION 2. The City Council authorizes the Mayor, or his/her designee, to execute any and all documents necessary for participation in the Los Angeles Urban County PLHA Program on behalf of the City of _____.

PASSED, APPROVED, AND ADOPTED this (date) day of _____ 2020.

(name), Mayor

ATTEST:

(NAME), City Clerk

I, _____, City Clerk of the City of _____, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of _____ held on the (date) day of _____, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

(name), City Clerk

AGENDA REPORT

CITY OF MAYWOOD



Discussion/Action
AGENDA 7
ITEM NO. _____

DATE: OCTOBER 14, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: EDITH CARRILLO, ADMINISTRATIVE ANALYST

SUBJECT: DISCUSSION AND DIRECTION REGARDING THE REOPENING OF PARK PLAYGROUNDS FOLLOWING THE RELEASE OF THE STATE AND COUNTY OPENING PROTOCOLS

RECOMMENDATION

Staff recommends that the City Council, discuss and provide staff with input regarding the re-opening of the parks as allowed from the County regulations and provide direction to remain as is or reopen with guidelines.

BACKGROUND

The COVID-19 pandemic resulted in the issuance of numerous stay-at-home orders and closures across the nation. On March 21, 2020, the Los Angeles County Department of Public Health ordered the closure of parks throughout the County of Los Angeles closed all parks where social distancing could not be maintained in order to implement precautionary measures in response to COVID-19.

This order resulted in the closure of all 5 Maywood playgrounds, all pocket parks, and parks (Benito Juarez Park, Pixie Park, Maywood Park, Pine Park and Riverfront Park.

As of September 5th, Los Angeles County had 244,999 positive cases. This number has since increased by 29,943 in one month, making the total of 274,942 positive cases on October 5th. In Maywood, we saw an increase of 143 of people testing positive. There was a difference from 1,325 to 1,468 in one month.

Recently, the State and the County Department of Public Health removed the restrictions on outdoor children's playgrounds and outdoor recreational facilities and issued new protocols regarding their reopening.

DISCUSSION:

The City of Maywood is currently following Los Angeles County Public Health guidelines. As the County of Los Angeles works to stop the spread of the coronavirus (COVID-19), the City continues to do its part to implement precautionary measures in response to COVID-19. The City's parks and playgrounds been closed since March 21,2020.

The Following are the Current Guidelines for Parks in Maywood:

- ☐ Closure of all parks where social distancing cannot be maintained
- ☐ Closure of all playgrounds
- ☐ Avoid close contact and stay at least 6 feet away from people you don't live with.
- ☐ Cover your mouth and nose with a mask when around others
- ☐ Cover coughs and sneezes
- ☐ Visit parks and recreation areas that are close to your home.
- ☐ Don't visit crowded parks or campgrounds.
- ☐ Wear a mask that covers nose and mouth
- ☐ Wash your hands often (at least 20 seconds) and don't share items with people you don't live with.

During this challenging time, we know that parks can serve as havens for outdoor leisure and respite. Riverfront park, our City's biggest park, has remained open as outdoor-only facility for passive use such as walking, jogging, or leisure time for individuals and families. However, group gatherings are still prohibited by the health order and social distancing is required. In addition, the playground, basketball courts and handball courts have been closed.

On September 29, 2020, the State Department of Public Health issued new guidance on the reopening of outdoor playgrounds throughout the State. Thereafter, County Public Health amended its health order lifting the restrictions on outdoor playgrounds. Outdoor playgrounds may now reopen, at the approval and discretion of the city where the playgrounds are located. If playgrounds are reopened, County Public Health is requiring that all parents and children age 2 and older who use the playgrounds must always wear a cloth face covering, there is no eating or drinking allowed at the playground, and parents are encouraged to monitor their children to ensure that they maintain a 6-foot physical distance from other children not in their households and that they undertake infection control procedures. Indoor playgrounds remain closed, except for playgrounds located at childcare facilities.

As provided for in the revised County Public Health order, the City has discretion to reopen its outdoor children's playgrounds. However, the City would be required to comply with and implement the State and County Public Health Orders and reopening protocols.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise with regard to reopening both

businesses and other activities. If the City decides to reopen the outdoor playgrounds, the City would be required to implement the requirements below:

Reopening Guidelines for Council Consideration:

Measures to ensure Physical Distancing:

- ☐ For play structures or areas that can hold more than 1 child, consider marking with tape or other visual indicators to help children assess whether they are 6 feet apart.
- ☐ Caregivers/Adults are reminded that they are required to keep children from different households at least 6 feet apart.
- ☐ If there is a pre-scheduled activity that will access the playground, the playground must be closed to the broader public during that time.
- ☐ Childcare programs, schools, out-of-school time programs and other programs for children and youth where children must remain in cohorts may not use playgrounds during times when they are open to the public. However, if the playground operator permits, the childcare, school or other program may reserve a time for the exclusive use of the playground by the program. While on the playground, cohorts must maintain separation and avoid mixing.

Measures for Infection Control

- ☐ Visitors arriving at the playground are reminded through posted signs to wear a face covering at all times while at the playground. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one but should consider the risks to themselves and others before deciding to come to an outdoor playground.
- ☐ Signage should also be posted at the playground stating that visitors with symptoms should not enter the premises.
- ☐ To the extent feasible, provide handwashing stations or sanitizer to facilitate hand hygiene, especially during times of heavy usage. Use a hand sanitizer containing (60% ethanol or 70% isopropanol). Never use hand sanitizers with methanol due to its high toxicity to both children and adults.
- ☐ Parents, caregivers, and adult supervisors should be prepared to provide hand sanitizer to their children before and after use of playground equipment.
- ☐ When choosing cleaning chemicals, playground operators should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved N list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the

surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product.

☐ Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed.

Measures that Communicate to the Public

☐ Online outlets of the playground (website, social media, etc.) provide clear information about, current protocols, required use of face coverings, infection control practices and physical distancing requirements.

☐ Additional signage should be posted at all outdoor playgrounds to remind visitors of the following physical distancing and infection control requirements:

- o Everyone 2 yrs of age or older should wear a face covering at all times while at the playground.
- o Stay home if you are sick with fever, cough, shortness of breath or difficulty breathing.
- o No eating or drinking is allowed at the playground, to ensure face masks are worn at all times.
- o Adults or Caregivers are required to monitor their children and ensure that they maintain at least 6 feet of distance from others that are not part of their household.
- o Wash or sanitize hands before and after your visit to the playground.
- o Visits should be limited to 30 minutes when others are in the playground.
- o Elderly individuals and those persons with underlying medical conditions should be reminded to avoid the playground when others are present.

The reopening of the City's outdoor playgrounds would require the implementation of signage and other measures to ensure infection control.

LEGAL REVIEW

The City Attorney has reviewed this staff report.

FISCAL IMPACT

The proposed staff report does not include a fiscal impact at this time as staff is seeking input and guidance from the City Council. If funds are needed, a budget resolution will be brought back to the Council for approval.

ATTACHMENTS

Attachment No.1 – Los Angeles County Department of Public Health Reopening Protocol for Outdoor Playgrounds Guidelines

Attachment No. 2 – California Department of Public Health Outdoor Playgrounds and other Recreational Facilities Guidelines

ATTACHMENT NO. 1

Reopening Protocol for Outdoor Playgrounds

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain venues to safely reopen. The requirements below are specific to Outdoor Playgrounds permitted to be open by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific venues by the Governor, these venues must also be in compliance with the conditions laid out in this Checklist.

This protocol applies to outdoor playgrounds located in parks, campgrounds, and other publicly accessible locations. Indoor playgrounds and family entertainment centers are not currently allowed to open.

An outdoor playground is defined as those playgrounds which are located fully outdoors, publicly accessible, free for entry and use, operated by a city, state, county, or federal government, designed primarily to serve nearby residents within a half a mile and typically includes recreational equipment, like play structures, slides, swings, etc. intended to enrich children's physical health and development. Outdoor playgrounds can provide state-mandated outdoor space for preschools, but their use should be scheduled in advance to avoid overlap with the public or with other schools.

City and County agencies reserve the right to keep a playground closed if infection control or physical distancing requirements cannot be safely adhered to.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document and related guidance.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All Outdoor Playgrounds covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Facility name:

Facility Address: _____

A. MEASURES TO ENSURE PHYSICAL DISTANCING

- ☐ For play structures or areas that can hold more than 1 child, consider marking with tape or other visual indicators to help children assess whether they are 6 feet apart.
- ☐ Caregivers/Adults are reminded that they are required to keep children from different households at least 6 feet apart.
- ☐ If there is a pre-scheduled activity that will access the playground, the playground must be closed to the broader public during that time.
- ☐ Childcare programs, schools, out-of-school time programs and other programs for children and youth where children must remain in cohorts may not use playgrounds during times when they are open to the public. However, if the playground operator permits, the childcare, school or other program may reserve a time for the exclusive use of the playground by the program. While on the playground, cohorts should maintain separation and avoid mixing.

B. MEASURES FOR INFECTION CONTROL

- ☐ Visitors arriving at the playground are reminded through posted signs to wear a face covering at all times while at the playground. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one but should consider the risks to themselves and others before deciding to come to an outdoor playground.
- ☐ Signage should also be posted at the playground stating that visitors with symptoms should not enter the premises.
- ☐ To the extent feasible, provide handwashing stations or sanitizer to facilitate hand hygiene, especially during times of heavy usage. Use a hand sanitizer containing (60% ethanol or 70% isopropanol). Never use hand sanitizers with methanol due to its high toxicity to both children and adults.
- ☐ When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved N list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product.
- ☐ Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed.

C. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ☐ Online outlets of the playground (website, social media, etc.) provide clear information about, current protocols, required use of face coverings, infection control practices and physical distancing requirements.
- ☐ Facility operators should post signage at all outdoor playgrounds to remind visitors of the following physical distancing and infection control requirements:

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- Everyone 2 yrs of age or older should wear a face covering at all times while at the playground
- Stay home if you are sick with fever, cough, shortness of breath or difficulty breathing.
- No eating or drinking is allowed at the playground, to ensure face masks are worn at all times.
- Adults or Caregivers are required to monitor their children and ensure that they maintain at least 6 feet of distance from others that are not part of their household.
- Wash or sanitize hands before and after your visit to the playground.
- Visits should be limited to 30 minutes when others are in the playground.
- Elderly individuals and those persons with underlying medical conditions should be reminded to avoid the playground when others are present.

**Any additional measures not included above should be listed on separate pages,
which the business should attach to this document.**

You may contact the following person with any questions or comments about this protocol:

Business Contact Name:

Phone number:

Date Last Revised:

ATTACHMENT NO. 2



State of California—Health and Human
Services Agency
**California Department of
Public Health**



September 28, 2020

AFL 17-__

TO: All Californians

SUBJECT: Outdoor Playgrounds and other Outdoor Recreational Facilities

Summary

COVID-19 continues to pose a severe risk to communities and requires all people in California to follow necessary precautions and to adapt the way they live and function in light of this ongoing risk. This guidance provides direction on usage of outdoor playgrounds and outdoor recreational facilities (hereafter facilities), to support a safe environment for children and families. It applies to outdoor playgrounds located in parks, campgrounds, and other publicly accessible locations. This guidance does not apply to indoor playgrounds or family entertainment centers.

Outdoor Playground Definition:

- Fully outdoors
- Publicly accessible
- Free to enter and use
- Operated by a city, state, county, or federal government
- Designed primarily to serve nearby residents within a half a mile
- Can provide State-mandated outdoor space for preschools (which could be scheduled in advance to avoid overlapping use)
- Typically includes recreational equipment, like play structures, slides, swings, etc. intended to enrich children's physical health and development

Visitors to outdoor community playgrounds must comply with the following requirements:

1. Face masks over the mouth and nose are required for everyone 2 years of age or older with caregiver supervision at all times to ensure face mask use.
2. Do not use the playground when different households are unable to maintain a physical distance of 6 feet or when the capacity limit has been reached.
3. Caregivers must monitor to keep adults and children from different households at least 6 feet apart.
4. Consider coming on different times or days to avoid wait times and potential crowded times.
5. No eating or drinking in playground, to ensure face masks are worn at all times.
6. Wash or sanitize hands before and after using the playground.
7. Elderly and persons with underlying medical conditions should avoid playground when others are present.

8. Limit visit to 30 min per day when others are present

Note: Facility operators should download and print this flyer to post at all outdoor playgrounds.

All playground facilities operators should review and follow these recommendations:

1. An adult must actively supervise each child at all times to make sure that children two years of age or older keep their face covering over their nose and mouth and stay 6 feet away from adults and children outside their household.
 - a. Children who are supervised by the same adult must stay together in the same play area or play structure at all times, to allow active supervision.
 - b. If an infant or child requires attention (nursing, diapering) that precludes an adult from actively supervising other children using the playground, the adult should ask the other children to leave the play structure/area and stay by the adult's side until needed care is complete.
2. People standing outside the playground, including people waiting to enter the playground, should remain 6 feet away from areas of the playground used by children and adults.
3. Maintain six-foot distancing between children and adults from different households including children using or waiting to use play structures or play areas, and families waiting to enter the playground.
4. Increase cleaning of frequently touched surfaces, daily as practicable.
5. To the extent feasible, provide handwashing stations or sanitizer to facilitate hand hygiene, especially during times of heavy usage. Use a hand sanitizer containing (60% ethanol or 70% isopropanol). Never use hand sanitizers with methanol due to its high toxicity to both children and adults.
6. Post the maximum number of children allowed at the entrance of each playground.
 - a. Determine and post the maximum occupancy of each play structure, (e.g., climbing structures, slides, swings, spinning structures, and sand areas) with 6 foot vertical and horizontal distancing.
 - b. Determine and post the maximum occupancy for supervising adults to ensure that each adult can maintain six feet of distance from other adults and children.
 - c. Provide directions on how to wait in line when maximum playground occupancy has been reached.
7. Mark playgrounds to help children and adults maintain 6 foot distancing.
 - a. Mark spaces for families to stand while waiting to enter the playground. The spaces should be far enough apart to allow 6 feet of distance between households.
 - b. For play structures or play areas that can hold more than one child while allowing 6 foot distancing:
 - i. Post the maximum number of children allowed on each structure/in each area to allow 6 foot distancing vertically and horizontally.
 - ii. For play structures or areas that can hold more than 1 child, consider marking with tape or other visual indicators to help children assess whether they are 6 feet apart.

- c. Mark designated spaces 6 feet apart for children to stand while waiting to use a play structure/area.

Additional Considerations

If there is a pre-scheduled activity that will access the playground, the playground must be closed to the broader public during that time.

Child care programs, schools, out-of-school time programs and other programs for children and youth where children must remain in cohorts may not use playgrounds during times when they are open to the public. However, if the playground operator permits, the childcare, school or other program may reserve a time for the exclusive use of the playground by the program. While on the playground, cohorts should maintain separation and avoid mixing.

California Department of Public Health
PO Box, 997377, MS 0500, Sacramento, CA 95899-7377
Department Website (cdph.ca.gov)



Page Last Updated : September 29, 2020