MAYWOOD CITY COUNCIL
SPECIAL MEETING AGENDA

WEDNESDAY, MAY 13, 2020 AT 3:00 P.M.

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR
Eduardo De La Riva

MAYOR PRO TEM
Ricardo Lara

COUNCIL MEMBERS
Ramon Medina
Carlos Alvarez
Heber Marquez

CITY CLERK
Gerardo Mayagoitia

CITY TREASURER
Gloria Viramontes

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 special meeting of the City Council for May 13, 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:

Join by phone *67 1-669-900-6833 Enter Meeting ID: 922 6506 2205

If you want to comment during the public comment portion of the agenda, Press *9 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. COUNCILMEMBER COMMENTS

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

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

By phone: *67 1-669-900-6833 Enter Meeting ID: 922 6506 2205

If you want to comment during the public comment portion of the agenda, Press *9 and we will select you from the meeting cue.

NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers as shown above.

VI. PRESENTATIONS

Recognition to Sergeant Bearse for years of service to the City of Maywood
Recognition to Deputy Rodriguez for years of service to the City of Maywood

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 04/022/2020 Special City Council Meeting.

2. Resolution of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving Prepaid Warrants.

3. Revenue Report for Revenue Report from July 2019 to April 2020.

4. Community Development Block Grant (CDBG) Cooperation Agreement for Fiscal Years 2021-2023.

5. Approve the Amendment to the Agreement with Crosstown Electrical & Data, Inc. (formerly Computer Services Co.) for City Traffic Signal and Streetlight Maintenance.

IX. DISCUSSION/ACTION ITEMS

6. Annual Financial Report for Fiscal Year Ended June 30, 2019.

7. Discussion Regarding State Roadmap to modify the Stay-At-Home Order and Los Angeles County Public Health Roadmap to Recovery as they relate to the Re-Opening of the City and businesses

8. Receive the 2018 and 2019 Housing Element Annual Progress Reports and authorize staff to file the reports with the State Office of Planning and Research and the Department of Housing and Community Development.

X. CLOSED SESSION

Conference with Legal Counsel, Existing Litigation, Government Code Section 54956.9(d)(1); *L.A. Labs Inc., et. al. v. City of Maywood*, Los Angeles Superior Court Case No. 19STCP05291; *Nadiya Aziz v. City of Maywood*, Los Angeles Superior Court Case No. 19STCP04963; *Sigrid Lopez v. City of Maywood*, Los Angeles Superior Court Case No. 19STCP05000; and *Maywood Investment Group v. City of Maywood*, Los Angeles Superior Court Case No. 19STCV44946.

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:

By phone: *67 1-669-900-6833 Enter Meeting ID: 922 6506 2205

If you want to comment during the public comment portion of the agenda, Press *9 and we will select you from the meeting cue.

NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers as shown above.

XII. ADJOURNMENT - The next Regular Meeting of the Maywood City Council is on May 27, 2020 at 3:00 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 ITEM NO. 1

MAYWOOD CITY COUNCIL

MINUTES FOR SPECIAL MEETING
WEDNESDAY, APRIL 22, 2020 AT 3:00 P.M.

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR
Eduardo De La Riva (Present)

MAYOR PRO TEM
Ricardo Lara (Teleconference)

COUNCIL MEMBERS
Ramon Medina (Teleconference)
Carlos Alvarez (Teleconference)
Heber Marquez (Teleconference)

CITY CLERK
Gerardo Mayagoitia (Teleconference)

CITY TREASURER
Gloria Viramontes (Absent)

CITY MANAGER
Jennifer E. Vasquez (Present)

CITY ATTORNEY
Roxanne Diaz (Teleconference)

Staff Present:
David Mango, Director of Building and Planning (Teleconference)
Hrant Manuelian, Director of Finance (Teleconference)
Guillermo Padilla, Deputy City Clerk
Shirley Quinones, Deputy City Clerk
Gisselle Delgado, Community Services Liaison

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WAS NOT OPEN TO THE PUBLIC

PURSUANT TO GOVERNOR GAVIN NEWESOM'S EXECUTIVE ORDER N-29-20 THIS MEETING WAS HELD AS A TELECONFERENCE MEETING

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

VIA FACEBOOK LIVE AT:
https://www.facebook.com/cityofmaywood

OR BY ZOOM TELECONFERENCE AT:

*67 1-669-900-6833
Zoom Meeting Access Code: 808 328 546

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

IV. COUNCILMEMBER COMMENTS

Mayor, Council Members, and City Manager provided community updates.

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

There were no speakers.

VI. PRESENTATIONS

None.

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 04/08/2020 Special City Council Meeting. **Motion to approve minutes by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**

2. Minutes for 04/08/2020 Additional Concurrent Special City Council Meeting. **Motion to approve minutes by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**

3. Resolution of the City Council of the City of Maywood Successor Agency of the Maywood Community Redevelopment Agency Approving Prepaid Warrants. **Motion to approve Resolution 6104 by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**

4. Consideration of approval of Request for Proposals (RPF) for professional engineering Services and authorization for the City to solicit proposals for Professional Engineering Services. **Motion to authorize the City of Maywood to solicit proposals for Professional Engineering Services and approval of the RFP by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**

5. Consider the Re-Appointment of a Member of the Planning Commission. **Motion to Re-Appoint Planning Commissioner Raul Rodriguez by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**

6. Consideration of approving an Amendment to the Public Transportation Contract Services Agreement between the City of Maywood and Metro Transit Services LLC. **Motion to approve the Amendment to the Public Transportation Contract Services Agreement between the City of Maywood and Metro Transit Services, LLC, by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**

IX. DISCUSSION/ACTION ITEMS

7. Consideration of a monetary contribution to Heart of Compassion Distribution for supplies needed to continue distribution of food and goods in the Maywood Community. **Motion to approve a contribution of $10,000 from the Community Benefit Fund to Heart of Compassion and to direct staff to follow-up on the funding needs and location by Alvarez. Second by De La Riva. AYES: Marquez, Medina, and De La Riva. NOES: LARA. PASSES**

X. CLOSED SESSION

None.

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

The following spoke on Non-Agenda Items:

1. Gloria Gonzalez(Submitted comments through email);
2. Gerry Mayagoitia (Submitted comment by teleconference);
3. Maria Morales (Submitted comment by teleconference)

XII. **ADJOURNMENT** - Meeting adjourned at approximately 4:08 p.m. on April 22, 2020 to May 13, 2020 at 7:00 pm for the regular 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. 6105

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 $484,376.29 are hereby ratified:

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

PASSED, APPROVED AND ADOPTED THIS 13th day of May, 2020.

Eduardo De La Riva, Mayor

ATTEST:

Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

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

I, Gerardo Mayagoitia, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6105 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 13th of May, 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 Quinones, Deputy City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, May 13, 2020

			Amount
Accounts Payable			
Accounts Payable prepaid warrants for payment: Checks No. 087072 - 087101		$	35,416.53
Accounts Payable regular warrants for payment: Checks No. 087102 - 087131		$	280,849.19
	Sub-total	$	316,265.72
Wire Transfers/ACH Transactions			
04/15/20 California Joint Powers Insurance Authority (CJPIA) repayment plan agreement		$	12,000.00
04/17/20 CalPERS Employer Contribution - Pay Period 3/29/2020 - 4/11/2020		$	6,863.34
04/24/20 ADP Payroll Fee		$	391.26
04/24/20 Lease Payment for Front Counter Cash Registers - April 2020		$	87.04
05/01/20 CalPERS Employer Contribution - Pay Period 4/12/2020 - 4/25/2020		$	6,805.48
05/05/20 CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees		$	110,480.44
05/05/20 CalPERS Health Premium May 2020		$	31,483.01
	Sub-total	$	168,110.57
	Total Demands	**$**	**484,376.29**

EXHIBIT A

EXHIBIT B

City of Maywood
Detail Warrants for Payment
Warrants No. 087072 to 087131

Check No.	Prepaids	Date	Vendor Name	Check Amt	Transaction Description
087072	P	4/23/2020	AT&T	353.82	Elevator Emergency Phone Line 03/10/20 to 04/09/20
087073	P	4/23/2020	AT & T Long Distance	43.34	Elevator Emergency Line March 2020
087074	P	4/23/2020	Dove Communications Inc	75.00	Labor-Voice Remote Programming
087075	P	4/23/2020	Jani-King of California, Inc. Los Angeles/Colton Region	4,346.16	Park Custodial March 2020
087076	P	4/23/2020	JCL Traffic Services	1,756.16	Stop Sign and hardware
087077	P	4/23/2020	L.B. Johnson Hardware Co.	955.84	Public Works and Building/Planning Supplies
087078	P	4/23/2020	National Plant Services, Inc.	2,700.00	Sewer Blockage 4552 Slauson Ave - Private Property
087079	P	4/23/2020	Preferred Benefit Insurance Administrators, Inc.	2,593.20	Dental & Vision Insurance April 2020
087080	P	4/23/2020	QDoxs	63.51	Copier Base Charge: 04/01/2020 - 04/30/2020
087081	P	4/23/2020	Redfire Technology Services	230.00	March 2020 Off Boarding I.T. Services
087082	P	4/23/2020	So Cal Industries	625.00	Portable Restroom 4801 E 58th St Damaged Unit Charges
087083	P	4/23/2020	Southern California Edison	187.15	Various Locations 03/17/2020 - 04/15/2020
087084	P	4/23/2020	The Gas Company	55.94	Various Locations (03-09-2020 - 04-07-2020)
087085	P	4/23/2020	Xerox Financial Services	153.30	Copier Lease: 03-22-2020 - 04-21-2020
087086	P	4/29/2020	Department of Conservation Division of Administrative Services	270.31	Strong Motion/Seismic Hazard Mapping Fee: 1.1.20 - 3.31.20
087087	P	4/29/2020	Young Men's Christian Association of Metropolitan LA	10,000.00	Grab & Go Meal Distribution Donation
087088	P	5/4/2020	Allen B. McDade	629.49	Retiree Medical Reimbursement May 2020
087089	P	5/4/2020	American Paper Plastic	639.70	Janitorial Supplies: City Hall
087090	P	5/4/2020	Angel Villegas	525.39	Retiree Medical Reimbursement May 2020
087091	P	5/4/2020	Brent Talmo	296.74	Retiree Medical Reimbursement May 2020
087092	P	5/4/2020	Bruce Leflar	1,189.78	Retiree Medical Reimbursement May 2020
087093	P	5/4/2020	Christine M. Locher	245.78	Retiree Medical Reimbursement May 2020
087094	P	5/4/2020	Edward Ahrens	1,189.78	Retiree Medical Reimbursement May 2020
087095	P	5/4/2020	Tri-City Mutual Water Company	640.70	Various Locations 02-22-2020 to 04-17-2020
087096	P	5/4/2020	Paul Pine	1,588.41	Retiree Medical Reimbursement May 2020
087097	P	5/4/2020	Robert Leach	1,005.00	Retiree Medical Reimbursement May 2020
087098	P	5/4/2020	Ronald Lindsey	1,176.90	Retiree Medical Reimbursement May 2020

City of Maywood
Detail Warrants for Payment
Warrants No. 087072 to 087131

Check No.	Prepaids	Date	Vendor Name	Check Amt	Transaction Description
087099	P	5/4/2020	Scott C. Anderson	1,189.78	Retiree Medical Reimbursement May 2020
087100	P	5/4/2020	Sparkletts Drinking Water Corp	47.79	City Hall Office Water
087101	P	5/4/2020	Sprint	642.56	Cell Phone Service: 03/24/2020 - 04/23/2020
087102		5/4/2020	A-A Backflow Testing	210.00	Backflow Testing Service Call Riverfront Park
087103		5/4/2020	Alta Environmental	3,462.50	MS4 Database Development-MS4 and FOG Inspections
087104		5/4/2020	Amigos Del Los Rios	21,210.00	Maywood Watering Services
087105		5/4/2020	Bremer, Whyte, Brown & O'Meara, LLP	1,647.63	Legal Services March 2020
087106		5/4/2020	California Building Officials	215.00	Class I Membership Dues D.Mango
087107		5/4/2020	Clean Street	7,500.00	March 2020 Monthly Street Sweeping
087108		5/4/2020	Computer Service Company	2,729.50	Preventive Maintenance Street Light Inspections April 2020
087109		5/4/2020	Daily Journal Corporation	1,875.00	Publication of Official Notices
087110		5/4/2020	Expert Building Maintenance	11,045.71	City Hall/Police Station/Parks Janitor Services April 2020
087111		5/4/2020	Gateway Cities Council of Governments	21,788.51	Atlantic Corridor Linear Mile FY 19/20
087112		5/4/2020	Gateway Water Mangement Authority	37,157.87	Admin & Cost Sharing for Prop 1 Stormwater Implementation
087113		5/4/2020	George Hill Company	308.00	City Claims/Adjuster March 2020
087114		5/4/2020	Gisselle Delgado	58.75	Community Services Liaison Mileage Reimbursements
087115		5/4/2020	HDL Coren & Cone	2,217.38	Property Tax Service: April - June 2020
087116		5/4/2020	Heart of Compassion	10,000.00	Food Donations for low income families
087117		5/4/2020	HF&H Consultants, LLC	1,382.25	Solid Waste Consulting Services March 2020
087118		5/4/2020	Hinderliter, de Llamas & Associates	22,550.00	Cannabis Managment Program
087119		5/4/2020	Interwest Consulting Group	26,375.00	City Engineering Services: March 2020
087120		5/4/2020	JMG Security System	568.75	Key Card Access Badge Set Up
087121		5/4/2020	Jose Hugo Martinez	1,000.00	C & D Recycling Compliance Measure Deposit Return
087122		5/4/2020	KBJ Auto Detail	420.00	City Vehicle Fleet: Car Wash March 2020
087123		5/4/2020	Los Angeles County Metropolitan Authority	2,360.00	April 2020 Metro TAP Cards
087124		5/4/2020	Metro Transit Services	33,703.10	Public Transportation Services Express & Dial-A-Ride April 2020
087125		5/4/2020	Municipal Waste Solutions	1,140.00	March 2020 Waste & Recycling Consulting

City of Maywood
Detail Warrants for Payment
Warrants No. 087072 to 087131

Check No.	Prepaids	Date	Vendor Name	Check Amt	Transaction Description
087126		5/4/2020	North Star Landcare	9,831.25	Landscape Services April 2020
087127		5/4/2020	Orangeline Development Authority	3,111.90	Eco-Rapid Annual Transit Annual Membership FY 2020-2021
087128		5/4/2020	Pablo E. Martinez	3,084.26	Translator for Council Meetings 07-10-2019 to 09-25-2019
087129		5/4/2020	Phoenix Group Information Systems	3,111.87	March 2020 Parking Citations Processing Fees
087130		5/4/2020	Richards, Watson & Gershon	34,900.83	Legal Services - General (March 2020)
087131		5/4/2020	U.S. Bank Corporate Payment System	15,884.13	Credit Card Expense
			TOTAL:	**$316,265.72**	

AGENDA ITEM NO. 3

CITY COUNCIL STAFF REPORT

DATE: MAY 13, 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 2019 TO APRIL 2020

RECOMMENDATION

Staff recommends that the City Council receive and file the Revenue Report from July 2019 – April 2020.

FISCAL IMPACT

There is no fiscal impact involved with this action.

LEGAL REVIEW

The City Attorney has reviewed this report.

BACKGROUND

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

DISCUSSION

The attached analysis (see Attachment 1) compares prior YTD and current YTD Revenue. The total revenue received[1] from July 2019 to April 2020 totaled $12,777,470.67 which is 10.18% higher than the same period last year.

- *GENERAL FUND – TAXES:* Overall there is a 39.71% increase in total taxes. The contributing factors for the increase are Cannabis Sales Tax and Sales Tax Revenues. The City has collected $1.9M in Cannabis sales tax.

- *GENERAL FUND – LICENSES & PERMITS:* Overall there is a 10.92% increase in total Licenses & Permits. The contributing factors of the increase are Commercial Cannabis Renewals & Public Works & Residential/Building Permits.

- *GENERAL FUND – CHARGES FOR SERVICES:* The total for Charges for Services received has totaled 125,897.57 which is 158% higher than the same period last year. There has been an increase in all items in this category.

- *GENERAL FUND – FINES AND FORFEITURES*: A contributing factor of the reduction in Parking Fines & SEMC: Court Collections (DMV) revenue is the loss of parking enforcement coverage on weekends. Since April 2019 there has been a vacancy for the Part-time Parking Enforcement Officer position that diminished our capacity to issue parking citations.

ATTACHMENT(S)

Attachment No. 1 – July 2019 to April 2020 Revenue Report

[1] See row entitled Total Revenues

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 - Revised FY 2019-20 Revenue Budget	H - % of FY 2019-2020 YTD Revenue Received
			(C minus B)	*(C divided by B minus 1)*		*(C divided by G)*
GENERAL FUND **Taxes:**	**TAXES**: A tax is a compulsory monetary contribution to the City's revenue, assessed and imposed by the City on the activities, expenditure, income, occupation, privilege, property, etc., of individuals and organizations.					
Franchise & Collectors Fee	$270,013.75	$181,667.74	($88,346.01)	-32.72%	$40,000.00	454.17%
Property Taxes	$456,310.70	$430,013.08	($26,297.62)	-5.76%	$685,000.00	62.78%
Utility Users Tax	$802,302.20	$771,622.59	($30,679.61)	-3.82%	$950,000.00	81.22%
Transfer Tax (Real Estate)	$22,960.06	$14,617.84	($8,342.22)	-36.33%	$20,000.00	73.09%
Transient Occupancy Tax	$59,634.16	$59,650.75	$16.59	0.03%	$95,000.00	62.79%
Cannabis Sales Tax	$448,921.25	$1,902,905.33	$1,453,984.08	323.88%	$1,500,000.00	126.86%
Sales Tax Revenue	$1,504,477.02	$1,619,746.35	$115,269.33	7.66%	$1,800,000.00	89.99%
Taxes Totals	**$3,564,619.14**	**$4,980,223.68**	**$1,415,604.54**	**39.71%**	$5,090,000.00	97.84%
GENERAL FUND **Licenses & Permits:**	**FEES**: A fee is a charge imposed on an individual for a service that the person chooses to receive. A fee may not exceed the estimated reasonable cost of providing the particular service or product for which the fee is charged, plus overhead. Fees are charged for specific services, and fee revenue may fund only those services and related expenses. **LICENSES** and **PERMITS** are types of fees allowing for the operation within the City.					
Compliance Program Fee	$0.00	$0.00	$0.00	0.00%	$0.00	0.00%
Residential & Building Permits	$28,675.20	$36,480.92	$7,805.72	27.22%	$34,000.00	107.30%
Public Works Permit Fees	$45,222.50	$71,300.00	$26,077.50	57.66%	$88,000.00	81.02%
Other Fees & Permits	$28,512.50	$25,547.35	($2,965.15)	-10.40%	$30,000.00	85.16%
Occupancy Permits	$21,344.60	$12,558.30	($8,786.30)	-41.16%	$12,500.00	100.47%
Building Permits	$59,975.26	$64,343.59	$4,368.33	7.28%	$56,000.00	114.90%
Commercial Cannabis Applications	$70,289.10	$38,787.00	($31,502.10)	-44.82%	$28,387.00	136.64%
Commercial Cannabis Renewal	$0.00	$147,840.00	$147,840.00	0.00%	$117,810.00	125.49%
Parking Permits	$73,854.00	$61,893.73	($11,960.27)	-16.19%	$100,000.00	61.89%
Apartment License	$21,854.50	$20,507.54	($1,346.96)	-6.16%	$30,000.00	68.36%
Business License	$192,027.26	$192,333.73	$306.47	0.16%	$290,000.00	66.32%
Vehicle License Fee - LA County	$1,415,294.24	$1,499,114.77	$83,820.53	5.92%	$2,820,000.00	53.16%
Licenses and Permits Totals	**$1,957,049.16**	**$2,170,706.93**	**$213,657.77**	**10.92%**	$3,606,697.00	60.19%
GENERAL FUND **Charges for Services:**	**CHARGES FOR SERVICES:** Charges to cover administrative costs for the provision of services.					
All Other Charges for Services	$7,762.71	$18,805.80	$11,043.09	142%	$19,000.00	98.98%
Compliance and Review Fees - Cannabis	$0.00	$0.00	$0.00	0.00%	$0.00	0.00%
Rubbish Assessment	$5,451.61	$35,333.29	$29,881.68	548%	$35,000.00	100.95%

	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 - Revised FY 2019-20 Revenue Budget	H - % of FY 2019-2020 YTD Revenue Received
			(C minus B)	*(C divided by B minus 1)*		*(C divided by G)*
Plan Check Fees	$16,755.84	$50,489.88	$33,734.04	201%	$60,000.00	84.15%
Rents & Concessions	$18,900.00	$21,268.60	$2,368.60	13%	$23,000.00	92.47%
Charges for Services Totals	**$48,870.16**	**$125,897.57**	**$77,027.41**	**158%**	$137,000.00	91.90%
GENERAL FUND **Fines and Forfeitures:**	**FINES AND FORFEITURES**: Penalties imposed by the City in the form of money or goods for a violation of an ordinance, law, regulation or rule.					
Penalties: Apt & Bus License	$6,760.57	$2,889.45	($3,871.12)	-57.26%	$1,000.00	288.95%
SEMC: Court Collections (DMV)	$115,251.94	$92,639.27	($22,612.67)	-19.62%	$120,000.00	77.20%
Parking Fines	$256,618.78	$157,970.97	($98,647.81)	-38.44%	$170,000.00	92.92%
Fines and Forfeitures Totals	**$378,631.29**	**$253,499.69**	**($125,131.60)**	**-33.05%**	$291,000.00	87.11%
GENERAL FUND **Leases and Concessions:**	**LEASES AND CONCESSIONS:** A rent or lease or payment for the use of a the City's property.					
Leased Property Rental Income	$47,524.00	$48,361.28	$837.28	1.76%	$61,400.00	78.76%
Leases and Concessions Totals	**$47,524.00**	**$48,361.28**	**$837.28**	**1.76%**	$61,400.00	78.76%
GENERAL FUND **Miscellaneous:**	**MISCELLANEOUS**: A General Fund revenue not covered in another revenue category.					
Interest Income	$59,774.56	$127,181.24	$67,406.68	112.77%	$220,000.00	57.81%
Miscellaneous Revenue	$110,823.16	$31,066.80	($79,756.36)	-71.97%	$32,000.00	97.08%
Other (Recycle + ABx1 Reimbursement)	$7,262.00	$0.00	($7,262.00)	-100.00%	$0.00	0.00%
Street Fair Revenue	$49,120.00	$0.00	($49,120.00)	0.00%	$0.00	0.00%
Trade of Prop A Funds	$673,000.00	$200,000.00	($473,000.00)	0.00%	$387,800.00	51.57%
Miscellaneous Revenue Totals	**$899,979.72**	**$358,248.04**	**($541,731.68)**	**-60.19%**	$639,800.00	55.99%
GENERAL FUND **Retiree Pension Levy:**	**RETIREE PENSION LEVY**: An amount of revenue from the property tax levy approved by the voters for the purpose of paying the cost to the City of the Public Employees Retirement System (PERS).					
Retiree Pension Levy	$640,307.70	$670,050.27	$29,742.57	4.65%	$950,000.00	70.53%
Retiree Pension Levy Totals	**$640,307.70**	**$670,050.27**	**$29,742.57**	**4.65%**	$950,000.00	70.53%
General Fund Revenue Totals	**$7,536,981.17**	**$8,606,987.46**	**$1,070,006.29**	**14.20%**	**$10,775,897.00**	**79.87%**

	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 - Revised FY 2019-20 Revenue Budget	H - % of FY 2019-2020 YTD Revenue Received
			(C minus B)	*(C divided by B minus 1)*		*(C divided by G)*
ENTERPRISE FUND **Sewer:**	**SEWER SERVICE CHARGE**: Annual sewer charges to be collected on the Los Angels County tax roll.					
Sewer	$242,575.19	$259,324.34	$16,749.15	6.90%	$284,000.00	91.31%
Sewer Revenue Totals	**$242,575.19**	**$259,324.34**	**$16,749.15**	**6.90%**	$284,000.00	91.31%
Enterprise Fund Revenue Totals	**$242,575.19**	**$259,324.34**	**$16,749.15**	**6.90%**	**$284,000.00**	**91.31%**
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"	$477,064.08	$576,088.40	$99,024.32	20.76%	$735,800.00	78.29%
Transportation Development Act (TDA) Bikeway	$11.38	$0.00	($11.38)	-100.00%	$20,400.00	0.00%
Proposition A	$476,864.86	$477,523.98	$659.12	0.14%	$568,800.00	83.95%
Proposition C	$409,115.26	$402,419.34	($6,695.92)	-1.64%	$482,500.00	83.40%
Measure R	$297,292.76	$311,637.20	$14,344.44	4.83%	$355,000.00	87.79%
Measure M	$334,120.34	$333,865.12	($255.22)	-0.08%	$401,000.00	83.26%
Senate Bill 1 (SB 1)	$406,379.43	$442,709.64	$36,330.21	8.94%	$460,900.00	96.05%
Surface Transportation Program (STP) Federal Grant	$0.00	$0.00	$0.00	0.00%	$200.00	0.00%
Community Development Block Grant (CDBG)	$767,226.00	$734,301.00	($32,925.00)	-4.29%	$545,700.00	134.56%
Air Quality Management District (AQMD) Grant	$17,587.09	$35,977.44	$18,390.35	104.57%	$34,100.00	105.51%
Supplemental Law Enforcement Services Fund (SLESF) Grant	$148,746.54	$155,947.62	$7,201.08	0.00%	$140,000.00	111.39%
Grant/Reimbursements from Federal/State/County Governments	$328,278.65	$0.00	($328,278.65)	0.00%	$134,000.00	0.00%
Measure A	$0.00	$0.00	$0.00	0.00%	$143,500.00	0.00%
Lighting & Landscaping	$154,170.84	$155,758.13	$1,587.29	1.03%	$174,500.00	89.26%
Successor Agency Trust Fund - City of Maywood serves as the Successor Agency to the Maywood Redevelopment Agency	$606.57	$284,931.00	$284,324.43	46874.13%	$1,258,700.00	22.64%
Special Revenue Totals	**$3,817,463.80**	**$3,911,158.87**	**$93,695.07**	**2.45%**	**$5,455,100.00**	**71.70%**
Total Revenues	**$11,597,020.16**	**$12,777,470.67**	**$1,180,450.51**	**10.18%**	**$16,514,997.00**	**77.37%**

AGENDA ITEM NO. 4

CITY COUNCIL STAFF REPORT

DATE: MAY 13, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING

RE: RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COOPERATION AGREEMENT WITH THE COUNTY OF LOS ANGELES FOR FISCAL YEARS 2021-2023

RECOMMENDATION

That the Maywood City Council adopt a Resolution approving the County of Los Angeles Participating City Cooperation Agreement between the City of Maywood and the County of Los Angeles for the Community Development Block Grant (CDBG) Program.

FISCAL IMPACT

The City will be able to continue to receive CDBG funding for the next three-year funding cycle covering the time period July 1, 2021 to June 30, 2024. The City's annual CDBG allocation is approximately $434,000.

LEGAL REVIEW

The City Attorney has reviewed this staff report.

BACKGROUND

By way of a Cooperation Agreement, the City of Maywood is part of the Los Angeles County Community Development Block Grant (CDBG) Program. The

current Cooperation Agreement will expire on June 30, 2021. To continue participation in the CDBG Program, the City is required to adopt a resolution approving the new Cooperation Agreement for Fiscal Years 2021, 2022 and 2023 which includes the funding cycle from July 1, 2021 to June 30, 2024. In addition, the new Cooperation Agreement will reflect the name change to Los Angeles County Development Authority from Los Angeles County Community Development Commission.

The CDBG Program was established through the Housing and Community Development Act of 1974. The primary goals of the CDBG program are to provide for the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for low- and moderate-income persons.

DISCUSSION

The Los Angeles County Development Authority (LACDA) requires that participating cities (defined as jurisdictions of less than 50,000 in population), enter into a Cooperation Agreement in order to administer the U.S. Department of Housing and Urban Development (HUD) allocated CDBG funds for the City. The three-year Cooperation Agreements have been self-renewing since 2005 with exceptions when the boilerplate is revised to incorporate new HUD requirements.

The new Cooperation Agreement will include the City of Maywood as a continuing participating city in the Los Angeles Urban County Program for Fiscal Years 2021-2023 and name the LACDA as the signing County Agency on behalf of the County for the CDBG Program. Once approved, the City may not drop out of the CDBG Program during the three-year period.

The following are general policies regarding the City's participation in the CDBG Program:

1. All cities that intend to be a part of the Los Angeles Urban County's 2021-2023 CDBG Program are required to execute a Cooperation Agreement with the County. Cities may not drop out of the Urban County Program during the three-year period.
2. The Cooperation Agreement will automatically renew for successive three-year periods, unless the City of the County provides written notice at least sixty (60) days prior to the end of the term, electing not to participate in a new qualification period or when there are changes to HUD requirements.
3. Each City will retain control over its own CDBG funds based on CDBG Program regulations.
4. The County will take responsibility and assume all obligations as the applicant for the federal funds.

5. Cities will be eligible to participate in the HOME Program through the County. This program does not require City staff support or funding.
6. LACDA will provide additional assistance to the participating cities by undertaking County-funded or jointly funded community development activities within the jurisdiction's boundaries.
7. Cities will not be eligible to apply for grants under the Small Cities or State CDBG Program.

Staff recommends that the City continue participating in the Los Angeles County CDBG Program. Each program year, the City receives approximately $434,000 from HUD through the County of Los Angeles. The federal CDBG funds have been allocated for community development projects which benefit persons of low- and moderate-income levels and aid in the prevention and elimination of blighted conditions. Currently, CDBG funds are used to fund a portion of the City's Graffiti Removal Program, Code Enforcement, and the Sewer Repair Project.

Attachments:

1. Resolution No.6106

2. County of Los Angeles CDBG Program Participating City Cooperation Agreement

ATTACHMENT NO. 1

RESOLUTION NO. 6106

A RESOLUTION OF THE MAYWOOD CITY COUNCIL OF THE CITY OF MAYWOOD APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM. APPROVING THE COOPERATION AGREEMENT AND AUTHORIZING THE MAYOR TO SIGN THE COOPERATION AGREEMENT WITH THE COUNTY OF LOS ANGELES

WHEREAS, the City of Maywood desires to continue participation in the Los Angeles Urban County Community Development Block Grant (CDBG) Program for the qualification period beginning July 1, 2021; and

WHEREAS, the City authorizes the execution of a Cooperation Agreement with the County of Los Angeles in order to receive said CDBG funds;

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

Section 1. The City Council adopts and approves the County of Los Angeles Participating City Cooperation Agreement between the City of Maywood and the County of Los Angeles for the time period of July 1, 2021 through June 30, 2024 and self-renewing thereafter.

Section 2. The City Council authorizes the Mayor to execute any and all documents necessary for participation in the Los Angeles Urban County CDBG Program on behalf of the City of Maywood.

Section 3. This Resolution shall be effective immediately upon its passage and approval.

Section 4. 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 13th day of May, 2020.

Eduardo De La Riva, Mayor

ATTEST:

Gerardo Mayagoitia, 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 of Maywood, do hereby certify the foregoing Resolution No. 6106 was duly passed and adopted by the City Council of the City of Maywood, at a special meeting held on the 13th day of May, 2020, by the following roll call vote, to wit:

AYES: Marquez, Alvarez, Medina, Lara, De La Riva

NAYES:

ABSENT:

ABSTAIN:

Gerardo Mayagoitia, City Clerk

ATTACHMENT NO. 2

COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME INVESTMENT PARTNERSHIPS PROGRAMS

PARTICIPATING CITY COOPERATION AGREEMENT

This Agreement is being entered into on this ____ day of _____, to be effective on the 1st day of July 2021, by and between the City of Maywood, hereinafter referred to as "City," and the County of Los Angeles, by and through the Executive Director of the Los Angeles County Development Authority, hereinafter referred to as "County" and shall remain in effect for the three-year qualification period through the 30th day of June 2024. After this date, this Agreement provides for automatic renewal of participation in successive three-year qualification periods, unless the County, or the City provides written notice it elects not to participate in a new qualification period.

WITNESSETH THAT:

WHEREAS, in 1974, the U.S. Congress enacted and the President signed a law entitled, the Housing and Community Development Act of 1974, as amended, herein called the "Act;" and

WHEREAS, County and City desire to cooperate to undertake, or assist in undertaking, community development, community renewal of lower income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act, the Cranston-Gonzalez National Affordable Housing Act (NAHA), and the U.S. Housing Act of 1937, as amended;

WHEREAS, the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, and the Emergency Solutions Grant (ESG) Program are required to have an approved comprehensive housing strategy as authorized under NAHA;

WHEREAS, the County has requested of the U.S. Department of Housing and Urban Development, hereinafter referred to as "HUD," that the County be designated as an "Urban County;"

WHEREAS, the City desires to participate with the County in said program;

WHEREAS, as the Urban County designee, the County will take responsibility and assume all obligations of an applicant under federal statues, including: the analysis of needs, the setting of objectives, the development of community development and housing assistance plans, the consolidated plan, and the assurances of certifications;

WHEREAS, the terms and provisions of this Agreement are fully authorized under State and local law, and this Agreement provides full legal authority for the County, by and through its agents and instrumentalities including the Los Angeles County Development Authority, herein referred as "County," to undertake, or assist in undertaking, essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing; and

WHEREAS, by executing this Agreement, the parties hereby give notice of the intention to participate in the Urban County CDBG Program.

NOW, THEREFORE, the parties agree as follows:

1. The City hereby authorizes the County to perform, or cause to be performed, those acts necessary or appropriate to implement the community development and housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, improvement or development of housing for persons of low- to moderate-income, and other community or urban renewal activities authorized under the Act specified for the City in the County's Consolidated Plan which will be funded from annual CDBG and applicable HOME Programs from Federal annual appropriations and from any program income generated from the expenditure of such funds. County shall have final authority and responsibility for selecting projects and annually filing its Final Housing and Community Development Plan with HUD.

   In the event this Agreement extends into succeeding fiscal years and funds have not been appropriated, this Agreement will automatically terminate as of June 30 of the then current fiscal year. The County will endeavor to notify the City in writing within ten (10) days of receipt of non-appropriation notice.

2. This Agreement covers the following formula funding programs administered by HUD where the County is awarded and accepts funding directly from HUD: The CDBG Entitlement Program, the HOME Program and the ESG Program.

3. In executing this Agreement, the City understands that it shall not be eligible to apply for grants under the Small Cites or State CDBG Programs for appropriations for fiscal years during the period in which the City is participating in the Urban County CDBG entitlement program; and further, the City shall not be eligible to participate in the HOME and ESG programs except through the Urban County.

4. The City may participate in a HOME Program only through the County. Thus, even if the County does not receive a HOME formula allocation, the City cannot form a HOME consortium with other local governments.

5. The term of this Agreement shall commence on **July 1, 2021**, the beginning date of the first year of the new Urban County Qualification Period, which will end on **June 30, 2024**. After this three (3) year Qualification Period ends, this Agreement will automatically renew for another period of three (3) years, unless the City provides written notice at least 60 days prior to the end of the term that it elects not to participate in a new qualification period. A copy of that notice must be sent to the HUD Field Office. Towards the end of the three-year term, the County will notify the City in writing of its right not to participate in the Urban County for a successive three-year term.

   The parties agree to adopt amendments to this Agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice by HUD, prior to the subsequent three-year extension of the term. Any amendment to this Agreement shall be submitted to

HUD as required by the regulations and any failure to adopt required amendments will void the automatic renewal of the Agreement for the subsequent three-year term.

6. This Agreement shall be effective for the period of time required for the expenditure of all CDBG and/or applicable HOME funds allocated to the City under this Agreement and appropriations from any program income therefrom and for the completion of the funded activities. The County and City agree that they cannot terminate or withdraw from this Agreement while it remains in effect.

   The City and the County agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act.

   The City and the County in the performance of this Agreement shall take all actions necessary or appropriate to assure compliance with the Urban County's certification under Section 104 (b) of Title I of the Act, as amended, regarding Title VI of the Civil Rights Act of 1964; the Fair Housing Act and affirmatively furthering fair housing as cited in 24 CFR 91.225(a); Section 109 of Title I of the Act, which incorporates Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, and all other applicable laws and regulations.

   Urban County funding is prohibited for activities in, or in support of, any City that does not affirmatively further fair housing within its local jurisdiction or that impedes the County's action to comply with the Fair Housing Certification.

7. The City and County agree that CDBG and HOME funding is prohibited for any activities in or in support of any cooperating City that do not affirmatively further fair housing within its own jurisdiction or that impede the County's action to comply with its fair housing certification.

8. Pursuant to 24 CFR 570.501 (b), the City is subject to all requirements applicable to subrecipients, including the requirement of a written agreement as set forth in 24 CFR 570.503.

9. The City shall report to the County of any income generated by the use of CDBG or HOME funds received by the City. Any such program income must be remitted to the County within 30 days of receipt if applicable. Such program income may be used for eligible activities in accordance with all CDBG and HOME requirements as may then apply.

10. The County shall be responsible for monitoring and reporting to HUD on the use of any program income; therefore, the City shall be required to maintain appropriate record keeping and reporting for this purpose.

11. The City may not sell, trade or otherwise transfer all or any portion of CDBG funds at another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in

exchange for any other funds, credits or non-Federal consideration, but must use such funds for activities eligible under title I of the Housing and Community Act of 1974.

12. In the event of grant close-out or termination of this Agreement, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County within 60 days after grant closeout.

13. All program income generated from the disposition or transfer of real property acquired or improved by the City, using CDBG and/or HOME funds or program income, during the term of this Agreement, shall be subject to all the terms and conditions of this Agreement, particularly Sections 6 through 11.

14. Any real property which is acquired or improved by the City during the term of this Agreement, in whole or in part, using CDBG and/or HOME funds or program income in excess of $25,000, shall be subject to the following standards:

    a. The County shall be notified by the City in writing of any modification or change in the use or disposition of such real property from that planned at the time of the acquisition or improvement. Such notification shall be made prior to the modification, change in use or disposition.

    b. If such real property is sold within five (5) years or transferred for a use which does not qualify as an eligible activity under CDBG and/or HOME regulations, the City shall reimburse to the County an amount equal to the pro-rata share of the current fair market value of the property or proceeds from the sales. The pro-rata share shall be calculated by multiplying the current market value by the percentage of the purchase price paid with CDBG funds or program income.

15. The City shall make available for inspection and audit to County's and HUD's representatives, upon request, at any time during the duration of this Agreement and for a period of five (5) years, thereafter, all of its books and records relating to CDBG and HOME program activities and income.

16. Following the end of the three-year reimbursable contract period and after resolving any financial or programmatic findings, if a City elects to leave the Los Angeles County Grant Program, and is not eligible to become an entitlement City, the City will be unable to request that its allocation or any remaining balance be transferred to the City. Any remaining balance will be transferred to the funding pool of the Supervisorial District in which the City is located.

17. The City has adopted and is enforcing:

    a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

    b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of

such non-violent civil rights demonstrations within its jurisdiction.

18. The City shall provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an ongoing drug-free awareness program to inform employees about:

i The dangers of drug abuse in the workplace;

ii The City's policy of maintaining a drug-free workplace;

iii Any available drug counseling, rehabilitation, and employee assistance programs; and

iv The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph "a" of this Section 18.

d. Notifying the employee in the statement required by paragraph "a" of this Section 18 that, as a condition of employment funded by the CDBG and/or HOME grant, the employee will:

i Abide by the terms of the statement; and

ii Notify the City in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

e. Notifying the County in writing, within ten (10) calendar days after receiving notice under subparagraph d(ii) of this Section 18 from an employee or otherwise receiving actual notice of any such conviction; and the City must provide written notice, including position or title, of any City employees convicted of any criminal drug statute to every County officer or other designee who processed a CDBG or HOME grant which funded any activity on which the convicted employee was working, unless HUD has designated an identification number(s) of each affected grant.

f. Taking one (1) of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d(ii) of this Section 18, with respect to any employee who is so convicted:

i Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the

Rehabilitation Act of 1973, as amended; or

ii Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, State, local health, law enforcement, or other appropriate agency.

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f, of this Section 18.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed by the Executive Director of the Los Angeles County Development Authority, and the City has subscribed the same through its duly authorized officers, on the day, month, and year first above written.

County Counsel Certification

The office of the County Counsel hereby certifies that the terms and provisions of this Agreement are fully authorized under State and local laws, and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and public assisted housing.

By: _____
Deputy County Counsel

_____
Date

COUNTY OF LOS ANGELES

By _____
EMILIO SALAS
Acting Executive Director
Los Angeles County Development Authority

CITY OF MAYWOOD

By _____
MAYOR OR DESIGNEE

ATTEST:

City Clerk

By _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _____
Deputy

APPROVED AS TO FORM:

By _____
City Attorney

COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME INVESTMENT PARTNERSHIPS PROGRAMS

PARTICIPATING CITY
COOPERATION AGREEMENT

This Agreement is being entered into on this ____ day of _____, to be effective on the 1st day of July 2021, by and between the City of Maywood, hereinafter referred to as "City," and the County of Los Angeles, by and through the Executive Director of the Los Angeles County Development Authority, hereinafter referred to as "County" and shall remain in effect for the three-year qualification period through the 30th day of June 2024. After this date, this Agreement provides for automatic renewal of participation in successive three-year qualification periods, unless the County, or the City provides written notice it elects not to participate in a new qualification period.

WITNESSETH THAT:

WHEREAS, in 1974, the U.S. Congress enacted and the President signed a law entitled, the Housing and Community Development Act of 1974, as amended, herein called the "Act;" and

WHEREAS, County and City desire to cooperate to undertake, or assist in undertaking, community development, community renewal of lower income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act, the Cranston-Gonzalez National Affordable Housing Act (NAHA), and the U.S. Housing Act of 1937, as amended;

WHEREAS, the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, and the Emergency Solutions Grant (ESG) Program are required to have an approved comprehensive housing strategy as authorized under NAHA;

WHEREAS, the County has requested of the U.S. Department of Housing and Urban Development, hereinafter referred to as "HUD," that the County be designated as an "Urban County;"

WHEREAS, the City desires to participate with the County in said program;

WHEREAS, as the Urban County designee, the County will take responsibility and assume all obligations of an applicant under federal statues, including: the analysis of needs, the setting of objectives, the development of community development and housing assistance plans, the consolidated plan, and the assurances of certifications;

WHEREAS, the terms and provisions of this Agreement are fully authorized under State and local law, and this Agreement provides full legal authority for the County, by and through its agents and instrumentalities including the Los Angeles County Development Authority, herein referred as "County," to undertake, or assist in undertaking, essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing; and

WHEREAS, by executing this Agreement, the parties hereby give notice of the intention to participate in the Urban County CDBG Program.

NOW, THEREFORE, the parties agree as follows:

1. The City hereby authorizes the County to perform, or cause to be performed, those acts necessary or appropriate to implement the community development and housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, improvement or development of housing for persons of low- to moderate-income, and other community or urban renewal activities authorized under the Act specified for the City in the County's Consolidated Plan which will be funded from annual CDBG and applicable HOME Programs from Federal annual appropriations and from any program income generated from the expenditure of such funds. County shall have final authority and responsibility for selecting projects and annually filing its Final Housing and Community Development Plan with HUD.

   In the event this Agreement extends into succeeding fiscal years and funds have not been appropriated, this Agreement will automatically terminate as of June 30 of the then current fiscal year. The County will endeavor to notify the City in writing within ten (10) days of receipt of non-appropriation notice.

2. This Agreement covers the following formula funding programs administered by HUD where the County is awarded and accepts funding directly from HUD: The CDBG Entitlement Program, the HOME Program and the ESG Program.

3. In executing this Agreement, the City understands that it shall not be eligible to apply for grants under the Small Cites or State CDBG Programs for appropriations for fiscal years during the period in which the City is participating in the Urban County CDBG entitlement program; and further, the City shall not be eligible to participate in the HOME and ESG programs except through the Urban County.

4. The City may participate in a HOME Program only through the County. Thus, even if the County does not receive a HOME formula allocation, the City cannot form a HOME consortium with other local governments.

5. The term of this Agreement shall commence on **July 1, 2021**, the beginning date of the first year of the new Urban County Qualification Period, which will end on **June 30, 2024**. After this three (3) year Qualification Period ends, this Agreement will automatically renew for another period of three (3) years, unless the City provides written notice at least 60 days prior to the end of the term that it elects not to participate in a new qualification period. A copy of that notice must be sent to the HUD Field Office. Towards the end of the three-year term, the County will notify the City in writing of its right not to participate in the Urban County for a successive three-year term.

   The parties agree to adopt amendments to this Agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice by HUD, prior to the subsequent three-year extension of the term. Any amendment to this Agreement shall be submitted to

HUD as required by the regulations and any failure to adopt required amendments will void the automatic renewal of the Agreement for the subsequent three-year term.

6. This Agreement shall be effective for the period of time required for the expenditure of all CDBG and/or applicable HOME funds allocated to the City under this Agreement and appropriations from any program income therefrom and for the completion of the funded activities. The County and City agree that they cannot terminate or withdraw from this Agreement while it remains in effect.

   The City and the County agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act.

   The City and the County in the performance of this Agreement shall take all actions necessary or appropriate to assure compliance with the Urban County's certification under Section 104 (b) of Title I of the Act, as amended, regarding Title VI of the Civil Rights Act of 1964; the Fair Housing Act and affirmatively furthering fair housing as cited in 24 CFR 91.225(a); Section 109 of Title I of the Act, which incorporates Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, and all other applicable laws and regulations.

   Urban County funding is prohibited for activities in, or in support of, any City that does not affirmatively further fair housing within its local jurisdiction or that impedes the County's action to comply with the Fair Housing Certification.

7. The City and County agree that CDBG and HOME funding is prohibited for any activities in or in support of any cooperating City that do not affirmatively further fair housing within its own jurisdiction or that impede the County's action to comply with its fair housing certification.

8. Pursuant to 24 CFR 570.501 (b), the City is subject to all requirements applicable to subrecipients, including the requirement of a written agreement as set forth in 24 CFR 570.503.

9. The City shall report to the County of any income generated by the use of CDBG or HOME funds received by the City. Any such program income must be remitted to the County within 30 days of receipt if applicable. Such program income may be used for eligible activities in accordance with all CDBG and HOME requirements as may then apply.

10. The County shall be responsible for monitoring and reporting to HUD on the use of any program income; therefore, the City shall be required to maintain appropriate record keeping and reporting for this purpose.

11. The City may not sell, trade or otherwise transfer all or any portion of CDBG funds at another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in

exchange for any other funds, credits or non-Federal consideration, but must use such funds for activities eligible under title I of the Housing and Community Act of 1974.

12. In the event of grant close-out or termination of this Agreement, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County within 60 days after grant closeout.

13. All program income generated from the disposition or transfer of real property acquired or improved by the City, using CDBG and/or HOME funds or program income, during the term of this Agreement, shall be subject to all the terms and conditions of this Agreement, particularly Sections 6 through 11.

14. Any real property which is acquired or improved by the City during the term of this Agreement, in whole or in part, using CDBG and/or HOME funds or program income in excess of $25,000, shall be subject to the following standards:

    a. The County shall be notified by the City in writing of any modification or change in the use or disposition of such real property from that planned at the time of the acquisition or improvement. Such notification shall be made prior to the modification, change in use or disposition.

    b. If such real property is sold within five (5) years or transferred for a use which does not qualify as an eligible activity under CDBG and/or HOME regulations, the City shall reimburse to the County an amount equal to the pro-rata share of the current fair market value of the property or proceeds from the sales. The pro-rata share shall be calculated by multiplying the current market value by the percentage of the purchase price paid with CDBG funds or program income.

15. The City shall make available for inspection and audit to County's and HUD's representatives, upon request, at any time during the duration of this Agreement and for a period of five (5) years, thereafter, all of its books and records relating to CDBG and HOME program activities and income.

16. Following the end of the three-year reimbursable contract period and after resolving any financial or programmatic findings, if a City elects to leave the Los Angeles County Grant Program, and is not eligible to become an entitlement City, the City will be unable to request that its allocation or any remaining balance be transferred to the City. Any remaining balance will be transferred to the funding pool of the Supervisorial District in which the City is located.

17. The City has adopted and is enforcing:

    a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

    b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of

such non-violent civil rights demonstrations within its jurisdiction.

18. The City shall provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an ongoing drug-free awareness program to inform employees about:

i The dangers of drug abuse in the workplace;

ii The City's policy of maintaining a drug-free workplace;

iii Any available drug counseling, rehabilitation, and employee assistance programs; and

iv The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph "a" of this Section 18.

d. Notifying the employee in the statement required by paragraph "a" of this Section 18 that, as a condition of employment funded by the CDBG and/or HOME grant, the employee will:

i Abide by the terms of the statement; and

ii Notify the City in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

e. Notifying the County in writing, within ten (10) calendar days after receiving notice under subparagraph d(ii) of this Section 18 from an employee or otherwise receiving actual notice of any such conviction; and the City must provide written notice, including position or title, of any City employees convicted of any criminal drug statute to every County officer or other designee who processed a CDBG or HOME grant which funded any activity on which the convicted employee was working, unless HUD has designated an identification number(s) of each affected grant.

f. Taking one (1) of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d(ii) of this Section 18, with respect to any employee who is so convicted:

i Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the

Rehabilitation Act of 1973, as amended; or

ii Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, State, local health, law enforcement, or other appropriate agency.

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f, of this Section 18.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed by the Executive Director of the Los Angeles County Development Authority, and the City has subscribed the same through its duly authorized officers, on the day, month, and year first above written.

County Counsel Certification

The office of the County Counsel hereby certifies that the terms and provisions of this Agreement are fully authorized under State and local laws, and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and public assisted housing.

By: _____
Deputy County Counsel

_____
Date

COUNTY OF LOS ANGELES

By _____
EMILIO SALAS
Acting Executive Director
Los Angeles County Development Authority

CITY OF MAYWOOD

By _____
MAYOR OR DESIGNEE

ATTEST:

City Clerk

By D Padilla for CMC

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _____
Deputy

APPROVED AS TO FORM:

By _____
City Attorney

AGENDA ITEM NO. 5

CITY COUNCIL STAFF REPORT

DATE: MARCH 13, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: ABEL HERNANDEZ, PUBLIC WORKS COORDINATOR

RE: APPROVE THE AMENDMENT TO THE AGREEMENT WITH CROSSTOWN ELECTRICAL & DATA, INC. (FORMERLY COMPUTER SERVICES CO.) FOR CITY TRAFFIC SIGNAL AND STREETLIGHT MAINTENANCE

RECOMMENDATION

Staff recommends that the City Council approve the amendment to the Agreement with Crosstown Electrical & Data, Inc. (formerly Computer Services Co.)

FISCAL IMPACT

No Fiscal Impact. Crosstown has agreed to the rates set forth in the original Computer Services Co. Agreement dated January 14, 2020.

LEGAL REVIEW

Staff Report has been reviewed by the City Attorney

BACKGROUND

On January 14, 2020, the City entered into an agreement for professional services for traffic signal maintenance and repair of the City's 21 traffic signaled intersections and streetlights on a routine basis as well as on-call emergency and other services on an as needed basis as requested by City with Computer

Services Co. ("CSC"). CSC was purchased on March 31, 2020 by Crosstown Electrical & Data, Inc. As of the sale date of March 31, 2020, CSC operations will be merged into that of Crosstown Electrical & Data, Inc. and CSC corporation will no longer exist and all the personnel, equipment and management from CSC will become part of Crosstown. Crosstown will agree to all the terms of the existing contracts and provide all the required insurance.

DISCUSSION

The Agreement with CSC includes an assignment clause which requires the City to approve any assignment. In addition, the clause provides that the original contractor is not released from its obligations when the agreement is assigned. The proposed amendment will consent to the assignment and relieve the previous contractor of their obligations under the agreement. The agreement will be assigned to Crosstown.

ATTACHMENT(S)

Attachment No. 1- Amendment to the Professional Services Agreement Between the City of Maywood and Crosstown Electrical & Data, Inc.

Attachment No. 2 – Crosstown Electrical & Data, Inc. sale notification letter

ATTACHMENT NO. 1

AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MAYWOOD AND CROSSTOWN ELECTRICAL & DATA, INC. (FORMERLY COMPUTER SERVICES CO.)

This Amendment is entered into as of May 13, 2020 ("Amendment") and amends the Professional Services Agreement by and between the City of Maywood, a municipal corporation ("City") and Computer Services Co. ("Consultant") dated January 14, 2020

RECITALS

A. City and Consultant entered into an agreement for professional services for maintenance and repair of the City's 21 traffic signaled intersections and streetlights on a routine basis as well as on-call emergency and other services on an as needed basis on January 14, 2020 with Consultant ("Agreement").

B. Consultant has informed the City that Crosstown Electrical & Data Inc., has purchased Consultant's assets and is assuming its operations as set forth in Exhibit A.

C. Section 19 of the Agreement provides that any assignment of the Agreement must be approved by the City, but that its consent does not release the Consultant of its obligations under the Agreement.

D. The City and Consultant desire to amend the Agreement to reflect the assignment of this Agreement from Consultant to Crosstown Electrical and Data, Inc. as well as provide the City's consent to the assignment and last release the Consultant from its obligations under the Agreement;

NOW THEREFORE, it is mutually agreed as follows:

Section 1. Consent to Assignment. The City hereby consents to the assignment by Computer Services Co ("Assignor"), of all of its rights, title and interests in and obligations under the Agreement to Crosstown Electrical and Data, Inc. ("Assignee"). Notwithstanding Section 19 of the Agreement, once assigned, the Assignor shall be released from its obligations under the Agreement and the Assignee shall assume and agree to fulfill all the terms of the Agreement.

Section 2. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year first above written.

CITY OF MAYWOOD:

By: _____
Eduardo De La Riva, Mayor

CONSULTANT: CROSSTOWN ELECTRICAL & DATA, INC.

By: _____
David Heermance, President (Crosstown)

ATTEST:

By: _____
Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, City Attorney

EXHIBIT A

LETTER TO REQUESTING AMENDMENT TO CONTRACT

ATTACHMENT NO. 2

Crosstown Electrical & Data, Inc.

March 6, 2020

City of Maywood
4319 East Slauson Avenue
Maywood, CA 90270

Dear Abel Hernandez:

As we have discussed, Crosstown Electrical & Data, Inc. ("Crosstown") has entered into an agreement whereby we will buy all of Computer Services Co's ("CSC") assets and take over all of their operations including the traffic signal maintenance contract with the City of Maywood. The purpose of this letter is to request that you amend the existing Contract referred to above to Crosstown in connection with the sale to Crosstown.

As of the sale date all CSC operations will be merged into that of Crosstown Electrical & Data and CSC corporation will no longer exist and all the personnel, equipment and management from CSC will become part of Crosstown.

Crosstown will agree to the all the terms of the existing contracts and provide all the required insurance.

The sale date is scheduled for March 31st. We would greatly appreciate it if you would amend your contract with CSC to include Crosstown prior to this date.

Please contact the undersigned if you have any questions. We appreciate your cooperation.

Sincerely,

David Heermance – President Crosstown Electrical & Data, Inc

Jerry Davis – President Computer Services Co

5454 Diaz Street
Irwindale, CA 91706
Phone: 626-813-6693, Fax: 626-869-0192

AGENDA REPORT
CITY OF MAYWOOD

AGENDA ITEM NO. 6

DATE: MAY 13, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: HRANT MANUELIAN, FINANCE DIRECTOR

SUBJECT: ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2019

RECOMMENDATION:
Receive and file the Annual Financial Report and Single Audit Report for fiscal year ended June 30, 2019.

BACKGROUND:

The City retained Van Lant & Fankhanel, LLP, an independent Certified Public Accounting firm to perform the financial statement audit for fiscal year ended June 30, 2019. The auditor has issued an "unqualified" or clean opinion that the financial statements present fairly, in all material respects, the financial position and activities of the City.

The Annual Financial Report for the fiscal year ended June 30, 2019 was issued on April 7, 2020. The Annual Financial Report includes the audited financial statements, the independent auditors' opinion, and detailed financial information along with the accompanying notes.

The General Fund is the primary operating fund of the City. The following is a summary of FY 18-19 budget vs. actuals.

	FY 18-19 Adopted	FY 18-19 Actuals	FY 18-19 Variance
Beginning Fund Balance	1,875,198	1,875,198	-
Prior Period Adjustment	-	611,339	611,339
Revenues	9,671,479	10,830,487	1,159,008
Expenditures	10,167,115	11,116,178	949,063
Net transfer to other funds	-	(31,503)	(31,503)
Ending Fund Balance	1,379,562	2,169,343	789,781

Actual revenues were $1,159,008 more than budgeted. The increase in revenues is primarily due to increased sales tax revenues as a result of a strong economy and cannabis sales tax collected by the City. Operating expenditures were $949,063 more than budgeted primarily due to increased public safety costs.

Actual fund balance for the General Fund was better than budgeted for by $789,781.

Auditor Reports

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit Financial Statements Performed in Accordance with Government Auditing Standards

The auditor found 3 material weaknesses in internal controls.

1. Timeliness and Accuracy of Accounting Records – Auditor noted that certain accounts had not been thoroughly analyzed and reconciled to supporting records. In response to this finding Finance staff will ensure that accounts are properly reconciled, reviewed and approved on a monthly basis and at year end.

2. General Maintenance Services Contract – This is a continuation finding from the prior year. The auditor noted that the contract with the maintenance services vendor was very broad, did not contain NTE amounts, and as a result they were unable to determine whether services provided were included as part of the contract. In response to this finding it should be noted that this contract has since been terminated and the City went out to bid for a new vendor with a contract that was more concise as to the Scope of Work and NTE amounts were also included.

3. Segregation of Duties – The auditors noted that the Accounting Specialist has a significant degree of control over the review process. In response it should be noted that several changes have been made as to the duties and responsibilities of finance staff to ensure that these duties have been property segregated.

The auditor found 3 significant deficiencies in internal controls

1. Capital Asset Disposals and Inventory – The auditor noted that the City does not have a formal policy regarding the disposal of surplus City equipment and vehicles. In response finance staff will draft a policy to address capital assets and inventory.

2. Building Permits – The auditor noted that they were unable to recalculate the fees in accordance with the fee schedule. Management was made aware of this and contacted the developer of the software and the issue has since been resolved.

3. Issuance of Building Permits – This is a continuation finding from the prior year. The Auditor has noted that there is no reconciliation between the City's building permit system and the general ledger since they are two separate systems. The finance staff is working with the building department to create a reconciliation between the two systems.

Management Letter

The auditor had 4 recommendations for management.

1. Segregation of Duties over Payroll Functions – The auditor noted that the payroll function is performed by the Fund Accountant and a detailed review is not performed other than the review performed by the Fund Accountant. In response the City notes that due to limited staff and turnover in the finance department a detailed review of payroll was not being performed. However, this review is currently being done by the Finance Director.

2. Capital Project Expenses – The auditor noted that all capital costs were not being capitalized. This was rectified by finance staff and all costs were properly capitalized. Going forward finance will work on getting project accounts set up so that costs that need to be capitalized can be properly recorded.

3. Check Handling Policy – The auditor noted that vendor checks were being picked up instead of being mailed out. Currently all checks are being mailed out unless a vendor request that they pick up their check.

4. Allocation of Salaries to Restricted Funds – The auditor noted that direct salaries as well as indirect salaries for administrative staff are being charged to various funds. The auditor also not that the City's methodology appears to be reasonable but still recommends that the City consider a cost allocation study be performed. The City is currently looking at the cost for getting such a study performed.

SAS 114 Conclusion

This letter is addressed to the City Council and included the following comments;

- Managements' estimates were reasonable; and the auditor had no disagreements with management.
- The auditor did not encounter significant difficulties in dealing with management in performing and completing the audit.

- Material misstatements detected by the audit were corrected by management.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact associated with this staff report.

EXHIBITS:

A. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit Financial Statements Performed in Accordance with Government Auditing Standards
B. Management Letter
C. SAS 114 Conclusion

EXHIBIT A

Van Lant & Fankhanel, LLP
Certified Public Accountants

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

City Council
City of Maywood
Maywood, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Maywood (City), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 7, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described as items 2019-001, 2019-003 and 2019-006 in the accompanying schedule of findings and responses to be material weaknesses.

Van Lant & Fankhanel, LLP
25901 Kellogg Street
Loma Linda, CA 92354

909.856.6879

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described as items 2019-002, 2019-004, and 2019-005 in the accompanying schedule of findings and responses to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2019-003, 2019-007, and 2019-008.

City of Maywood's Responses to Findings

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Van Lant & Fankhanel, LLP

April 7, 2020

2019-001 Timeliness and Accuracy of Accounting Records

Condition:

In preparation for the annual audit, the City's Finance staff performed significant analysis and reconciliations of various accounts in the City's general ledger. However, when we began our year-end audit fieldwork, it became apparent that certain accounts had not yet been thoroughly analyzed and reconciled to supporting records. This includes various receivables, unavailable revenue accounts, and capital assets. In addition, while performing audit procedures, we identified and proposed several material adjusting entries to the City's accounting records. Furthermore, *Statements on Auditing Standards No. 115, "Communicating Internal Control Related Matters Identified in an Audit"* states that "indicators of material weaknesses in internal control include: identification by the auditor of a material misstatement of the financial statements under audit in circumstances that indicate the misstatement would not have been detected by the entity's internal control."

Reconciliation and review of all balance sheet accounts and various revenue and expenditure accounts on a recurring basis, and especially at year-end, is a vital part of maintaining the integrity of the accounting and financial reporting system. Periodic reconciliations of balance sheet and other selected accounts provide accurate data from which to base decisions, prevent costly errors and provide ease in identifying potential adjustments and corrections. In addition to this, the City should also conduct budget-to-actual comparisons on a regular basis. If this is not done in a timely manner throughout the fiscal year, the year-end closing process tends to be more difficult and time-consuming, and may contribute to delays in issuing year-end reports. It should be noted, adjusting journal entries were being made to the City's accounting records as late as February 2020, approximately 8 months after the end of the fiscal year.

Criteria:

The City's management is responsible for establishing and maintaining effective internal controls over financial reporting to help ensure that appropriate goals and objectives are met. This responsibility includes the selection and application of accounting principles, ensuring that financial information is reliable and properly recorded, and evaluating and monitoring ongoing activities.

Cause of Condition:

Turnover in the Finance Department.

2019-001 Timeliness and Accuracy of Accounting Records - Continued

Recommendation:

Therefore, in order to maintain the integrity of the accounting and financial reporting system, and to ensure timely reporting, we recommend that all balance sheet accounts and other selected accounts be analyzed on a monthly, quarterly or other periodic basis as appropriate. We suggest a schedule of accounting functions to be performed monthly, quarterly, etc., be prepared with the provision for signing off by date and initials when the procedure is complete. We understand significant turnover in the finance department were contributing factors to the finding described above.

It should be noted that the City has made significant improvements since the prior year, for example, the current year financial statements were issued roughly six months earlier than the prior year statements. We recommend that the City continue to improve its financial reporting processes.

Views of Responsible Officials:

Management concurs with the auditor's recommendation. Finance will initiate a routine review on a monthly basis of all balance sheet and other selected accounts. Finance will undertake the reconciliations of general ledger accounts and the compilation of interim balance sheets that identify significant trends and issues.

2019-002 Capital Asset Disposals and Inventory

The following is a continuation of the prior year:

Condition:

Through our review of the City's policies and procedures, we found the City does not have a formal policy regarding the disposal of surplus City equipment and vehicles. Also, through our discussions with City staff, it appears that an inventory of City-owned capital assets has not been done for some time.

Criteria:

In a strong internal control environment, policies should be established for the appropriate and transparent disposal of surplus property, vehicles, and equipment. The policy should provide clear guidance on the steps to be followed regarding surplus capital assets. This should include documentation of appropriate City Council authorization, and also require utilization of an open auction process, as applicable, to provide transparency in the disposal process.

In addition, procedures should be established to conduct inventories of City-owned vehicles and equipment on a periodic basis (annually, bi-annually). This will provide for increased internal controls over City-owned property.

Cause of Condition:

A surplus property disposal policy has not been established. In addition, City management has not provided direction to staff to conduct an inventory of City-owned assets.

Potential Effect of Condition:

Disposals of vehicles and equipment could be less than market value and the transparency of the process is diminished if a clear and defined process is not followed. Payments from the sale could be misappropriated.

Recommendation:

We recommend the City develop and implement a policy for the disposal of surplus vehicles and equipment. The policy should clearly define the procedures to follow, including necessary approvals. In addition, the City should implement a provision to conduct an inventory of capital assets on an annual or bi-annual basis to increase controls over the misappropriation of capital assets.

2019-002 Capital Asset Disposals and Inventory - Continued

Views of Responsible Officials:

Management concurs with the auditors' recommendation. Finance will begin drafting a policy for the recorded valuation assets when they are initially acquired, capitalization of assets in a manner that minimizes the cost and effort of record keeping, and the determination of any salvage value of surplus vehicles and equipment. Following this, Finance will begin drafting a policy for the disposal of capital assets that are no longer needed and/or are beyond their useful life. Procedures will then be developed to provide updated inventories of capital assets to respective Department Directors and the City Manager with recommendations regarding disposal of these assets using a method that will return the most benefit to the City and on such terms and conditions deemed to be most appropriate and in the best interests of the City.

2019-003 General Maintenance Services Contract

The following is a continuation from the prior year:

Condition:

While performing audit procedures we selected various disbursements to review for appropriateness and reasonableness in relation to the City's activities. We selected payments to a contractor hired by the City to perform general maintenance services, V&M Ironworks. During fiscal year 2018, the City paid this vendor approximately $750,000; in the current year, this amount decreased to approximately $530,000. Although it appears the City went through a competitive procurement process and the contract was approved by City Council on September 14, 2016, V&M Ironworks was the sole bidder and the scope of services appears to be very broad. In addition, there was no contract maximum included in the agreement. Through our review of the invoices we found the City paid for various services that included street striping, sidewalk repair, along with janitorial services at City parks.

The services described above may be included in or interpreted to be included within the scope of services with this vendor; however, the City may benefit by performing a separate competitive bidding process for larger projects (street striping, City Hall renovations, sidewalk repair, etc.).

Criteria:

The City has established purchasing policies to ensure competitive pricing for various projects undertaken and services procured. It is difficult to determine, based on the size and scope of the agreement with V&M Ironworks, if the City is in compliance with its established purchasing policies. The City should establish contract maximums for amounts to be charged to the contract; for example, a not-to-exceed cost.

In addition, in a strong internal control environment, procedures should be established to sufficiently review the detail of invoices and verify the supporting documentation reconciles to the total charges.

Cause of Condition:

City's agreement with the vendor is broad and does not contain a not-to-exceed maximum.

Potential Effect of Condition:

The vendor could charge significant hours to the City and be paid for costs that are not approved by City staff. In addition, there is no limit to the amount the vendor could charge the City.

2019-003 General Maintenance Services Contract - Continued

Recommendation:

We recommend the City review the agreement for general maintenance services and determine if the services included in this agreement could be separated and competitively bid in order to involve additional qualified vendors competitively bidding on the projects. In addition, the City should establish monthly project maximums, either on an hourly or cost basis to ensure sufficient controls over the activities for which the vendor is responsible.

Views of Responsible Officials:

Management concurs with auditors' recommendation. The City will begin developing a plan to formalize encumbrances that will serve as the "funding document" for contracts, agreements, or Memorandum of Understandings (MOUs). The City will assess Sections *3-4.05 - Purchase orders; Encumbrance of funds* and *3-4.07 - Bidding procedure* and 3-*4.08 - Award of professional service contracts and 3-4.10 - Formal bidding procedures* specified in the Municipal Code to establish procedures for: a) writing, reviewing and approving the scope of work; b) preparing bid or request for proposal solicitations; c) identifying the basis of the contract price for goods and services to be received; and d) working with the City Attorney in developing "not to exceed" requirements and other applicable clauses within contracts.

2019-004 Building Permits

The following is a continuation from the prior year:

Condition:

While performing audit procedures testing the building permits function, we were unable to recalculate a sample of the building permits selected. We tested the amounts charged on the building permits selected to the fee schedule adopted by City Council in 2016, however, we were unable to recalculate the fees in accordance with this fee schedule.

It should be noted that the City resolved this issue in the middle of FY 2019/2020 by engaging the developer of the building permit application to properly implement the approved fee schedule.

Criteria:

Fees for building permits should be charged in accordance with fee schedules adopted by the governing body.

Cause of Condition:

The City has not established controls to ensure that newly adopted rates are input into the building permits system. In addition, there are no procedures established to recalculate the fees after input or throughout the year to ensure the system is calculating the fees as desired.

Potential Effect of Condition:

The City could be undercharging for building permit fees, leading to lost revenues.

Recommendation:

It should be noted that the City resolved this issue in the middle of FY 2019/2020 by engaging the developer of the building permit application to properly implement the approved fee schedule. Therefore, we recommend the City continue to ensure that fees for all services are charged appropriately.

Views of Responsible Officials:

Management was made aware of this issue and worked with the software developer to correct the issue. This issue was resolved in the middle of FY 19/20.

2019-005 Issuance of Building Permits

The following is a continuation from the prior year:

Condition:

The City's building permit system is an HdL permit software, separate from the City's general ledger accounting system. Payments for building permits are collected by the cashiers through the cash receipting system. The fees are calculated by the Building Official and the applicant must pay at the cashier. However, there is no reconciliation being done between the permits issued and the revenues collected and posted to the general ledger for building permits.

Criteria:

In a strong internal control environment, permits issued should be reconciled with the revenues collected and recorded in the general ledger on a periodic basis to verify all permits issued have a corresponding cash receipt.

Cause of Condition:

The City does not reconcile the building permits issued to the revenues collected and recorded in the general ledger.

Potential Effect of Condition:

Building permits could be issued without a corresponding cash receipt being recorded in the City's general ledger and deposit in the City's bank account.

Recommendation:

We recommend the City implement a procedure to generate reports from the building permit module, periodically (daily, weekly, monthly) and have someone independent of the permit issuance and collection functions review and reconcile the amounts from these reports to the revenues posted in the City's general ledger.

Views of Responsible Officials:

Management concurs with the auditors' recommendation. The City will begin to develop a plan to reconcile the building permits issued to the revenues collected and recorded to the general ledger.

2019-006: Segregation of Duties

Condition:

During procedures performed to gain an understanding of the design and implementation of internal controls over cash receipting, we noted that the Accounting Specialist has a significant degree of control over the review process. Specifically, the Accounting Specialist has physical access to cash/checks throughout the day, runs the end of day revenue report, prepares the daily cash receipts journal voucher, prepares the daily cash deposit slip, and prepares the bank reconciliation on a monthly basis. The accounting specialist also monitors/reconciles various revenue sources on a daily basis, such as the business license and parking citation systems.

Criteria:

In a strong internal control environment, an employee who is able to record and authorize transactions should not have custody of physical tender.

Cause of Condition:

Turnover in the Finance Department and lack of adequate staffing has led to the Accounting Specialist to take on an increased workload of incompatible duties.

Potential Effect of Condition:

The Accounting Specialist could misappropriate cash during the daily cash collection process.

Recommendation:

We recommend that the City determine which duties to remove from the Accounting Specialist in order to properly segregate duties.

Views of Responsible Officials:

Several changes have been made and these responsibilities have been segregated. The Accounting Specialist is responsible for preparing the bank reconciliation and does not print checks, prepare deposit slips, or run the end of day reports.

2019-007: Transit Services Agreement

Condition:

The City of Maywood entered into a multi-year contract with Metro Transit Services for Dial-a-ride and shuttle services in 2017. We noted that this agreement contained certain escalators of 1% per year plus allowances for state mandated minimum wage increases that extend through the contract period. The contract also contains hourly billing rates, maximum yearly billings, and the required hours of operations. We noted that the vendor billed the maximum allowed under the contract ($385,000 during fiscal year 2018/2019) and noted that the vendor increased billing rates several times during the year; 1% in October 2018, 1% in January 2019, 2% in April 2019 and 1% in July 2019.

City staff was unable to determine how the vendor reached the $385,000 yearly maximum assuming the vendor complied with the required hours of operations.

Criteria:

Based on review of the agreement, the vendor can increase billing rates by 1% beginning January 1, 2019. We could not determine if the three other rate increases that occurred during the year were in accordance with the executed agreement. The scope of services included in the contract indicates the exact number of operating hours to be provided throughout the year. It is unclear how the vendor could reach yearly maximums under the current hours of operation.

Cause of Condition:

Percentage increases by the vendor were not in accordance with the agreement and the vendor bills for the maximum amount allowed under the contract.

Potential Effect of Condition:

The City could be paying vendors for services that were not previously agreed-upon.

Recommendation:

We recommend that the City determine whether the vendors current billing arrangement complies with the executed agreement.

Views of Responsible Officials:

Management concurs with the Auditors' recommendation. The City will review it practices around contracts and ensure that the billing arrangement agrees with the agreed upon contract.

2019-008: Engineering Services Agreement

Condition:

During performance of preliminary analytical procedures, we noted that payments to an engineering firm increased from approximately $460,000 in fiscal year 2017/18 to $1,250,000 in fiscal year 2018/19. We observed that the agreement did not have a contract maximum and encompassed various services such as City Engineer services, plan check services, consultant services for public works projects, and performance of, "other engineering tasks as required to implement City programs and projects."

It appears that this consultant was used as the construction manager for many of the public works projects the City has undertaken during the fiscal year. However, it does not appear that the City has entered into separate agreements with this vendor for each of these services and determined a maximum contract price for each. Instead, the vendor charges for each service under the agreement for engineering services.

Criteria:

The City has established purchasing policies to ensure competitive pricing for various projects undertaken and services procured. It is difficult to determine, based on the size and scope of the agreement, if the City is in compliance with its established purchasing policies. The City should also establish contract maximums for amounts to be charged to the contract; for example, a not-to-exceed cost.

Cause of Condition:

The City's agreement with this vendor does not have a stated contract maximum. In addition, the vendor is being used as a construction manager for all public works projects, with no additional competitive quotes obtained from other engineering firms.

Potential Effect of Condition:

Without performance of a cost analysis or informal bidding procedures, it is unclear if the City could procure the same level of services for a better price. Additionally, there is no maximum to the amount that could be paid to this vendor.

Recommendation:

We recommend that the City institute a contract maximum with this vendor and for each project where a construction manager is necessary, the City should consider going through a competitive bidding process (either formal or informal) to ensure compliance with the City's purchasing policies.

2019-008: Engineering Services Agreement – Continued

Views of Responsible Officials:

Management concurs with the Auditors' recommendation. The City will be going out to RFP for these services within the next few months as the contract is set to expire in June. Additional language will be added for construction management and not to exceed amounts. There is also the possibility that construction management and engineering services will be separate RFP's. During the RFP process these items will be looked into and a final decision of how to move forward to be in compliance with the City purchasing policy will be made.

Van Lant & Fankhanel, LLP
Certified Public Accountants

EXHIBIT B

April 7, 2020

Ms. Jennifer Vasquez, City Manager
City of Maywood
4319 E. Slauson Avenue
Maywood, CA 90270

Dear Ms. Vasquez:

In planning and performing our audit of the financial statements of the City for the year ended June 30, 2019, we considered its internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control.

During our audit, we noted certain matters involving internal control and other operational matters that are presented for your consideration below. We will review the status of these comments during our next audit engagement.

This letter by its very nature is critical and does not highlight the many positive features of the City's internal control. These comments and recommendations are intended to improve the internal control or result in other operating efficiencies and are summarized as follows:

(1)
Segregation of Duties Over Payroll Functions

The following is a continuation of discussions in the prior year.

As part of our audit we evaluated the City's internal controls over the payroll function. While obtaining an understanding of the payroll process we noted that the Fund Accountant inputs employee timesheets, reviews the payroll entries and information submitted to the payroll processing company (ADP), adds and removes employees, updates hourly rates, and prepares personnel action forms. It does not appear there is a detailed review of payroll other than the review performed by the Fund Accountant. Because these duties are performed by one person, we recommend the City implement controls to ensure additional review and oversight of changes to the payroll database (for example: all changes to pay rates, additions of new employees, and removal of terminated employees)

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should be initiated by someone outside of the payroll processing function. In addition, controls should be established to restrict who can make changes to the payroll database.

(2)
Capital Project Expenses

As part of our year-end audit procedures we noted that engineering costs related to capital projects were not being capitalized in accordance with GAAP. It appears that this mainly occurred because capitalizable costs on various invoices were not coded to a separate capital project expense account and were instead coded to a general contract services account. It should be noted that the issue was immediately addressed by the City, and all costs related to capital projects were properly capitalized in the financial statements.

In order to prevent this from occurring in the future, we recommend that the City code capitalizable "soft costs" to a separate account, rather than coding all costs to a general contractual services account.

(3)
Check Handling Policy

During our procedures performed over cash disbursements, we noted that several vendors were picking up checks at City Hall. In a strong internal control environment, all checks should be mailed directly to the address listed in the vendor master file. Only in very rare circumstances should checks be picked up by vendors. In those instances, a sign-out sheet should be used to ensure a proper trail of who picked up the check and the date it was picked up.

(4)
Allocation of Salaries to Restricted Funds

Based on our testing of costs charged to restricted special revenue funds, it appears the City is charging both direct salaries for employees working on projects directly related to the applicable restricted fund and indirect salaries for administrative functions. Various percentages are used to allocate the salaries of certain positions, primarily for positions in Finance and other administrative personnel. City staff was unable to provide us with a formal cost allocation plan or explain how the current method of allocation was established. For example, the State Controller's Office has established "Guidelines Relating to Gas Tax Expenditures" to be used by Cities and Counties. Section 440 regarding Overhead indicates, "Overhead will only be allowed via an approved cost allocation plan or an equitable and auditable distribution of overhead to all departments." Other restricted moneys received by the City have similar requirements.

It should be noted that the City's current method of allocation appears reasonable; however, the City should consider conducting a cost allocation study to ensure that such expenses are appropriately allocated throughout the funds.

Summation

We would like to take this opportunity to express our appreciation for the assistance extended us during the course of our audit. If we can be of further assistance, or if you have any questions regarding our recommendations, please call our office. This letter is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

Van Lant & Fankhanel, LLP

Van Lant & Fankhanel, LLP
Certified Public Accountants

EXHIBIT C

April 7, 2020

City Council
City of Maywood
Maywood, CA

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Maywood for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards,* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 19, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year, except for the implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions.* We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

> Management's estimate of the fair value of investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of investments in determining that it is reasonable in relation to the financial statements as a whole.

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Management's estimate of capital assets depreciation is based on historical estimates of each capitalized item's useful life. We evaluated key factors and assumptions used to develop the estimated useful lives in determining that they are reasonable in relation to the financial statements as a whole.

Management's estimates for the net pension and total OPEB liabilities is based on actuarial information provided by the California Public Employee Retirement System's (CalPERS) actuarial office, and other sources. We evaluated the key factors and assumptions to develop these liabilities are reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of the fair value of investments in Note 2 to the financial statements represents amounts susceptible to market fluctuation.

The disclosure of accumulated depreciation in Note 4 to the financial statements is based on estimated useful lives which could differ from actual useful lives of each capitalized item.

The disclosures for the net pension and total OPEB liabilities in Notes 8 and 9 to the financial statements are based on assumptions for discount rates, which could differ from actual experience. The notes disclose the differences in these liabilities if different assumptions are used in estimating these liabilities.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The following material misstatements detected as a result of audit procedures were corrected by management:

(1) Adjustments were made to capital assets.
(2) Adjustments were made to record additional accounts receivable at year-end.
(3) Adjustments were made to record interest payable.
(4) Adjustments were made to accounts payable.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 7, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Findings and Recommendations:

In addition to our audit opinion on the financial statements, we issued our "Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards"* dated April 7, 2020, in which we identified material weaknesses and significant deficiencies in internal controls as well as other matters that are required to be reported.

<u>Other Matters</u>

We applied certain limited procedures to the required supplementary information, as listed in the City's financial statements, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (e.g., budgetary schedules, combining statements, individual fund statements), which accompany the financial statements but

are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the use of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Van Lant & Fankhanel, LLP

AGENDA REPORT
CITY OF MAYWOOD

AGENDA ITEM NO. 7

DATE: MAY 13, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: SHIRLEY QUINONES, EXECUTIVE ASSISTANT

SUBJECT: DISCUSSION REGARDING STATE ROADMAP TO MODIFY THE STAY-AT-HOME ORDER AND LOS ANGELES COUNTY PUBLIC HEALTH ROADMAP TO RECOVERY AS THEY RELATE TO THE RE-OPENING OF THE CITY AND BUSINESSES

RECOMMENDATION

Staff recommends that the City Council, discuss and provide staff with input regarding the re-opening of the parks, work spaces at City Hall for employees and provide any direction related to the re-opening of businesses

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.

LEGAL REVIEW

The City Attorney has reviewed this staff report.

BACKGROUND

The COVID-19 pandemic resulted in the issuance of numerous stay-at- home orders across the nation. Residents and businesses in the City of Maywood are now subject to several emergency Executive Orders issued by the Governor and several emergency Health Orders issued by the Los Angeles County Public Health Officer prohibiting gatherings, requiring people to wear masks in public and ordering the closure of non-

essential businesses. These orders have been in place since early March. While the importance of public health continues to be a priority, conversations around reopening cities, states and the nation for economic purposes have also begun, with both the state and federal governments recently announcing plans for reopening.

On April 14, 2020, the Governor announced a six-point framework that will be utilized to determine when the State will reopen. The current State stay-at-home order does not specify an end date. While a precise timeline for modifying the order was not provided, the Governor indicated that the following six factors will help determine that timeframe: (1) The ability to monitor and protect communities through testing, contact tracing, isolating, and supporting those who are positive or exposed; (2) The ability to prevent infection in people who are at risk for more severe COVID-19; (3) The ability of the hospital and health systems to handle surges; (4) The ability to develop therapeutics to meet the demand; (5) The ability for businesses, schools, and childcare facilities to support physical distancing; and (6) The ability to determine when to reinstitute certain measures, such as the stay-at-home orders, if necessary.

With these factors in mind, the Governor has detailed the statewide approach to reopening as four difference stages (called the “four resilience roadmap stages” as follows:

- Stage 1: Safety and Preparedness
- Stage 2: Lower Risk Workplaces
- Stage 3: Higher Risk Workplaces
- Stage 4: End of Stay-at-Home Order

On Monday, May 4, 2020, the Governor announced that the State was ready to move to the early phase of Stage of reopening beginning Friday May 8th. This will allow the gradual reopening of lower-risk workplaces including bookstores, clothing stores, florists and sporting goods stores, with modifications. The Governor also announced a new framework to allow counties to move more quickly through Stage 2 if they can attest that they meet the state’s readiness criteria.

In Los Angeles County, the stay at home order is in place until May 15, 2020. That order, however, has been modified. On May 6, 2020 the Los Angeles County Public Health Department released a Roadmap to Recovery. This phased approach allowed for the County to move into “Stage Two” on May 8th. During this stage certain retailers, florists, dealerships, golf courses and trails were allowed to open as long as they followed certain health criteria like social distancing . Under state law, the City of Maywood is bound by this Health Order as well as the Governor’s Executive Orders and does not have the authority to lift or modify them.

DISCUSSION:

The City of Maywood has a strong interest in the conditions under which the region may be reopened not only from a public health standpoint, but also from an economic perspective. Similar to other cities throughout the nation, Maywood has economically suffered under this pandemic with negative impacts being felt by all segments of our community, including residents and businesses. Staff is continually working with small businesses and trying to educate them regarding County health orders. We are committed to continuing this effort and also advocating for their needs with our county, state and federal partners.

Internally, City Hall has been strategizing office and public counter configuration in preparation for the reopening to the public. Specifically, staff has begun reviewing costs for placement of sneeze guards at the general public counter. Furthermore, staff is actively analyzing ways to support the public's physical distancing practices by limiting the number of persons in the lobby area, which is approximately 154 square feet. This may include placing service identification labels at the front counter and limiting the number of foot traffic in the lobby area to maintain 6 feet separation between customers.

In addition, we will need to provide the public with more digital options; this will assist those that need to shelter at home and help prevent long lines at City Hall. In preparation to provide such service, staff is currently drafting a Request for Proposals for website services as well as a citizen request management module to help track and receive community concerns. We are also actively reviewing our method of handling all public counter functions to determine if there is an economical option to provide the service online.

The current City Hall work station floor plan and spacing is being reviewed at City Hall. Due to social distancing recommendations, City of Maywood employees, may need to continue telecommuting to ensure that all staff remain healthy.

Lastly, this year the City brought back field staff for its Public Works Department. The employees for this department are few but as we analyze the floor plan at City Hall. It may be the desire of the Council to temporarily have the field staff report to a modular unit that can be located on the north side of City Hall. Such configuration existed a few years ago at City Hall; so staff can access electrical outlets that are available from the building. The current location used to store and house the public works field staff is a 262 square foot room behind City Hall. This does not offer substantial work space for daily briefings, safety meetings, in-house trainings and regular office activity for this division. Due to COVID-19 their workload has increased. For example, they actively are patrolling parks to ensure they remain closed and providing mid-day disinfecting of City Hall. As we move toward re-opening we will need to evaluate the costs and logistics of disinfecting playgrounds and parks in general.

ATTACHMENTS

Attachment No.1 –California's Roadmap to Modify the Stay-at-Home Order
Attachment No. 2 – County of Los Angeles Public Health – Roadmap to Recovery

ATTACHMENT NO. 1

Update on California's Pandemic Roadmap

Reminder: Until CA is protected, our actions will be aligned to achieve the following:

Ensure our ability to care for the sick within our hospitals

Prevent infection in people who are at high risk for severe disease

Build the capacity to protect the health and well-being of the public

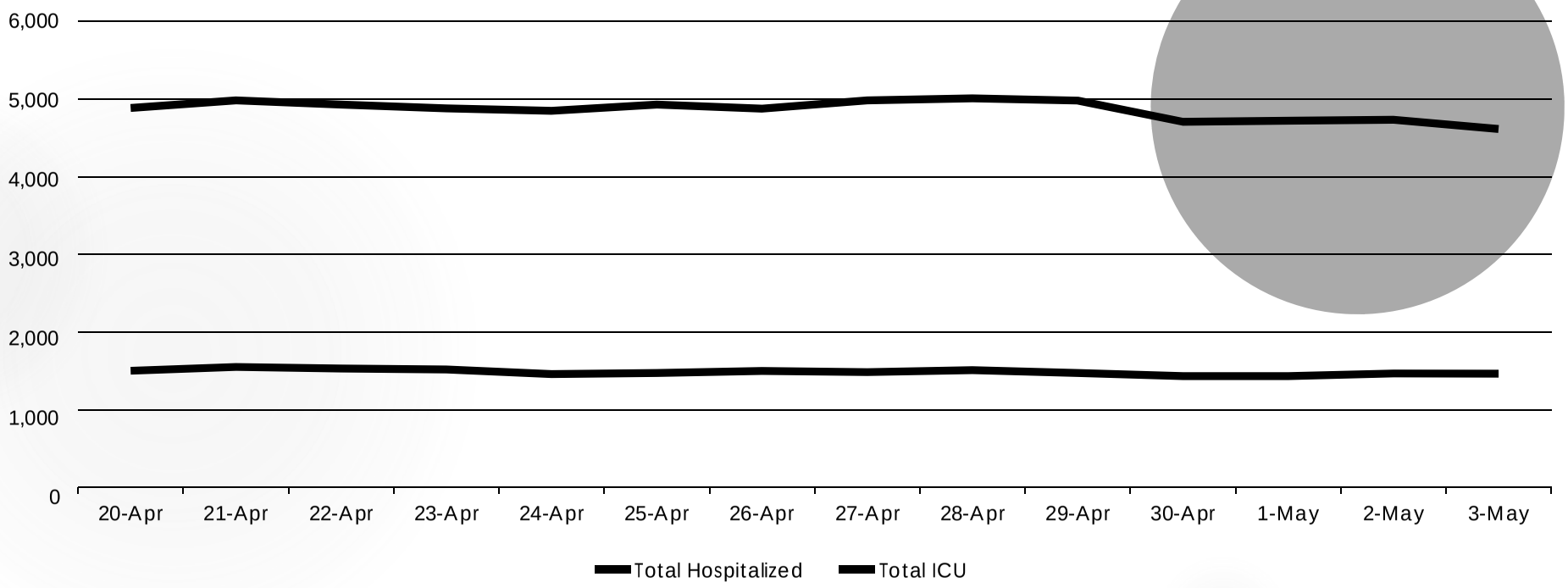
Reduce social, emotional and economic disruptions

State Reopening Roadmap

Key Metrics	On-Schedule
Stability of Hospitalizations	✓
Personal Protective Equipment Inventory	✓
Healthcare Surge Capacity	✓
Testing Capacity	✓
Contact Tracing Capability	✓
Public Health Guidance in Place	✓

State Reopening Roadmap Report Card

Stability of Hospitalizations



State Reopening Roadmap

Report Card

Personal Protective Equipment Inventory

On-Hand Today

- 18.2 million surgical masks
- 5.8 million face shields
- 7.2 million gloves

Ordered

- Hundreds of millions of surgical and n95 masks

State Reopening Roadmap Report Card

Surge Capacity

- 14 facilities statewide ready to accept patients
- 2,072 beds ready to accept patients
- 10,000+ ventilators throughout the state not in use
- 94,000+ applications received to join the California Health Corps

State Reopening Roadmap Report Card

Growing Testing Capacity

- Met goal of 25,000 tests per day
- 86 new testing sites statewide to focus on rural, urban, underserved areas

Move to Stage 2: Lower Risk Workplaces

- California is on-schedule on our Reopening Roadmap Report Card
- **We will begin to move into Stage 2 on Friday, May 8**
- Move into Stage 2 will be gradual and only include certain industries

Move to Stage 2: Lower Risk Workplaces

What does this include?

- Expanded retail with curbside pickup and associated manufacturing and supply chains
- Examples: Bookstores, clothing stores, florists, sporting goods

Move to Stage 2: Lower Risk Workplaces

What is NOT included at this time?

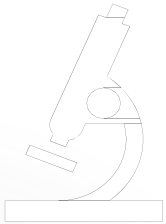
- Offices (can telework)
- Seated dining at restaurants
- Shopping malls

Move to Stage 2: Regional Variation

- Counties can move more quickly through Stage 2, if they attest that they meet the State's readiness criteria

- Counties must create and submit a readiness plan which will be publicly available

What is contact tracing?



When someone tests positive for COVID-19, we identify those who have been in close contact with that person.

For each person we contact, we check their symptoms, offer testing, and recommend isolation.

Why is contact tracing important?

Enables us to suppress spread of virus to avoid outbreaks

Allows us to maintain our healthcare capacity and confidently modify our Stay-at-Home order.

Contact Tracing: Workforce Expansion

Building on Local Capacity

- Identifying up to 10,000 individuals
- Redirection of State staff
- Staff requested by and assigned to local health authorities
- Scalable model

Contact Tracing: Virtual Training Academy

- Statewide virtual training academy
- High-quality, free training
- Available to all local public health departments without charge

Contact Tracing: Data Management Platform

- Available to all local public health departments without charge
- Focused on health and confidentiality
- Supports both Case Investigation + Contact Tracing
- Interoperability with disease surveillance system
- Supports symptom checks via text, chat, email, phone, automation

FOR

ALL

Your Actions
Save Lives

covid19.ca.gov

ATTACHMENT NO. 2

ROADMAP TO RECOVERY

A Phased Approach to Reopening Safely

Barbara Ferrer, PhD, MEd

County of Los Angeles
Public Health

County of Los Angeles
Public Health

TABLE OF CONTENTS

I. Recovery Safeguards

II. Recovery Process

III. Stages for Reopening

IV. Reopening Guidelines

V. Recovery Metrics

SAFEGUARDS IN PLACE BEFORE OPENING

Ensuring health care system capacity:

- Adequate health care staffing, testing, ventilators and PPE, along with surge capacity

Protecting vulnerable populations:

- Adequate PPE and staffing to manage effective care and positive cases in institutional settings
- Adequate COVID-19 testing for residents and workers in institutional settings

Ensuring public health capacity to test, trace and isolate:

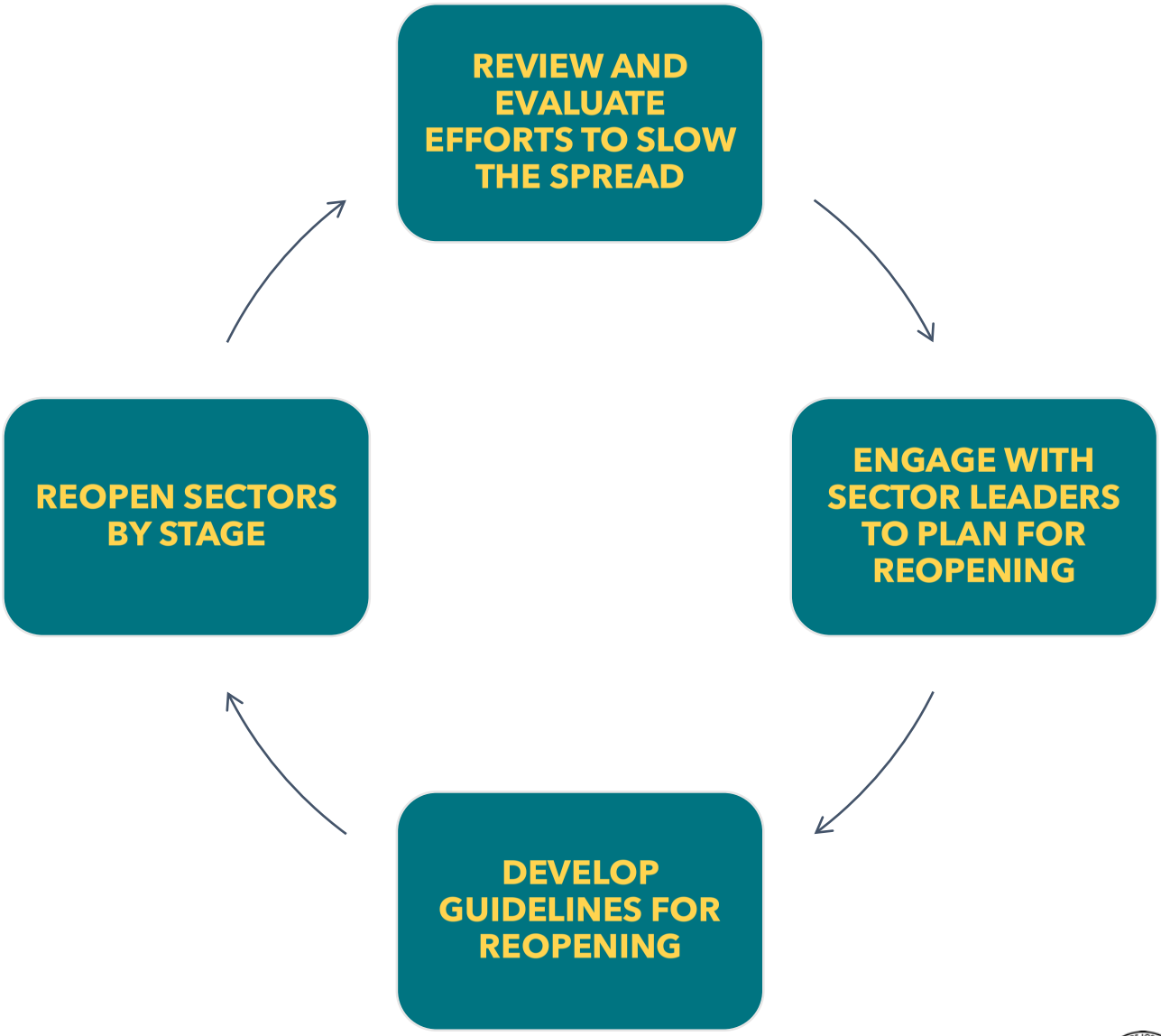
- Adequate capacity to test those in priority groups and those in congregate living and healthcare facilities
- Capacity to trace and isolate individuals with positive COVID-19 tests and to quarantine close contacts
- Collect data electronically from providers and labs, including race/ethnicity data

Developing protocols to keep workers and residents safe:

- Protocols in place to ensure safe reopening of businesses and institutions, including attention to physical distancing and infection control measures

County of Los Angeles Public Health

PROCESS FOR STAGED REOPENING



County of Los Angeles Public Health

FIVE-STAGE REOPENING PROCESS BASED ON RISK

STAGE 1 *(Now)*

Safer at Home Order
Planning for Recovery

STAGE 2 *(Soon)*

- May 8th: Florists, some retailers, car dealerships, golf courses and trails
- Soon: Other low-risk businesses (manufacturers, offices, retail)
- Essential health care
- Outdoor recreation and libraries
- Museums, cultural centers, galleries

STAGE 3 *(TBD)*

- Higher-risk businesses (body art, massage, bars/nightclubs)
- Movie theatres and bowling alleys
- K-12 Schools
- Colleges and universities

STAGE 4 *(TBD)*

- Highest risk businesses (entertainment venues)
- Large conventions
- Sporting and spectator events

STAGE 5 *(TBD)*

Fully normal operations

County of Los Angeles Public Health

MAY 8TH REOPENING

A limited number of businesses will be able to open on May 8th with appropriate safeguards in place

Florists, Toy Stores, Book Stores, Clothing Stores, Music Stores, and Sporting Goods Stores

- Curbside pick-up only
- Must adhere to physical distancing and infection control protocols

Car dealership showrooms

- Must adhere to physical distancing and infection control protocols

Golf courses

- Pro shops closed
- Concession stands and restaurants are take-out only
- Must adhere to physical distancing and infection control protocols

Trails

- Must adhere to physical distancing
- Must use cloth face covering

County of Los Angeles Public Health

PLANNING FOR SAFE REOPENING

Each sector will have a safe reopening guidelines that addresses the following areas of concern:

Protecting and supporting worker health and safety

- Limit in-person work and ensure that vulnerable workers have alternative assignments
- Supply and require use of face coverings and personal protective equipment
- Develop policies that enable employees to stay at home when they are sick

Ensuring appropriate physical distancing

- Limit occupancy in accordance with Safe Reopening protocols
- Ensure 6-foot distance between individuals as much as possible
- Manage employees' schedules to enable physical distancing

Ensuring proper infection control

- Follow strict cleaning and sanitation standards
- Frequently clean high-touch surfaces

Communicating with the public

- Post clear signage to communicate protocols to visitors

Ensuring equitable access to services for vulnerable populations

- Prioritize access to critical services
- Move transactions and services online as feasible

County of Los Angeles Public Health

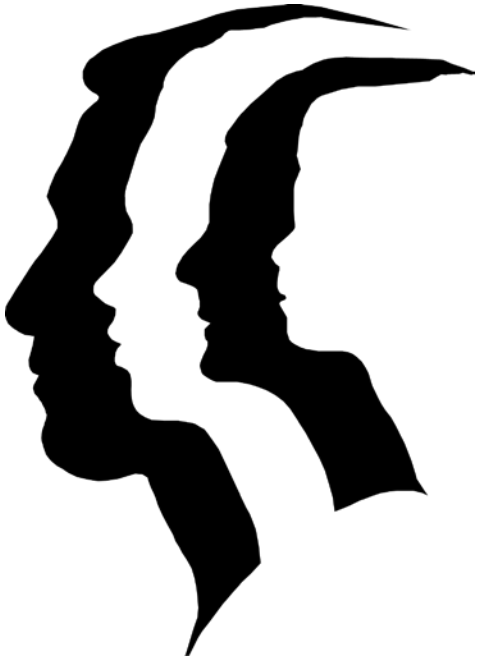
ARE WE SLOWING THE SPREAD?

How capable are we of slowing the spread?

- Do we have sufficient hospital capacity, including ventilators and ICU beds?
- Is the supply of PPE adequate for all health care workers?
- Do we have sufficient testing capacity and testing supplies?
- Do we have sufficient case and contact tracing capacity?

How effective are we in slowing the spread?

- Are mortality rates by age, poverty status, and race/ethnicity relatively stable?
- Are hospitalization rates by age, poverty status, and race/ethnicity relatively stable?
- Do all high-risk populations have adequate access to testing?



THANK YOU

County of Los Angeles
Public Health

ROADMAP TO RECOVERY

COVID-19

A PHASED APPROACH TO REOPENING SAFELY IN LOS ANGELES COUNTY

Los Angeles County has worked together to slow the spread of COVID-19 by following the Safer at Home order. As we plan for recovery and the gradual relaxing of Safer at Home, we are sharing the Department of Public Health's Roadmap to Recovery. This provides goalposts for reopening as safely as possible.

Safeguards In Place Before Opening

- Ensuring health care system capacity
- Protecting vulnerable populations
- Ensuring public health capacity to test, trace and isolate
- Developing protocols to keep workers and residents safe

Process for Staged Reopening

1. Review and evaluate efforts to slow the spread
2. Engage with sector leaders to plan for reopening
3. Develop protocols for reopening
4. Reopen sectors by stage

Five-Stage Reopening Process Based On Risk

Stage One *Now*	Stage Two *Soon*	Stage Three *TBD*	Stage Four *TBD*	Stage Five *TBD*
Safer at Home Order Planning for Recovery	**May 8th** • Florists, some retailers, car dealerships, golf courses and trails **Soon** • Other low-risk businesses (manufacturers, offices, retail) • Essential health care • Outdoor recreation and libraries • Museums, cultural centers, galleries	• Higher-risk businesses (body art, massage, bars/ nightclubs) • Movie theatres and bowling alleys • K-12 Schools • Colleges and universities	• Highest risk businesses (entertainment venues) • Large conventions • Sporting and spectator events	Fully normal operations

Planning For Safe Reopening

Each sector will have reopening protocols that address the following areas of concern:

- Protecting and supporting worker and customer health and safety
- Ensuring appropriate physical distancing
- Ensuring proper infection control
- Communicating with the public
- Ensuring equitable access to services for vulnerable populations

Are We Slowing The Spread?

How capable are we of slowing the spread?

- Do we have sufficient hospital capacity, including ventilators and ICU beds?
- Is the supply of PPE adequate for all health care workers?
- Do we have sufficient testing capacity and testing supplies?
- Do we have sufficient case and contact tracing capacity?

How effective are we in slowing the spread?

- Are mortality rates by age, poverty status, and race/ethnicity relatively stable?
- Are hospitalization rates by age, poverty status, and race/ethnicity relatively stable?
- Do all high-risk populations have adequate access to testing?

AGENDA 8
ITEM NO. _____

AGENDA REPORT
CITY OF MAYWOOD

DATE: MAY 13, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: RECEIVE THE 2018 AND 2019 HOUSING ELEMENT ANNUAL PROGRESS REPORTS AND AUTHORIZE STAFF TO FILE THE REPORTS WITH THE STATE OFFICE OF PLANNING AND RESEARCH AND THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

RECOMMENDATION:

Staff recommends that the City Council receive the 2018 and 2019 Housing Element Annual Progress Reports and authorize staff to file the reports with the State Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD).

FISCAL IMPACT

There is no fiscal impact with receiving and filing the Housing Element Annual Progress Reports with the State.

LEGAL REVIEW

Staff Report has been reviewed by the City Attorney.

BACKGROUND:

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

The Housing Element is one of the required components of the General Plan. Government Code Section 65400 requires that every city prepare a Housing Element Annual Progress Report (Housing Element APR) to be considered by the City Council at a public meeting where the public can provide oral or written comments on the report prior to its filing with the State. The Housing Element APR provides the status of the City's progress in implementing the Housing Element. These reports are required to be submitted to the HCD each year for the reporting period of the previous calendar year.

DISCUSSION:

The Housing Element APR was prepared using the standard forms developed by HCD and must be submitted either via their online portal or email. Included in this agenda report is a summary of the City's progress and the Housing Element APR for both 2018 and 2019 are attached.

The Housing Element APR documents the City's progress implementing the Goals, Policies, and Programs within the current Housing Element. The Housing Element APR also tracks the City's progress in developing residential units in the various income categories pursuant to the City's Regional Housing Needs Allocation (RHNA). The RHNA prescribes the number of additional housing units that will need to be constructed at different income levels in the City to accommodate its housing need. The City's RHNA is summarized in Table #1 below by income level. The number of units assigned to Maywood for the 2013- 2021 period was 53 housing units. It should be noted that the City's not required to construct these units, but rather plan for them through Zoning Code development standards and the Housing Programs adopted as part of the 2013-2021 Housing Element.

TABLE #1
CITY'S REGIONAL HOUSING NEEDS ALLOCATION

INCOME GROUP	NUMBER OF UNITS	PERCENTAGE OF TOTAL UNITS
Above-Moderate Income	23	43%
Moderate Income	9	17%
Low Income	8	15%
Very Low Income	13	25%
TOTAL	53	100%

The Housing Element Annual Progress Report (Attachment A), is comprised of several tables, and summarizes activity that took place during the 2019 calendar year. Activities includes housing development (summarized in Table #2 below), Annual Building Activity for new construction including entitled, permits and completed units, Regional Housing Needs Allocation Progress for permitted units by affordability and Program Implementation Status. In 2019, building permits were issued for 21 new housing units,

five were above-moderate income single-family residences and 16 were moderate income units comprised of Accessory Dwelling Units (ADU) and multi-family residential units. A comparable rents analysis was used to determine the affordability of the ADUs (Attachment B).

TABLE #2
BUILDING ACTIVITY- 2019- NEW CONSTRUCTION

INCOME GROUP	NUMBER OF NEW PERMITS ISSUED BY AFFORDABILITY	TOTAL REMAINING BY INCOME LEVEL
Above-Moderate Income	5	16
Moderate Income	16	0
Low Income	0	8
Very Low	0	13
TOTAL	21	37

ATTACHMENTS:
1. Housing Element Progress Report for the 2018 Calendar Year.
2. Housing Element Progress Report for the 2019 Calendar Year.
3. Comparable Rents Analysis for ADU Affordability

ATTACHMENT NO. 1

Jurisdiction	Maywood	
Reporting Year	2018	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes
1					2	3	4	5							6	7	8	9	10
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes+
Summary Row: Start Data Entry Below								0	0	0	0	0	0	19	19	19	0	0	
	6314-026-014	4825 E 60th St.		B18-002	SFA	O	1/4/2018							1	1	1	0	No	
	6312-005-018	4011 E 53rd St.		B18-031	2 to 4	R	1/26/2018							3	3	3	0	No	
	6315-004-007	4936 E 60th St.		B18-058	SFD	O	2/17/2018							1	1	1	0	No	
	6315-011-021	6146 Wilcox Ave.		B18-081	SFD	O	3/20/2018							1	1	1	0	No	
	6312-018-023	4207 E 57th St.		B18-235	2 to 4	R	8/8/2018							3	3	3	0	No	
	6316-001-010	6046 Vinevale Ave.		B18-238	SFA	O	8/8/2018							1	1	1	0	No	
	6312-006-007	4202 E 52nd St.		B18-251	SFA	O	8/21/2018							1	1	1	0	No	
	6312-014-021	4023 E 56th St.		B18-294	SFD	O	10/10/2018							1	1	1	0	No	
	6312-013-006	4118 E 55th St.		B18-303	2 to 4	R	10/26/2018							3	3	3	0	No	
	6312-007-026	4111 E 54th St.		B18-345	2 to 4	R	11/27/2018							2	2	2	0	No	
	6314-027-023	4935 E 60th St.		B18-357	SFA	O	12/14/2018							1	1	1	0	No	
	6315-004-007	4936 E 60th St.		B17-358	SFD	O	2/27/2018							1	1	1	0	No	
															0		0		
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Jurisdiction	Sunnyvale
Housing Element	2014 - 2023
Reporting Year	2018 (Jan. 1 - Dec. 31)

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

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A2
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

	Project Identifier					Unit Types			Affordability by Household Incomes - Completed Entitlement								Affordability by Household Incomes - Building Permits								Affordability by Household Incomes - Certificates of Occupancy										Streamlining		Housing without Financial Assistance or Deed Restrictions			Housing with Financial Assistance or Deed Restrictions			Demolished/Destroyed Units			Notes
									Very Low-Income Deed Restricted	Low-Income Deed Restricted	Moderate-Income Deed Restricted	Above Moderate-Income	Very Low-Income Non Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Very Low-Income Deed Restricted	Low-Income Deed Restricted	Moderate-Income Deed Restricted	Above Moderate-Income	Very Low-Income Non Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Very Low-Income Deed Restricted	Low-Income Deed Restricted	Moderate-Income Deed Restricted	Above Moderate-Income	Very Low-Income Non Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Bonus units awarded	Total units proposed	Total Residential Units Approved	Total Residential Units Disapproved	For units affordable without financial assistance or deed restrictions, explain how the housing development satisfies the requirements of Government Code §65915 et seq. (see instructions)	Affordable Housing for Extra Development Type (see instructions)	Deed Restriction Type (see instructions)	Number of Demolished/Destroyed Units	Number of Affordable Units Lost	Demolished or Destroyed Units Replaced by Owner or Renter	Notes
Prior APN	Current APN	Street Address	Project Name	Tracking ID	Unit Category (DX,LI,VLI,ELI,N,O,MIXED)	Tenure Owner/Renter	Residential	Entitlements (Units Entitled)	# of units issued Entitlements	Building Permits (Units Issued)	# of units issued Building Permits	Above Moderate-Income	Very Low-Income Deed Restricted	Low-Income Deed Restricted	Moderate-Income Deed Restricted	Above Moderate-Income	Very Low-Income Non Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Very Low-Income Deed Restricted	Low-Income Deed Restricted	Moderate-Income Deed Restricted	Above Moderate-Income	Very Low-Income Non Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Bonus units awarded	Total units proposed	Total Residential Units Approved	Total Residential Units Disapproved	For units affordable without financial assistance or deed restrictions, explain how the housing development satisfies the requirements of Government Code §65915 et seq. (see instructions)	Affordable Housing for Extra Development Type (see instructions)	Deed Restriction Type (see instructions)	Number of Demolished/Destroyed Units	Number of Affordable Units Lost	Demolished or Destroyed Units Replaced by Owner or Renter	Notes
Summary Row: Start Data Entry Below									0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-004-014	6315-004	1825 E 10th St	1825 E 10th St	18-302	2/4-6	O	R	6/7/2018	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-006-007	6315-006	1816E 10th St	1816E 10th St	18-058	2/4-6	O	R	3/1/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-012-025	6315-012	1114 Elm Ave	1114 Elm Ave	18-083	2/3	O	R	5/18/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-013-023	6315-013	1240 Hollis Ave	1240 Hollis Ave	18-088	2/3	O	R	5/18/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-004-007	6315-004	1816E 10th St	1816E 10th St	18-058	2/3	O	R	2/27/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-011-014	6315-011	1114 Elm St	1114 Elm St	18-236	2/4-6	R	R	5/18/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-013-024	6315-013	1240T E 5th St	1240T E 5th St	18-236	2/4-6	R	R	8/8/2018	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-006-007	6315-006	1820E Elm St	1820E Elm St	18-254	3/4	O	R	10/30/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-015-010	6315-015	1040 Innovation Ave	1040 Innovation Ave	18-238	3/4	O	R	8/1/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-006-006	6315-006	1815E E 5th St	1815E E 5th St	18-303	2/4-6	R	R	10/26/2018	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-014-023	6315-014	1820 E 5th St	1820 E 5th St	18-256	3/0	O	R	10/18/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6316-007-023	6316-007	1895E 6th St	1895E 6th St	18-357	3/4	O	R	11/14/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6315-006-007	6315-006	1896E 6th St	1896E 6th St	812-358	3/0	O	R	2/27/2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Jurisdiction	Maywood	
Reporting Year	2018	(Jan. 1 - Dec. 31)

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

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	2									3	4
Income Level		**RHNA Allocation by Income Level**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Very Low	Deed Restricted	13											13
	Non-Deed Restricted												
Low	Deed Restricted	8											8
	Non-Deed Restricted												
Moderate	Deed Restricted	9											9
	Non-Deed Restricted												
Above Moderate		23						19				19	4
Total RHNA		**53**											
Total Units								**19**				**19**	**34**

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

Cells in grey contain auto-calculation formulas

Jurisdiction	Maywood	
Reporting Year	2018	(Jan. 1 - Dec. 31)

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

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C
Sites Identified or Rezoned to Accommodate Shortfall Housing Need

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Type of Shortfall	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Type of Shortfall	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Maywood	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	**Objective**	**Timeframe in H.E**	**Status of Program Implementation**
Density Bonus Program	Updating the City's Density Bonus Ordinance to be consistent with state law. Pursue one affordable housing project on Successor Agency-owned property.	Continuous	Zoning amendment will be completed in Fall 2019.
Accessory Dwelling Unit Program	Update zoning to permit ADU development in compliance with state law. Permit one ADU per year. Three additional units needed following June 2019.	2021	Zoning amendment pending (to be completed in 2021). Four ADUs were permitted between January 2014 and June 2019.
Single-Room Occupancy Housing Program	Update zoning to permit single-room occupancy development. Permit four units during the planning period.	2021	Zoning amendment pending (to be completed in 2021).
Rehabilitation Programs	Expect to rehabilitate 5-10 units during the planning period.	Continuous	This program is ongoing and will continue to be implemented throughout the planning period. The City will continue to work with the CDC in maintaining the existing program funding and will explore ways to enhance funding.

Residential Senior and Affordable Housing Overlay	Facilitate the development of one affordable housing project using R-SA Overlay zoning.	Amend the R-SA Overlay to establish a minimum density of 20 units per acre within six months of this Housing Element adoption. Issue RFP for affordable housing development on the Agency-owned R-SA property before the end of 2019.	Housing Element adoption to be considered in early 2020. RFP not yet issued.
CM Zone Residential Infill Zone Program	The Zoning will be changed to accommodate the increased densities that are required.	Amend the R-SA Overlay to establish a minimum density of 20 units per acre within six months of this Housing Element adoption.	Housing Element adoption to be considered in early 2020.
Emergency Shelter Program	Amend the ES Overlay within six months of this Housing Element adoption to specify the separation requirement can be no more than 300 feet.	Within six months of the adoption of the Housing Element	The City will revise the Zoning Ordinance (Fall 2019) to establish an Emergency Shelter (ES) Overlay zone on specific properties zoned General Commercial/Manufacturing (CM).
Transitional Housing Program	Complete rezoning within 12 months.	2021	Zoning amendment pending (to be completed in 2021). The City intends to comply with State law regarding the provision of transitional housing.
Supportive Housing Program	Complete rezoning within 12 months.	2021	Zoning amendment pending (to be completed in 2021).
Zoning Revisions	Review and revise the multi-family parking requirements, design review, and site plan review as part of the comprehensive zoning update in 2021.	2021	Zoning amendment pending (to be completed in 2021).
Equal Housing Program	100 percent referrals.	Continuous	The City will continue to work with the Long Beach Fair Housing Foundation is to administer the existing program.
Energy Conservation Program	The City will continue to implement conservation initiatives that include water and electricity conservation.	Continuous	This program is ongoing and will continue to be implemented throughout the planning period. The City's website will be updated annually
Reasonable Accommodation Program	Adopt a Reasonable Accommodation Ordinance to provide exception in zoning and land-use regulations for housing for persons with disabilities. Approve one application per year.	2021	Zoning amendment pending (to be completed in 2021).

Jurisdiction	Maywood	
Reporting Period	2018	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Maywood	
Reporting Period	2018	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
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(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1+
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

Jurisdiction	Maywood	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		2
Total Units		**2**

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

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	19
Total Housing Units Approved:	19
Total Housing Units Disapproved:	0

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

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

Cells in grey contain auto-calculation formulas

ATTACHMENT NO. 2

Jurisdiction	Maywood	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes
1					2	3	4	5							6	7	8	9	10
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes+
Summary Row: Start Data Entry Below								0	0	0	0	0	16	5	21	0	21	0	
	6315-004-008	4930 E 60th St.			2 to 4	R	3/21/2019						2		2		2	No	
	6312-013-006	4118 E 58th St.			2 to 4	R	9/24/2019						1		1		1	No	
	6311-009-013	3644 E 58th St.			2 to 4	R	11/19/2019						1		1		1	No	
	6313-028-017	4315 E 58th St.			2 to 4	R	5/31/2019						4		4		4	No	
	6312-007-014	4104 E 53rd St.			ADU	R	6/19/2019						1		1		1	No	
	6312-010-027	3817 E 55th St.			2 to 4	R	8/26/2019						2		2		2	No	
	6316-005-035	6007 King Ave.			ADU	R	10/22/2019						1		1		1	No	
	6316-011-007	6136 Mayflower Ave.			2 to 4	R	12/19/2019						2		2		2	No	
	6312-010-027	3817 E 55th St.			SFD	O	1/28/2019							1	1		1	No	
	6313-028-010	4308 E 57th St.			ADU	R	4/4/2019						1		1		1	No	
	6313-028-019	4331 E 58th St.			SFD	O	5/21/2019							1	1		1	No	
	6316-011-007	6136 Mayflower Ave.			SFD	O	11/12/2019							1	1		1	No	
	6316-001-009	6042 Vinevale Ave.			SFD	O	5/1/2019							1	1		1	No	
	6312-006-024	4211 E 53rd St.			ADU	R	11/5/2019						1		1		1	No	
	6316-012-006	6126 Vinevale Ave.			SFD	O	12/5/2019							1	1		1	No	
															0		0		
															0		0		
															0		0		
															0		0		
															0		0		
															0		0		
															0		0		
															0		0		
															0		0		
															0		0		

Jurisdiction	Imperial
Reporting Year	2019 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
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(CCR Title 25 §6202)

Note: '+' indicates an optional field

Cells in grey contain auto-calculation formulas

Table A2
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

| | Project Identifier | | | | | Unit Types | | Affordability by Household Incomes - Completed Entitlement | | | | | Affordability by Household Incomes - Building Permits | | | | | | Affordability by Household Incomes - Certificates of Occupancy | | | | | |

Jurisdiction	Maywood	
Reporting Year	2019	(Jan. 1 - Dec. 31)

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This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	2									3	4
Income Level		RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	13											13
	Non-Deed Restricted												
Low	Deed Restricted	8											8
	Non-Deed Restricted												
Moderate	Deed Restricted	9										25	
	Non-Deed Restricted				1		3	5	16				
Above Moderate		23				2			5			7	16
Total RHNA		53											
Total Units					1	2	3	5	21			32	37

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

Cells in grey contain auto-calculation formulas

Jurisdiction	Maywood	
Reporting Year	2019	(Jan. 1 - Dec. 31)

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Note: "+" indicates an optional field

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Table C
Sites Identified or Rezoned to Accommodate Shortfall Housing Need

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Type of Shortfall	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Type of Shortfall	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Maywood	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	**Objective**	**Timeframe in H.E**	**Status of Program Implementation**
Density Bonus Program	Updating the City's Density Bonus Ordinance to be consistent with state law. Pursue one affordable housing project on Successor Agency-owned property.	Continuous	Zoning amendment completed in September 2019.
Accessory Dwelling Unit Program	Update zoning to permit ADU development in compliance with state law. Permit one ADU per year. Three additional units needed following June 2019.	2021	Zoning amendment pending (to be completed in 2021). Six ADUs were permitted between January 2014 and December 2019.
Single-Room Occupancy Housing Program	Update zoning to permit single-room occupancy development. Permit four units during the planning period.	2021	Zoning amendment pending (to be completed in 2021).
Rehabilitation Programs	Expect to rehabilitate 5-10 units during the planning period.	Continuous	This program is ongoing and will continue to be implemented throughout the planning period. The City will continue to work with the CDC in maintaining the existing program funding and will explore ways to enhance funding.

Residential Senior and Affordable Housing Overlay	Facilitate the development of one affordable housing project using R-SA Overlay zoning.	Amend the R-SA Overlay to establish a minimum density of 20 units per acre within six months of this Housing Element adoption. Issue RFP for affordable housing development on the Agency-owned R-SA property before the end of 2019.	Housing Element adoption to be considered in early 2020.
CM Zone Residential Infill Zone Program	The Zoning will be changed to accommodate the increased densities that are required.	Amend the R-SA Overlay to establish a minimum density of 20 units per acre within six months of this Housing Element adoption.	Housing Element adoption to be considered in early 2020.
Emergency Shelter Program	Amend the ES Overlay within six months of this Housing Element adoption to specify the separation requirement can be no more than 300 feet.	Within six months of the adoption of the Housing Element	The City will revised the Zoning Ordinance (September 2019) to establish an Emergency Shelter (ES) Overlay zone on specific properties zoned General Commercial/Manufacturing (CM).
Transitional Housing Program	Complete rezoning within 12 months.	2021	Zoning amendment pending (to be completed in 2021). The City intends to comply with State law regarding the provision of transitional housing.
Supportive Housing Program	Complete rezoning within 12 months.	2021	Zoning amendment pending (to be completed in 2021).
Zoning Revisions	Review and revise the multi-family parking requirements, design review, and site plan review as part of the comprehensive zoning update in 2021.	2021	Zoning amendment pending (to be completed in 2021).
Equal Housing Program	100 percent referrals.	Continuous	The City will continue to work with the Long Beach Fair Housing Foundation is to administer the existing program.
Energy Conservation Program	The City will continue to implement conservation initiatives that include water and electricity conservation.	Continuous	This program is ongoing and will continue to be implemented throughout the planning period. The City's website will be updated annually

Reasonable Accommodation Program	Adopt a Reasonable Accommodation Ordinance to provide exception in zoning and land-use regulations for housing for persons with disabilities. Approve one application per year.	2021	Zoning amendment pending (to be completed in 2021).

Jurisdiction	Maywood	
Reporting Period	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

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Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Maywood	
Reporting Period	2019	(Jan. 1 - Dec. 31)

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

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Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

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Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1+
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

ATTACHMENT NO. 3

Comparable Rents Analysis for Accessory Dwelling Units (ADUs)

To classify the ADUs to a specific "Affordability by Household Income", current rental listings for single rooms, studio apartments, and one-bedroom apartments in Maywood were reviewed. These rental housing arrangements are most comparable to ADUs in Maywood and therefore, the average rent for these units is used to approximate the affordability of ADU units.

From listings on Craigslist accessed on April 28, 2020, the average rent for the three rental types was $1,210 per month. Comparing this rent level to the "affordable rent" in the Housing Affordability Matrix (below), a one- to two-person household with median income can afford the monthly rent for these ADUs. Therefore, the ADUs permitted in 2019 have been identified as Moderate-Income Non Deed Restricted units in the Housing Element Annual Progress Report.

Rental Listings

Single Bedroom	Studio Apartments	One Bedroom Apartments
$1,000	$1,000	$1,400
$1,220	$1,240	$1,540
$980	$1,300	
Average Rent: $1,210		

Source: www.Craigslist.com, 2020.

Housing Affordability Matrix – Los Angeles County (2019)

Household	Annual Income	Affordable Costs		Utilities		Taxes and Insurance	Affordable Rent	Affordable Home Price
		Rental	Ownership	Renters	Owners			
Extremely Low Income (0-30% AMI)								
1-Person	$21,950	$549	$549	$122	$90	$192	$427	$62,067
2-Person	$25,050	$626	$626	$143	$111	$219	$483	$68,904
3-Person	$28,200	$705	$705	$161	$133	$247	$544	$75,697
4-Person	$31,300	$783	$783	$191	$164	$274	$592	$80,206
5-Person	$33,850	$846	$846	$223	$202	$296	$623	$81,006
Low Income (31-50% AMI)								
1-Person	$36,550	$914	$914	$122	$90	$320	$792	$117,284
2-Person	$41,800	$1,045	$1,045	$143	$111	$366	$902	$132,251
3-Person	$47,000	$1,175	$1,175	$161	$133	$411	$1,014	$146,797
4-Person	$52,200	$1,305	$1,305	$191	$164	$457	$1,114	$159,249
5-Person	$56,400	$1,410	$1,410	$223	$202	$494	$1,187	$166,289
Moderate Income (51-80% AMI)								
1-Person	$58,450	$768	$895	$122	$90	$313	$646	$114,519
2-Person	$66,800	$877	$1,023	$143	$111	$358	$734	$128,984
3-Person	$75,150	$987	$1,151	$161	$133	$403	$826	$143,216
4-Person	$83,500	$1,097	$1,279	$191	$164	$448	$906	$155,353
5-Person	$90,200	$1,184	$1,382	$223	$202	$484	$961	$161,991
Median-Income (81 to 100% AMI)								
1-Person	$51,150	$1,151	$1,343	$122	$90	$470	$1,029	$182,252
2-Person	$58,500	$1,316	$1,535	$143	$111	$537	$1,173	$206,393
3-Person	$65,800	$1,480	$1,727	$161	$133	$604	$1,319	$230,301
4-Person	$73,100	$1,645	$1,919	$191	$164	$672	$1,454	$252,114
5-Person	$78,950	$1,776	$2,072	$223	$202	$725	$1,553	$266,493
Middle-Income (100 to 120% AMI)								
1-Person	$61,400	$1,407	$1,642	$122	$90	$575	$1,285	$227,407
2-Person	$70,150	$1,608	$1,876	$143	$111	$657	$1,465	$257,998
3-Person	$78,950	$1,809	$2,111	$161	$133	$739	$1,648	$288,357
4-Person	$87,700	$2,010	$2,345	$191	$164	$821	$1,819	$316,622
5-Person	$94,700	$2,171	$2,533	$223	$202	$887	$1,948	$336,161

1. *California Department of Housing and Community Development (HCD) income limits, 2019.*
2. *Health and Safety code definitions of affordable housing costs (between 30 and 35 percent of household income depending on tenure and income level).*
3. *Housing Authority of the County of Los Angeles (HACoLA), Utility Allowance, 2019.*
4. *35 percent of monthly affordable cost for taxes and insurance.*
5. *Five percent down payment.*
6. *Four percent interest rate for a 30-year fixed-rate mortgage loan.*
7. *Taxes and insurance apply to owner costs only; renters do not usually pay taxes or insurance.*