



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

WEDNESDAY, DECEMBER 22, 2021 AT 7:00 PM

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

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR
Ricardo Lara

CITY CLERK
Flor Aguiluz

MAYOR PRO TEM
Heber Marquez

CITY TREASURER
Mary Mariscal

COUNCIL MEMBERS
Eduardo De La Riva
Frank Garcia
Jessica Torres

CITY MANAGER
Jennifer E. Vasquez

CITY ATTORNEY
Roxanne Diaz

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: This meeting will be conducted pursuant to the provisions of Government Code Section 54953(e) (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act in compliance with Government Code Section 54953(e) during a proclaimed State of Emergency. For this meeting, members of the City Council and City Staff are permitted to attend the meeting by teleconference and such teleconference locations are not accessible to the public and are not subject to special posting requirements. Some members of the City Council and staff may attend the meeting at City Hall in the City Council Chambers located at 4319 E. Slauson

Avenue. The City Council Chambers, however, will not be open to the Public. The meeting will be broadcast using the Zoom platform as well as broadcasted live on the City's Facebook page.

Below is information on how the public may observe and participate in the meeting.

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

Join by phone 1-669-900-6833 Enter Meeting ID: 822 5948 5073 Passcode: 371766
OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82259485073?pwd=dzdhcUgzQVdsdzlZZ0lsZTNxeiVHZz09>

Passcode: 371766

To participate in the meeting by providing public comment via teleconference/video conference:

Live real-time verbal public comments may be made by members of the public joining the meeting via Zoom. Zoom access information is provided above. Use the “raise hand” feature (for those joining by phone, press *9 to “raise hand”) during the public participation period for agenda items or during the public participation period for non-agenda items. The Zoom Host will call on people to speak by name provided or last 4 digits of phone number.

Before the meeting: You can also submit your public comments for the record in advance by 4:30 pm the day of the meeting by email to shirley.quinones@cityofmaywood.org; or if you are unable to email, please call the City Clerk's Office at (323) 562-5714. Your comment will be made part of the written record but will NOT be read verbally at the meeting.

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

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

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

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

VI. PRESENTATIONS

2021 HOLIDAY HOME DECORATING COMPETITION

VII. PUBLIC HEARING

VIII. CONSENT CALENDAR

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

1. MINUTES OF DECEMBER 8, 2021 CITY COUNCIL MEETING
2. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
3. REVENUE REPORT FROM JULY - NOVEMBER 2021
4. MONTHLY CASH AND INVESTMENT REPORT TO THE CITY COUNCIL FOR NOVEMBER 2021
5. RECONSIDERATION OF THE CIRCUMSTANCES OF THE COVID-19 STATE OF EMERGENCY TO DETERMINE WHETHER THE LEGISLATIVE BODIES OF THE CITY OF MAYWOOD WILL CONTINUE TO HOLD MEETINGS VIA TELECONFERENCING AND MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953(e)(3).
6. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM BUDDING ARTIST (BA) THROUGH THEIR FISCAL SPONSOR FULCRUM ARTS IN THE AMOUNT OF \$2,500.

IX. REORGANIZATION OF CITY COUNCIL

7. RECOGNITION OF SERVICE AND PRESENTATION TO MAYOR LARA FOR SERVING AS MAYOR
8. NOMINATION OF MAYOR
9. NOMINATION OF MAYOR PRO TEM

X. DISCUSSION/ACTION ITEMS

10. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM NIMITZ MUSIC SUPPORTERS IN THE AMOUNT OF

\$3,038.75

11. CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCY BOARDS AND COMMITTEES

XI. CLOSED SESSION

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

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

XIII. ADJOURNMENT - The next Regular Meeting of the Maywood City Council is Wednesday, January 12, 2021 at 7:00 p.m.

PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS

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





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

WEDNESDAY, DECEMBER 8, 2021 AT 7:00 PM

I. CALL TO ORDER/ROLL CALL

Mayor Lara called the meeting to order, at approximately 7:04 p.m.

II. CITY OFFICIALS

MAYOR

Ricardo Lara (present)

CITY CLERK

Flor Aguiluz (teleconference)

MAYOR PRO TEM

Heber Marquez (present)

CITY TREASURER

Mary Mariscal (teleconference)

COUNCIL MEMBERS

Eduardo De La Riva (present)

Frank Garcia (teleconference)

Jessica Torres (teleconference)

CITY MANAGER

Jennifer E. Vasquez (present)

CITY ATTORNEY

Roxanne Diaz (teleconference)

STAFF PRESENT:

Hrant Manuelian, Finance Director (present)

Steve Fowler, Director of Building and Planning (present)

Shirley Quinones, Deputy City Clerk (teleconference)

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS ARE NOT OPEN TO THE PUBLIC pursuant to the provisions of Government Code Section 54953(e) (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act in compliance with Government Code Section 54953(e) during a proclaimed State of Emergency.

Observers were able to view the meeting livestreamed via the City's Facebook at: <https://www.facebook.com/cityofmaywood> or by zoom at: Teleconference 1-669-900-6833 Meeting ID: 865 1582 9140 Passcode: 439420 or

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

Mayor and Council Members provided community updates.

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

The following spoke on Agenda items:

1) David Perez (via teleconference)

VI. PRESENTATIONS

SHERIFF'S UPDATE

Deputy Aguayo and Sergeant Saucedo presented crime trends in the City of Maywood.

VII. PUBLIC HEARING

None

VIII. CONSENT CALENDAR

1. MINUTES OF NOVEMBER 24, 2021 CITY COUNCIL MEETING
Motion to approve the Minutes of the December 8, 2021 City Council Meeting by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES
2. RESOLUTION NO. 6208 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
Motion to adopt Resolution No. 6208 of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency approving the Warrants for Payment by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES
3. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAYWOOD ADDING ARTICLE 5 (MANDATORY ORGANIC WASTE DISPOSAL REDUCTION) TO TITLE 6, CHAPTER 2, ADDING SECTION 8-20.03 TO TITLE 8, CHAPTER 20 AND ADDING SECTION 8-19.04 TO TITLE 8, CHAPTER 19 OF THE

MAYWOOD MUNICIPAL CODE, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

Motion to adopt Ordinance No. 21-03 of the City Council of the City of Maywood adding Article 5 (Mandatory Organic Waste Disposal Reduction) to Title 6, Chapter 2, Adding Section 8-20.03 to Title 8, Chapter 20 and Adding Section 8-19.04 to Title 8, Chapter 19 of the Maywood Municipal Code, and making a determination of exemption under CEQA by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

4. RECONSIDERATION OF THE CIRCUMSTANCES OF THE COVID-19 STATE OF EMERGENCY TO DETERMINE WHETHER THE LEGISLATIVE BODIES OF THE CITY OF MAYWOOD WILL CONTINUE TO HOLD MEETINGS VIA TELECONFERENCING AND MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953(e)(3).

Motion to continue the authorization of Public Meetings of the City's Legislative Bodies to be held via teleconferencing pursuant to Government Code Section 54953(e) and make finding and determinations regarding the same by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

5. CONSIDERATION OF APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PHOENIX INFORMATION SYSTEMS GROUP FOR PROCESSING PARKING PERMITS, PARKING CITATIONS AND ADMINISTRATIVE CITATIONS.

Motion to award a three-year professional services agreement for processing of parking permits, parking citations, and administrative citation processing to Phoenix Information Systems Group in the form approved by the City Attorney and find that it is in the best interest of the City and its administrative operations not to informally bid the agreement pursuant to Section 3-4.13(e) by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

Item #5 was pulled for further discussion.

6. ADOPT RESOLUTION NO. 6209 ESTABLISHING THE LEAVE PROVISIONS FOR FULL-TIME EXEMPT EMPLOYEES

Motion to adopt Resolution No. 6209 of the City Council of the City of Maywood establishing the Leave Provision for Full-Time Exempt Employees by Mayor Pro Tem Marquez. Second by Garcia. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

IX. DISCUSSION/ACTION ITEMS

7. RESOLUTION NO. 6210 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF A PRELIMINARY OFFICIAL STATEMENT, A BOND PURCHASE AGREEMENT AND A CONTINUING DISCLOSURE AGREEMENT IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF PENSION OBLIGATION BONDS; ADOPTING A PENSION FUNDING POLICY AND OTHER MATTERS RELATING THERETO

Motion to adopt Resolution No. 6210 of the City Council of the City of Maywood Approving the form of and Authorizing the execution and delivery of a Preliminary Official Statement, A Bond Purchase Agreement and a Continuing Disclosure Agreement in connection with the issuance, sale and delivery of Pension Obligation Bonds; Adopting a Pension Funding Policy and other matters relating thereto by De La Riva. Second by Mayor Lara. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

8. ADOPTION OF RESOLUTION NO. 6211 AUTHORIZING THE CITY TO ENTER THE SETTLEMENT AGREEMENTS RELATED TO THE NATIONAL OPIOID LITIGATION.

Motion to authorize the City to enter into the settlement agreement relate to the National Opioid Litigation and adopt Resolution No. 6211 of the City Council of the City of Maywood Authorizing the City to enter into the Settlement Agreements with McKesson Corporation, Cardinal Health, Inc., Amerisourcebergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNiel-Janssen Pharmaceuticals, Inc. and Janssen Pharmaceutica, Inc., agree to the terms of the Memoradndum of Understanding allocating settlement process, and Authorize entry into the Memorandum of Understanding with the Attorney General and Authorize the City Manager and City Attorney to take all actions necessary and convenient to implement the settlements by De La Riva. Second by Mayor Pro Tem Marquez. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

9. CONSIDERATION OF THE RENEWAL OF A COMMERCIAL CANNABIS MICROBUSINESS LICENSE FOR CHRON MAYWOOD, LLC

Motion to approve the application for a commercial cannabis microbusiness license renewal for Chron Maywood (Chron), LLC, located at 5415 Maywood Avenue, for a one-year term expiring on December 8, 2022, and authorize the Director of Building and Planning to notify the applicant in writing of the City Council's decision by De La Riva. Second by Mayor Lara. AYES: De La Riva, Garcia, Torres, Marquez, Lara. PASSES

X. CLOSED SESSION

None

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

The following spoke on Non-Agenda items:

- 1) Samir Patel (via teleconference)
- 2) Reyna Mendez (via teleconference)

XII. ADJOURNMENT

Meeting adjourned at approximately 8:38 p.m. to the Regular City Council Meeting on Wednesday, December 22, 2021 at 7:00 p.m.

Ricardo Lara, Mayor

ATTEST:

Flor Aguiluz, City Clerk

RESOLUTION NO. 6212

**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 \$1,030,462.83 are hereby ratified:

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

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

Ricardo Lara, Mayor

ATTEST:

APPROVED AS TO FORM:

Flor Aguiluz, City Clerk

Roxanne Diaz, City Attorney

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

I, Flor Aguiluz, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6212 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 22nd day of December, 2021 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Flor Aguiluz, City Clerk

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

Accounts Payable

	Amount
Accounts Payable prepaid warrants for payment: Checks No. 089146 - 089166	\$ 30,535.02
Accounts Payable regular warrants for payment: Checks No. 089167 - 089185	\$ 274,453.22
Sub-total	\$ 304,988.24

Wire Transfers/ACH Transactions

12/01/21 US Bank - Merchant Fees	\$ 452.42
12/03/21 CalPERS Health Premium December 2021	\$ 30,572.47
12/03/21 CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees	\$ 129,862.92
12/03/21 California Joint Powers Insurance Authority (CJPIA) repayment plan agreement - December 2021	\$ 12,000.00
12/03/21 California Joint Powers Insurance Authority (CJPIA) repayment plan agreement - Lump-Sum Payment	\$ 500,000.00
12/03/21 8x8 Inc - Monthly Phone Maintenance	\$ 409.18
12/09/21 Payroll Pay Period 11/21/2021 - 12/4/2021	\$ 44,103.66
12/10/21 CalPERS Employer Contribution 11/21/2021 - 12/4/2021	\$ 6,899.70
12/14/21 US Bank - Analysis Service Charge	\$ 1,174.24
Sub-total	\$ 725,474.59

Total Demands	\$ 1,030,462.83
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City of Maywood
Detail Warrants for Payment
Warrants No. 089146 to 089185

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
089146	P	12/15/2021	AT&T	153.66	Elevator Emergency Phone Line 11/01/2021 - 11/30/201	General Fund - 01
089147	P	12/15/2021	Brinks, Inc.	180.86	December 2021 Cash Handling Service	General Fund - 01
089148	P	12/15/2021	CoreLogic Solutions, LLC.	176.46	Property Finder December 2021	General Fund - 01
089149	P	12/15/2021	Dewey Pest Control	97.00	December 2021 Pest Control	General Fund - 01
089150	P	12/15/2021	Dunn Edwards Corp.	107.30	Pubic Works Supplies	General Fund - 01
089151	P	12/15/2021	EZ Graphics, Inc.	65.70	Graphic Supplies	General Fund - 01
089152	P	12/15/2021	FedEx Office Customer Administrative Services	103.27	Tree Lighting - Event Program Printing	General Fund - 01
089153	P	12/15/2021	L.B. Johnson Hardware Co.	43.75	Public Works Supplies	General Fund - 01
089154	P	12/15/2021	LGP Equipment Rentals	2,405.45	Public Works Boom Lift Rental	General Fund - 01
089155	P	12/15/2021	Mapcon Technologies, Inc.	83.00	Mapcon Building & Planning Software December 2021	General Fund - 01
089156	P	12/15/2021	Maywood Car Wash	362.97	Gas/Car Wash November 2021	General Fund - 01
089157	P	12/15/2021	Tri-City Mutual Water Company	1,578.15	Various Locations 11-01-2021 to 11-30-2021	General Fund - 01
089158	P	12/15/2021	Passage Entertainment, Inc.	800.00	Maywood Park Groundbreaking Event 12-15-21: Sound System	General Fund - 01
089159	P	12/15/2021	QDoxs	118.53	Copier Base Charge December 2021	General Fund - 01
089160	P	12/15/2021	Southern California Edison	22,387.96	Various Locations 10-25-2021 to 11-22-2021	General Fund - 01
089161	P	12/15/2021	Sparkletts Drinking Water Corp	101.56	City Hall Office Water	General Fund - 01
089162	P	12/15/2021	Staples Business Advantage	126.34	Office Supplies	General Fund - 01
089163	P	12/15/2021	The Home Depot Pro	770.97	2021 Tree Lighting: Outdoor Decorations Public Works Supplies	General Fund - 01
089164	P	12/15/2021	Time Warner Cable	625.60	Internet & Phone Service December 2021	General Fund - 01
089165	P	12/15/2021	Quadient Finance, USA, Inc.	153.00	Postage Machine	General Fund - 01
089166	P	12/15/2021	Vernon, City of	93.49	Slauson & Downey 10-05-2021 to 11-03-2021	General Fund - 01
089167		12/15/2021	Amazon Capital Services	246.34	Office Supplies	General Fund - 01
089168		12/15/2021	Active Universal Capital, LLC	8,088.96	Crossing Guard Services - November 2021	Gas Tax - 04
089169		12/15/2021	Amigos Del Los Rios	6,060.00	Maywood Watering Services (October 2021 - November 2021)	General Fund - 01
089170		12/15/2021	C Below Subsurfacing Imaging	4,690.00	Sewer Survey	General Fund - 01
089171		12/15/2021	Cat Specialties, Inc.	797.94	Tree Lighting - Holiday Banner Uniforms	General Fund - 01

City of Maywood
Detail Warrants for Payment
Warrants No. 089146 to 089185

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
089172		12/15/2021	Crosstown Electrical & Data, Inc.	37,669.87	Street Light Repair and Maintenance	Street Lighting Fund - 62
089173		12/15/2021	County of Los Angeles Department of Public Works	15,737.20	Sewer Point Repair Service	Sewer Fund - 35
089174		12/15/2021	Expert Building Maintenance LLC	8,222.50	City Hall/Police Station/Parks November 2021 Additional Janitorial Services November 2021	General Fund - 01
089175		12/15/2021	Francisco & Associates	11,175.00	Sewer Service Levy Charge Administration Street Lighting Assessment District Admin & Reports	Sewer Fund - 35
089176		12/15/2021	George Hill Company	1,299.00	City Claims/Adjuster Annual Admin Fee 2021 City Claims/Adjuster November 2021	General Fund - 01
089177		12/15/2021	Graffiti Protective Coatings	29,950.40	November 2021 Bus Shelter Maintenance CityWide Graffiti Removal October & November 2021	General Fund - 01
089178		12/15/2021	Hinderliter, de Llamas & Assoc.	1,076.37	2nd Quarter Sales Tax and Audit Services	General Fund - 01
089179		12/15/2021	Infinity Technologies	3,680.00	Monthly IT Fee for Services November 2021	General Fund - 01
089180		12/15/2021	Metro Transit Services	35,051.22	Public Transportation Services Express & Dial-A-Ride November 2021	Fund 09 - Prop A
089181		12/15/2021	North Star Landcare	42,516.25	Landscape Services November 2021 City Grid Tree Trimming Services	General Fund - 01
089182		12/15/2021	Onyx Paving Company Inc	63,440.98	CIP Pavement Rehab Project FY 19-20 - Retention Release	Gas Tax - 04
089183		12/15/2021	Los Angeles County Department of Public Health	111.00	Backflow Inspection Fee FY 21/22	General Fund - 01
089184		12/15/2021	Transtech Engineers, Inc	2,607.50	City Engineering Services	General Fund - 01 Gas Tax - 04
089185		12/15/2021	Vortex Industries, Inc.	2,032.69	Building Maintenance	General Fund - 01

TOTAL:

\$304,988.24

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 3.

DATE: December 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: HRANT MANUELIAN, FINANCE DIRECTOR

SUBJECT: REVENUE REPORT FROM JULY - NOVEMBER 2021

RECOMMENDATION:

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

BACKGROUND:

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

DISCUSSION:

The attached analysis compares prior YTD and current YTD Revenue

The total revenue received from July – November 2021 totaled \$8,683,300, which is 51.36% higher than the same period last year.

- **GENERAL FUND** - General Fund received \$3,027,802, which is \$629,979 or 17.22% lower than the same period last year. Most of this decrease in revenue is expected as the CARES Act money, of \$344,534, received in the last fiscal year was a one-time revenue from the federal government to offset the effect of the COVID pandemic. Additionally, there is a \$575,550 or 44.52% decrease in Cannabis sales tax revenues as compared to last year. These decreases were partially offset by increases in other tax revenues such as sales, property, franchise, utility and transient occupancy taxes. There were also increases noted in plan check fees which appears to be due to the re-opening of the economy. Parking fines are also up by more than \$53K as the City has been enforcing parking regulations and collections from Phoenix, our third party collection agency, has been submitting collections timely.
- **SPECIAL REVENUE FUND** - Special Revenue Funds received \$5,655,498, which is \$3,576,586 or 172.04% higher than the same period last year. The contributing factor for the difference in Special Revenue Funds is the payment received from the American Rescue Plan Act of 2021 (ARPA). These Funds support cities in mitigating the fiscal effects stemming from the public health emergency caused by COVID-19. The first of two installments was received in the amount of \$3,226,257, and the second

and final installment is expected to be received in one year.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact.

ATTACHMENT(S)

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

	C - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	D - Current YTD versus Prior YTD \$ Difference	E - Current YTD Prior YTD % Difference	G - Adopted Budget FY 2021-22	H - % of FY 2021-2022 YTD Revenue Received
			(C minus B)	(C divided by B minus 1)		(C divided by G)
GENERAL FUND						
Taxes:	TAXES: A tax is a compulsory monetary contribution to the City's revenue, assessed and imposed by the City on the activities, expenditure, income, occupation, privilege, property, etc., of individuals and organizations.					
Franchise & Collectors Fee	\$68,214.59	\$88,134.92	\$19,920.33	29.20%	\$325,000.00	27.12%
Property Taxes	\$218,877.43	\$243,262.81	\$24,385.38	11.14%	\$778,480.00	31.25%
Utility Users Tax	\$385,162.75	\$411,296.94	\$26,134.19	6.79%	\$900,000.00	45.70%
Transfer Tax (Real Estate)	\$11,540.38	\$8,007.45	(\$3,532.93)	-30.61%	\$20,000.00	40.04%
Transient Occupancy Tax	\$15,615.83	\$22,612.82	\$6,996.99	44.81%	\$60,000.00	37.69%
Cannabis Sales Tax	\$1,292,865.02	\$717,314.09	(\$575,550.93)	-44.52%	\$3,000,000.00	23.91%
Sales Tax Revenue	\$591,829.68	\$748,648.27	\$156,818.59	26.50%	\$2,355,904.00	31.78%
Taxes Totals	\$2,584,105.68	\$2,239,277.30	(\$344,828.38)	-13.34%	\$7,439,384.00	30.10%
GENERAL FUND						
Licenses & Permits:	FEES: A fee is a charge imposed on an individual for a service that the person chooses to receive. A fee may not exceed the estimated reasonable cost of providing the particular service or product for which the fee is charged, plus overhead. Fees are charged for specific services, and fee revenue may fund only those services and related expenses. LICENSES and PERMITS are types of fees allowing for the operation within the City.					
Compliance Program Fee			\$0.00	0.00%	\$45,000.00	0.00%
Residential & Building Permits	\$10,444.52	\$5,674.02	(\$4,770.50)	-45.67%	\$29,500.00	19.23%
Public Works Permit Fees	\$62,593.40	\$67,765.50	\$5,172.10	8.26%	\$50,000.00	135.53%
Other Fees & Permits	\$9,608.74	\$8,339.94	(\$1,268.80)	-13.20%	\$27,100.00	30.77%
Occupancy Permits	\$10,665.60	\$8,362.30	(\$2,303.30)	-21.60%	\$13,000.00	64.33%
Building Permits	\$27,874.85	\$19,869.69	(\$8,005.16)	-28.72%	\$60,000.00	33.12%
Compliance and Review Fees - Cannabis			\$0.00	0.00%	\$105,000.00	0.00%
Commercial Cannabis Renewal	\$14,960.00		(\$14,960.00)	-100.00%	\$0.00	0.00%
Parking Permits	\$12,921.09	\$12,578.90	(\$342.19)	-2.65%	\$90,000.00	13.98%
Apartment License	\$385.00	\$206.25	(\$178.75)	-46.43%	\$20,000.00	1.03%
Business License	\$7,484.88	\$11,952.00	\$4,467.12	59.68%	\$190,000.00	6.29%
Vehicle License Fee - LA County			\$0.00	0.00%	\$3,173,048.00	0.00%
Licenses and Permits Totals	\$156,938.08	\$134,748.60	(\$22,189.48)	-14.14%	\$3,802,648.00	3.54%
GENERAL FUND						
Charges for Services:	CHARGES FOR SERVICES: Charges to cover administrative costs for the provision of services.					
Rubbish Assessment	\$754.92	\$2,787.15	\$2,032.23	269.20%	\$15,000.00	18.58%

	C - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	D - Current YTD versus Prior YTD \$ Difference	E - Current YTD Prior YTD % Difference	G - Adopted Budget FY 2021-22	H - % of FY 2021-2022 YTD Revenue Received
			(C minus B)	(C divided by B minus 1)		(C divided by G)
Plan Check Fees	\$12,472.41	\$18,005.00	\$5,532.59	44.36%	\$45,000.00	40.01%
Rents & Concessions	\$9,922.50	\$9,922.50	\$0.00	0.00%	\$24,000.00	41.34%
Charges for Services Totals	\$23,149.83	\$30,714.65	\$7,564.82	32.68%	\$84,000.00	36.57%
GENERAL FUND FINES AND FORFEITURES: Penalties imposed by the City in the form of money or goods for a violation of an ordinance, law, regulation or rule.						
Fines and Forfeitures:						
Penalties: Apt & Bus License	\$1,434.25	\$430.50	(\$1,003.75)	-69.98%	\$2,500.00	17.22%
SEMC: Court Collections (DMV)	\$27,369.44	\$31,895.46	\$4,526.02	0.00%	\$100,000.00	31.90%
Administrative Citations	\$6,400.00	\$2,000.00	(\$4,400.00)	-68.75%	\$15,000.00	13.33%
Parking Fines	\$15,362.50	\$68,750.66	\$53,388.16	347.52%	\$150,000.00	45.83%
Fines and Forfeitures Totals	\$50,566.19	\$103,076.62	\$52,510.43	103.84%	\$267,500.00	38.53%
GENERAL FUND LEASES AND CONCESSIONS: A rent or lease or payment for the use of a the City's property.						
Leases and Concessions:						
Leased Property Rental Income	\$16,359.88	\$18,336.34	\$1,976.46	12.08%	\$39,345.00	46.60%
Leases and Concessions Totals	\$16,359.88	\$18,336.34	\$1,976.46	12.08%	\$39,345.00	46.60%
GENERAL FUND MISCELLANEOUS: A General Fund revenue not covered in another revenue category.						
Miscellaneous:						
Good Corporate Citizen Program			\$0.00	0.00%	\$40,000.00	0.00%
Interest Income	\$12,435.19	\$3,370.74	(\$9,064.45)	-72.89%	\$16,500.00	20.43%
Miscellaneous Revenue	\$35,203.31	\$29,315.17	(\$5,888.14)	-16.73%	\$17,000.00	172.44%
CARES Act Reimbursement	\$344,534.00		(\$344,534.00)	-100.00%	\$0.00	0.00%
Other (Recycle + ABx1 Reimbursement)			\$0.00	0.00%	\$0.00	0.00%
Miscellaneous Revenue Totals	\$392,172.50	\$32,685.91	(\$359,486.59)	-91.67%	\$73,500.00	44.47%
GENERAL FUND RETIREE PENSION LEVY: An amount of revenue from the property tax levy approved by the voters for the purpose of paying the cost to the City of the Public Employees Retirement System (PERS).						
Retiree Pension Levy:						
Retiree Pension Levy	\$434,490.11	\$468,963.22	\$34,473.11	7.93%	\$1,158,911.00	40.47%
Retiree Pension Levy Totals	\$434,490.11	\$468,963.22	\$34,473.11	7.93%	\$1,158,911.00	40.47%
General Fund Revenue Totals	\$3,657,782.27	\$3,027,802.64	(\$629,979.63)	-17.22%	\$12,865,288.00	23.53%
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	\$227,875.79	\$297,188.91	\$69,313.12	30.42%	\$672,770.00	44.17%
Transportation Development Act (TDA)			\$0.00	0.00%	\$20,448.00	0.00%
Bikeway						
Proposition A	\$229,547.07	\$288,806.30	\$59,259.23	25.82%	\$563,507.00	51.25%
Proposition C	\$190,401.52	\$239,561.16	\$49,159.64	25.82%	\$467,414.00	51.25%
Measure R	\$143,289.19	\$179,689.68	\$36,400.49	25.40%	\$350,561.00	51.26%
Measure M	\$162,827.20	\$203,164.63	\$40,337.43	24.77%	\$397,302.00	51.14%
Senate Bill 1 (SB 1)	\$134,011.24	\$144,811.31	\$10,800.07	8.06%	\$536,044.00	27.01%

	C - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	D - Current YTD versus Prior YTD \$ Difference	E - Current YTD Prior YTD % Difference	G - Adopted Budget FY 2021-22	H - % of FY 2021-2022 YTD Revenue Received
			(C minus B)	(C divided by B minus 1)		(C divided by G)
Community Development Block Grant (CDBG)	\$11,251.00	\$47,510.00	\$36,259.00	322.27%	\$718,020.00	6.62%
Air Quality Management District (AQMD) Grant			\$0.00	0.00%	\$36,375.00	0.00%
Supplemental Law Enforcement Services Fund (SLESF) Grant	\$106,872.35	\$108,939.31	\$2,066.96	1.93%	\$155,000.00	70.28%
Measure A			\$0.00	0.00%	\$353,000.00	0.00%
Lighting & Landscaping	\$5,342.27	\$2,127.62	(\$3,214.65)	-60.17%	\$189,000.00	1.13%
Successor Agency Trust Fund - City of Maywood serves as the Successor Agency to the Maywood Redevelopment Agency	\$862,558.00	\$915,345.00	\$52,787.00	6.12%	\$1,226,567.00	74.63%
Sewer Fund	\$4,936.02	\$2,097.16	(\$2,838.86)	-57.51%	\$299,000.00	0.70%
Grant/Reimb (Fed/State/County)			\$0.00	0.00%	\$531,000.00	0.00%
Local Fiscal Recovery Fund		\$3,226,257.00	\$3,226,257.00	0.00%	\$0.00	0.00%
Special Revenue Totals	\$2,078,911.65	\$5,655,498.08	\$3,576,586.43	172.04%	\$6,516,008.00	86.79%
Total Revenues	\$5,736,693.92	\$8,683,300.72	\$2,946,606.80	51.36%	\$19,381,296.00	44.80%

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 4.

DATE: December 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: HRANT MANUELIAN, FINANCE DIRECTOR

SUBJECT: MONTHLY CASH AND INVESTMENT REPORT TO THE CITY COUNCIL FOR NOVEMBER 2021

RECOMMENDATION:

Staff recommends that the City Council receive and file the cash and investment report for November 2021.

BACKGROUND:

To maintain transparency and provide information to the City Council, the City's Finance Department prepares a monthly cash and investment report for the City Council's review. The report will show the City's cash position at month end as well as investments.

DISCUSSION:

The City has historically only invested its cash in the Local Agency Investment Fund (LAIF), which is a State fund with low risk and also low investment returns. As of November 30, 2021, the City has approximately \$6.8M invested in the LAIF. The current return as of 11/30/2021 is 0.21%. In the June 24, 2020 City Council meeting, the Maywood City Council approved the City to invest in the PERS section 115 trust accounts for both the PERS pension liability and the Other Post Employment Benefits (OPEB) liability.

On September 22, 2020, the City invested \$250,000 into each of the section 115 trust accounts. The City transferred \$250,000 into each of the accounts for a total of \$500,000. The City has since increased its position in each of these funds by an additional \$750,000 each. To date the City has invested \$1,000,000 in each fund for a total of \$2,000,000. The expected annual return on these accounts is 3%-5%. The funds used to invest in the accounts come from unrestricted general funds as the eventual expenditures are also general fund expenditures.

The attached report shows the cash and investments as of November 30, 2021. The cash and investment balances are across all funds of the City and includes restricted, unrestricted, and budgeted amounts. These balances do not represent the available balance for spending as most of these are either restricted or have already been appropriated for in the City budget. The purpose of this report is to show the cash and investment balances as of the reported on date only and does not represent the City's available fund balance.

The investment program provides sufficient liquidity to meet six months of estimated expenditures. All investments are in compliance with California state code 503600 and the City of Maywood Investment Policy.

LEGAL REVIEW:

The City attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact involved with this action.

ATTACHMENT(S)

1. Attachment No. 1 Cash and Investment Report

City of Maywood
Cash and Investments Report
As of November 30, 2021

Description	Type	Ending Balance 11/30/2021
US Bank	Cash	8,759,688.83
Local Agency Investment Fund	LAIF	6,881,286.18
CalPers California Employers' Retiree Benefit Trust (CERBT)	Section 115 Trust	1,092,213.41
CalPers California Employers' Pension Prefunding Trust (CEPPT)	Section 115 Trust	1,037,026.09
		<u>17,770,214.51</u>

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 5.

DATE: December 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: SHIRLEY QUINONES, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

SUBJECT: RECONSIDERATION OF THE CIRCUMSTANCES OF THE COVID-19 STATE OF EMERGENCY TO DETERMINE WHETHER THE LEGISLATIVE BODIES OF THE CITY OF MAYWOOD WILL CONTINUE TO HOLD MEETINGS VIA TELECONFERENCING AND MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953(e)(3).

RECOMMENDATION:

Staff recommends that the City Council (i) reconsider the circumstances of the COVID-19 state of emergency and (2) find that the State and local officials (the County of Los Angeles) continue to recommend measures to promote social distancing and the state of emergency continues to directly impact the ability of members of the City's legislative bodies to meet safely in person.

BACKGROUND:

The City Council and its legislative bodies have met remotely during the pandemic to protect the health and safety of the public and staff. The factual circumstances exist for the City's legislative bodies to continue to hold meetings pursuant to AB 361. The state of emergency is still in effect and on October 13, 2021, the City Council adopted Resolution No. 6200 finding that state and local officials (the County of Los Angeles) have recommended measures to promote social distancing as a result of the Covid-19 state of emergency and meeting in person would present imminent risks to the health or safety of attendees at the meeting of the City Council and all other legislative bodies of the City. On December 8, 2021, the City Council reconsidered the findings and continued to make the required findings in order to meet remotely in accordance with AB 361.

DISCUSSION:

California has seen the beginning of a winter surge of the Delta variant, which has been dominant in the county. Currently, the dominant strain of COVID-19 in the country is more transmissible than prior variants of the virus, may cause more severe illness, and even fully vaccinated individuals can spread the virus to others, resulting in rapid and alarming rates of COVID-19 cases and hospitalizations. There are now new worries about the new Omicron variant and that State has implemented a new indoor mask mandate due to an increase in cases because of the Omicron variant. Coronavirus case rates have risen by 50% in the last 2 1/2 weeks, and County Health Officials across the state say they suspect they may be seeing the start of the winter jump in coronavirus cases. The U.S. Center for Disease Control and Prevention considers California as having a high level of transmission of coronavirus, the worst tier on the federal agency's four-tier scale.

Continuing the flexibility of teleconferences will allow the continuation of the City's business so that Council or

Planning Commission meetings will not have to be canceled should members have health concerns or are sick. It would also provide the flexibility for each member of a legislative body to determine for themselves based on their own health matters whether attending a meeting will be a risk to their health and safety. The CDC also continues to advise that COVID-19 spreads more easily indoors than outdoors and that people are more likely to be exposed to COVID-19 when they are closer than 6 feet apart from others for longer periods of time.

Even if the City Council continues to make the findings as required, the City Council and the City's Planning Commission can continue to meet in person and the chambers will remain closed. This determination, however, would allow the City to make adjustments if needed.

To continue to have the ability to meet remotely pursuant to Government Code Section 54953(e) (AB 361), the City Council must make certain findings no later than 30 days after teleconferencing for the first time pursuant to AB 361, and every 30 days thereafter. Accordingly, by reconsidering the circumstances of the state of emergency created by the COVID-19 pandemic and finding that the state of emergency continues to directly impact the ability of the members of the City's legislative bodies to meet safely in person and that state and local officials continue to recommend measures for social distancing, the public meetings of the City of Maywood can continue to be conducted by Zoom for the next 30 days. Accordingly, staff recommends making the findings so the City's legislative bodies may continue to use virtual teleconferenced meetings in compliance with Government Code Section 54953(e).

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no financial impact if the City Council makes the determination under AB 361 as the City has been meeting in a remote format since the onset of the pandemic in March 2020.

ATTACHMENT(S)

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 6.

DATE: December 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: CLAUDIA ZAVALA, COMMUNITY SERVICES LIAISON

SUBJECT: CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM BUDDING ARTIST (BA) THROUGH THEIR FISCAL SPONSOR FULCRUM ARTS IN THE AMOUNT OF \$2,500.

RECOMMENDATION:

Staff recommends that the City Council approves the Community Benefit Fund application to the Budding Artists in the amount of \$2,500. This recommendation is based on the applicant providing documentation to support their application and its evaluation.

BACKGROUND:

The Application is dated August 8, 2021 and was received by email on December 9, 2021. The City of Maywood has established a "Community Based Fund" to support community-based programs and activities. Applicant eligibility is determined by the City's Community Benefit Fund Guidelines and Procedures ("Guidelines") for the distribution of funds to eligible organizations that provide community-based programs, community activities and educational activities.

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

DISCUSSION:

Budding Artists (BA) was founded in 2018 and serves the Los Angeles County community by providing under-resourced preschool children with transformative process-focused art experiences set to stimulate a more inclusive and creative global approach. Based on this history and their non-profit status, BA is an "eligible organization."

Their objective is to provide free process-based art experiences for children ages 3-5 to prepare students for successful participation in Science, Technology, Engineering, Arts, and Math (STEAM) programs in elementary school. Since 2018, BA has served over 1,000 children and adults in the South and Southeast Los Angeles area.

In 2020, they partnered with the City of Maywood to roll out virtual Story Time, which was a weekly book reading on Instagram and concluded with an art book giveaway on June 9, 2021. They provided the City with 50 free new copies of Press Here by Herve Tullet. They received positive feedback from community members and parents. Additionally, in April 2021, BA secured \$500 from Speaker Anthony Rendon and \$2000 from the City of Maywood Community Benefit Fund to donate 100 Process-based Art Kits to all four elementary schools in the City.

The Guidelines also require that an Eligible Organization provide an eligible service or activity defined as a program, service, activity, event or other similar activity that has a benefit to the residents of the City or a specified target group by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents of the City. BA will fulfill this requirement by providing the City of Maywood residents with a virtual 3-course winter workshop series, designed for children ages 3 – 5. This program will be free of charge to the program participants and include all required art materials. Courses will include 30 children per class, serving a total of 90 children.

Cost per course, which includes art materials, teaching artists' fees, tech/administrative costs, is \$1,667.00. The total for the three courses will be \$5,000. BA is requesting \$2,500 from the City's community benefit fund and has secured the remaining \$2,500 from their own resources.

It is the applicant's mission to work toward a more inclusive and creative global society by providing transformative process-focused art experiences to pre-kindergarten children in under-resourced communities. Staff recommends that the City Council approve the funding request.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The City Council budgeted \$75,000 for the Community Benefit Fund for fiscal year 2021/2022. To date \$26,400 has been spent and an additional \$3,038.75 if approved in item #10, leaving a balance of \$45,561.25. Therefore, there is an adequate budget and no additional budget appropriation is needed.

F.Y. 21-22 Impact: \$2,500	Current F.Y. Budget: \$75,000
Fund Impacted: General Fund	Budget adjustment requested: \$0
Source of funds: General	Updated Account Budget: \$43,061.25
Account Number: 01-681-5237 - Community Benefit	For fiscal year: 2021/2022

ATTACHMENT(S)

1. Budding Artists Community Benefit Fund Application_2022 Winter Workshops
2. Community Benefit Fund Guidelines and Procedures12.2021

CITY OF MAYWOOD

COMMUNITY BENEFIT FUND APPLICATION

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

Application Funding Cycle

Date of Application: August 8, 2021

☐ S1: July 1 - December 31

☒ S2: January 1 - June 30

Amount Requested: \$2,500

Organization Name: Budding Artists We are a fiscally sponsored project of Fulcurm Arts a 501c3 public charity.	Phone Number: 562-774-1563
Street Address: PO Box 426	Fax Number:
City, State, Zip: Lynwood, CA 90262	Federal EIN: 952540759
Contact Person: Dakota McMahan	
Contact Email Address: info@budding-artists.org	

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

Founded in 2018, Budding Artists serves the Los Angeles County community by providing under-resourced preschool children with transformative process-focused art experiences. Please see the attached document with more information about our organization.

Does your organization have non-profit status with the Internal Revenue Service?

Yes ☒ No ☐ (If yes, attach documentation)

How long has this organization been in existence (provide date)?

October 12, 2018

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

In 2020 we partnered with the City of Maywood to roll out virtual Story Time, which was weekly book readings on Instagram and concluded with an art book giveaway on June 9, which we provided the city with 50 free new copies of Press Here by Herve Tullet. We received positive feedback from community members and parents from this project! On April 1, 2021 we secured \$500 from Assemblymember Anthony Rendon, \$500 from our budget and \$2,000 from the City of Maywood Community Benefit Fund to donate 100 Process-based Art Kits to all four elementary schools in the city. Teacher feedback was positive.

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

Funds from this grant will be utilized to provide the City of Maywood residents with a virtual 3-course winter workshops series, designed for children ages 3 -5. This program will be free of charge to the program participants and include all required art materials. 30 children per class, serving a total of 90 children. See attached monoprint lesson plan used last year in our winter workshops for reference, each session would explore a different art form.

Cost per session which includes art materials, teaching artists fees, tech administrative costs \$1,667.00
3-Course Winter Workshop Series \$5,000

Contributed Funds
\$2,500.00 from Budding Artists

\$2,500.00 from City of Maywood (requested)

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

Funds awarded and received no later than Monday, January 3, 2022

Registration opens January 4, 2022 - January 17, 2022

Art Materials Pick Up Wednesday, January 19, 2022 - Friday January 21, 2022 (in partnership with the City of Maywood)

Classes begin virtually every Saturday, January 22 - 29, and February 5, 2022

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

Our organization raises funds year around and have recently received a California Arts Council grant allowing us to free up some of our operations budget and reallocate it towards programming funding. With this change we are able to commit \$2,500.00 towards Winter Workshops for Maywood. We believe its important for the cities we work with to also match resources to make that commitment and investment in arts education in their community.

How will the requested funds have a benefit to Maywood residents? Based on the feedback we received from our previous winter workshops, we know these experiences are extremely meaningful for the children who participate in our program in providing critical social emotional support during such a difficult time given the ongoing pandemic.

"My daughter often gets anxiety when asked to read for the class (Zoom),...but participating in these art classes has really helped her come out of her "shell"! Thank you so much for the support you provided to our children!! They need a boost in their self-esteem and start believing in themselves again!! This (coronavirus) pandemic cannot take their shine away!!" - Parent, 2020 December Online Winter Workshop

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

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

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

Our curriculum is all designed to meet the National Core Arts Standards for pre-k creating, connecting, responding, and presenting. We aim to deliver high-quality art experiences to young children during their most vital cognitive developmental years. We hope, when it is safe to return to in-person programming, but we want to continue to make in investment in the arts in the city of Maywood.

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

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

Budding Artists received \$2,000 in March 2021 to assist with producing 100 Process-Based Art kits.

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

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

Date: August 9, 2021	Signature: 			
Print Name and Title: Dakota McMahan, Founder & Executive Director Budding Artists Robert Crouch, Executive & Artistic Director Fulcrum Arts				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded



Budding Artists

2021 City of Maywood: Community Benefit Fund Grant Application

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

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

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

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

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

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



February 3, 2021

To Whom It May Concern:

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

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

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

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

Sincerely,

Robert Crouch
Executive and Artistic Director

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

Online Winter Workshops

monoprints

Learn More About Our Story

About Us

Founded in 2018, Budding Artists is a grassroots arts education nonprofit, established by a Lynwood native, which serves the Los Angeles County community by providing preschool children with transformative process-focused art experiences.

Process Art is art that is child-directed, choice-driven, and celebrates the experience of discovery. In process art, the final product is always unique and the focus lies in the creation of the work, not the outcome. Our project objective is to prepare students for successful participation in STEAM (Science, Technology, Engineering, Arts, and Math) programs during elementary school and beyond.

Meet Our Teaching Artists

Kathy Danko-McGhee, Ph.D.

Education Advisor



Kathy is currently the Program Director of Art Education and Pre-Art Therapy at the University of Saint Francis in Fort Wayne, Indiana. Prior to that, she served as the Director of Education at the Toledo Museum of Art and led the museum's efforts to be at the forefront of teaching visual literacy. Kathy has conducted numerous research studies about young children and their aesthetic preferences, which resulted in the publication of national and international journal articles and books. She also served on the Equity, Diversity & Inclusion Task Force for the National Art Education Association. A graduate of West Virginia Wesleyan University, Kathy earned her master's degree from Indiana State University and her doctorate from Ohio State University.

Stephanie Moreno, B.F.A

Teaching Artist - Fine Arts, Digital Media: Motion Graphics



Stephanie is a designer specialized in Motion Graphics. She was born and raised in Los Angeles, California and received a Bachelor of Fine Arts in Digital Media at Otis College of Art and Design. Stephanie has worked for studios such as Eyestorm Productions and LA Associates. She currently works at PLAY as an Art Facilitator for their Drop-In Messy Art program. Stephanie has a strong interest in photography and painting. During her free time, she loves to try new foods and follows the Women's World Cup destination every four years.

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Email our Teaching Artists at education@budding-artists.org

Conozca más sobre nuestra historia

Sobre nosotros

Fundada en 2018, Budding Artists es una organización sin fines de lucro de educación artística, establecida por Lynwood nativo, que sirve a la comunidad del condado de Los Ángeles con los niños en edad preescolar con experiencias artísticas concentradas en el proceso transformativo.

Proceso de arte es un arte dirigido a niños, impulsado por elecciones y que celebra la experiencia del descubrimiento. En el proceso de arte, el producto final es siempre único y el enfoque está en la creación de la obra, no el resultado. El objetivo de nuestro proyecto es preparar a los estudiantes para una participación exitosa en STEAM (Ciencias, Tecnología, Ingeniería, Artes y Matemáticas) durante la escuela primaria y más allá.

Nuestros artistas docentes

Kathy Danko-McGhee, Ph.D.

Asesor de educación



Kathy es actualmente la directora del programa de educación artística y terapia previa al arte en el Universidad de Saint Francis en Fort Wayne, Indiana. Antes de eso, se desempeñó como directora de Educación en el Museo de Arte de Toledo y lideró los esfuerzos del museo para estar en el vanguardia en la enseñanza de la alfabetización visual. Kathy ha realizado numerosos estudios de investigación sobre niños pequeños y sus preferencias estéticas, lo que resultó en la publicación de y libros y artículos de revistas internacionales. También se desempeñó en Equity, Diversity & Grupo de Trabajo de Inclusión para la Asociación Nacional de Educación Artística. Graduada de West Virginia Wesleyan University, Kathy obtuvo su maestría en Indiana State University y su doctorado de la Universidad Estatal de Ohio.

Stephanie Moreno, B.F.A

Artista docente - Medios digitales



Stephanie es diseñadora especializada en medios digitales. Nacida en Los Ángeles, California y recibió una Licenciatura en Medios Digitales en el colegio Otis College of Art & Design. Stephanie ha trabajado para estudios como Eystorm Productions y LA Asociados. Actualmente trabaja en PLAY como facilitadora de arte para su programa basada en pinturas. Stephanie tiene un gran interés en la fotografía y la pintura. Durante su tiempo libre, le encanta probar nuevos alimentos y sigue el destino de la Copa Mundial Femenina cada cuatro años.

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en Instagram. ¡Nos encantaría saber de ti!*

Sitio: Budding-Artists.org

Instagram: [@BuddingArtistsLA](https://www.instagram.com/BuddingArtistsLA)

Envíe un correo electrónico a nuestros artistas docentes a education@budding-artists.org

Monoprints



Description:

Children will explore different textures, lines and colors in a printmaking process.

INSTRUCTIONS

1. Cover work area with newspaper.
2. Place a Styrofoam tray, cookie sheet or Yupo paper on the work surface.
3. Drop a spoonful of yellow finger paint onto the tray/Yupo.
4. Spread the finger paint over the tray/Yupo using the sponge brush.
5. Make linear patterns on this surface by using fingers, combs, spatula, etc.
6. When the linear explorations are complete, clean hands for the next step.
7. Place a white sheet of drawing paper over the finger-painted surface and gently rub with the palm of your hand.
8. Pull the paper from the finger painted surface. You have your first print. Let it dry or use a hair dryer to quicken the process.
9. Repeat the process using a darker color, red or blue. Make a new linear pattern and repeat steps 5-8.
10. After the new design is made with a new color, place the previously made print (that has been dried) over the new finger paint design and rub the entire surface.
11. Carefully pull the papers apart.
12. Layers of color can be built up by repeating steps 3 to 8 and going from lighter to darker colors.
13. Leave the final print to dry when completed.

MATERIALS

8.5" x 11" Drawing Paper
Red, Yellow, Blue and Black Finger Paint
Large cookie sheet, Styrofoam meat tray, or Yupo paper
Combs, tongue depressors, spatulas, Q-tips (things at home) OR pack of 4 assorted paint scrapers
Sponge brushes in assorted sizes
Hair dryer
Plastic spoons

Vocabulary:

Mix
Blend
Darker
Lighter
Printmaking
Mono-print

Example Questions/Comments to help initiate dialogue:

I see that you made some swirly and zig-zag lines.

What do you think will happen if we put this white sheet of paper over our fingerpaint design?

I wonder what would happen if we started off with a darker color instead of a lighter color?

Experiences:

Learning to mix colors.

Following the necessary steps to make a print.

Experimenting with lines and textures.

Monoimpresión



Descripción:

Los niños explorarán diferentes texturas, líneas y colores en un proceso de grabado.

INSTRUCCIONES

1. Cubra el área de trabajo con periódico.
2. Coloque una bandeja de espuma de poliestireno, una bandeja para hornear galletas o papel Yupo en el Superficie de trabajo.
3. Deje caer una cucharada de pintura para dedos amarilla en la bandeja / Yupo.
4. Extienda la pintura para dedos sobre la bandeja / Yupo usando el cepillo de esponja.
5. Haga patrones lineales en esta superficie usando los dedos, peines, espátula, etc.
6. Cuando las exploraciones lineales estén completas, lávese las mano para el siguiente paso.
7. Coloque una hoja blanca de papel de dibujo sobre la superficie pintada con los dedos y frote suavemente con la palma de su mano.
8. Retire el papel de la superficie pintada con los dedos. Tienes tu primera impresión. Déjelo secar o use un secador de pelo para acelerar la proceso.
9. Repita el proceso usando un color más oscuro, rojo o azul. Haga un nuevo patrón lineal y repita los pasos 5-8.
10. Después de que el nuevo diseño esté hecho con un nuevo color, coloque el impresión hecha previamente (que se ha secado) sobre el nuevo pintar con los dedos y frotar toda la superficie.
11. Separe los papeles con cuidado.
12. Se pueden crear capas de color repitiendo los pasos 3 a 8 y pasando de colores más claros a más oscuros.
13. Deje secar la impresión final cuando esté terminada.

MATERIALES

Papel de dibujo de 8.5 "x 11"
Dedo rojo, amarillo, azul y negro
Pintura
Bandeja para hornear grande, carne de poliestireno
bandeja, o papel Yupo
Peines, depresores de lengua, espátulas,
Q-tips (cosas en casa) o paquete de 4 raspadores de pintura surtidos
Cepillos de esponja en varios tamaños
Secador de pelo
Cucharas de plástico

Vocabulario:

Mixtura

Mezcla

Más oscuro

Encendedor

Grabado

Mono-impresión

Ejemplo de preguntas/comentarios para ayudar a iniciar el diálogo:

Veo que hiciste algunos remolinos y líneas en zig-zag.

¿Qué crees que pasará si ponemos esta hoja de papel blanca sobre nuestro diseño de pintura con los dedos?

Me pregunto qué pasaría si empezáramos con un color más oscuro en lugar de un color más claro?

Experiencias:

Aprendiendo a mezclar colores.
Siguiendo los pasos necesarios para hacer una impresión.
Experimentando con líneas y texturas.

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

I. BACKGROUND

The City of Maywood has established a "Community Benefit Fund" to support community based programs and activities.

II. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the distribution of public funds, which will in turn fund community programs, activities and educational activities conduct by Eligible Organizations that meet the requirements and guidelines set forth by the City Council in this policy.

III. ELIGIBILITY AND POLICY

A. Eligible Organizations. The requesting organization must be: (1) a non-profit agency as defined by the Internal revenue Service (IRS) with a tax exempt status of 501(c)(3) and is in good standing in the State of California based in the City or provides programs or services to residents of the City; a school or school-based/affiliated organization located in the City; or other City-based organization such as athletic organizations or community groups (collectively called "Eligible Organizations"); (2) must be in existence prior to submittal of an application; and (3) must have a record of successfully providing the type of service, activity or program for which funding is requested.

B. Eligible Services and Activities. To apply for a grant under the City Community Benefit Fund, the Eligible Organization must provide a program, service, activity, event or other similar activities that have a benefit to the residents of the City of Maywood or the specified target group within the City by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents or students of the City. Categories of services and activities eligible for grants include but are not limited to educational programs, cultural activities (i.e. music, art, dance, recreation), youth athletics, civic projects, health and safety programs, services sponsored by Maywood community organizations and public services (i.e. senior services, youth programs, health services). If the request relates to a community event, the event must be advertised and open to the public. Grants will be awarded in maximum amounts of no more than \$5,000. In limited circumstances, the City Council has the discretion to award grants in an amount not to exceed \$10,000.

C. Restrictions and Ineligible Organizations

1. Grants shall not be used for religious activities or political campaigning purposes or activities.

2. A non-profit entity, a school or school-based/affiliated organization or other City-based organizations such as athletic organizations or community groups that have

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

as a member of their board or executive leadership a City employee, a City elected or appointed official or members of their family, are not eligible to apply for a Community Benefit Fund grant. Family members include spouse or domestic partner, child, parent, grandparent, grandchild, cousin, aunt, uncle, sibling, niece, nephew, parent-in-law, brother-in-law or sister-in-law, as well as all step relationships.

D. City Projects. This policy does not preclude the City from undertaking and funding projects on its own initiative that would be a benefit to the community.

IV. APPLICATION PROCEDURES

A. Submittal of an Application. Applicants must use the Community Benefit Fund application form. Forms are available on the City website at www.cityofmaywood.org and at Maywood City Hall at 4319 E. Slauson Avenue, Maywood, CA 90270. Applications may be requested by email at claudia.zavala@cityofmaywood.org

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

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

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

C. General Information.

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

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

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

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

V. EVALUATION OF APPLICATION AND SELECTION PROCESS

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

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

VI. POST AWARD REQUIREMENTS

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

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

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

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

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

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

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

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 10.

DATE: December 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: CLAUDIA ZAVALA, COMMUNITY SERVICES LIAISON

SUBJECT: CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM NIMITZ MUSIC SUPPORTERS IN THE AMOUNT OF \$3,038.75

RECOMMENDATION:

Staff recommends that the City Council review the Community Benefit Fund Application from Nimitz Music Supporters for the amount of \$3,038.75.

BACKGROUND:

The Application is dated November 29, 2021 and was received by staff in-person by the applicant. The City of Maywood has established a "Community Based Fund" to support community-based programs and activities. Applicant eligibility is determined by the City's Community Benefit Fund Guidelines and Procedures ("Guidelines") for the distribution of funds to eligible organizations that provide community-based programs, community activities and educational activities.

DISCUSSION:

The Nimitz Music Supporters is a non-profit organization that was established in July 2021. Nimitz Middle School is located outside the City, but according to the applicant, there are 150 students in the music program and approximately half of the student population at Nimitz Middle School are from Maywood, which fits into a category that makes them eligible to receive funds. Per the grant guidelines, "eligible organizations" include non-profit agencies that provide programs or services to residents of the city, a school or school-based/affiliated organization in the city, or other city-based organizations. It should also be noted that the guidelines call out for eligible organizations to be in existence prior to submitting an application and have a record of successfully providing the services for which funding is requested. The Nimitz Music Supporters is a very new organization being founded only in July 2021. However, they are a school-based organization, which is why this application is going forward to the City Council for consideration.

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

The applicant states that the Nimitz Music Supporters are requesting funds to purchase new drums, sousaphone covers, and pads. This includes three (3) new snare drums with harnesses, three (3) new bass drums with harnesses, two (2) new tenor drums with harnesses, four (4) custom sousaphone covers, and four

(4) sets of pads for the sousaphones to protect them and make it easier to carry for the middle schoolers. They have registered for the upcoming LA County Fair which is currently taking place in May 2022.

The mission of Nimitz Music Supporters is to support through volunteerism the students of the Nimitz Middle School music program.

Accordingly, based on the documentation provided by the applicant in support of their application, the staff recommends that the City Council consider their request for funding.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The City currently has budgeted \$75,000 in the Community Benefit Fund for fiscal year 2021/2022. To date, \$26,400 has been spent from this account, leaving a budget balance of \$48,600. Therefore, there is an adequate budget and no additional budget appropriation is needed.

F.Y. 21-22 Impact: \$3,038.75	Current F.Y. Budget: \$75,000
Fund Impacted: General Fund	Budget adjustment requested: \$0
Source of funds: General	Updated Account Budget: \$45,561.25
Account Number: 01-681-5237 - Community Benefit	For fiscal year: 2021/2022

ATTACHMENT(S)

1. CBF Nimitz Music Supporters App 2021
2. Community Benefit Fund Guidelines and Procedures12.2021

CITY OF MAYWOOD

COMMUNITY BENEFIT FUND APPLICATION

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

RECEIVED

NOV 29 2021

CITY OF MAYWOOD

Application Funding Cycle

Date of Application: 11/29/21

☒ S1: July 1 - December 31

☐ S2: January 1 - June 30

Amount Requested: \$3,038.75

Organization Name: Nimitz Music Supporters	Phone Number: (253) 250-9650
Street Address: 6021 Carmelita Ave	Fax Number:
City, State, Zip: Huntington Park, CA	Federal EIN: 87.1963577
Contact Person: Sarah Martin	
Contact Email Address: sarah.martin1@lausd.net	

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

We are a non-profit booster organization which supports music at Nimitz Middle School

Does your organization have non-profit status with the Internal Revenue Service?

Yes ☒ No ☐ (If yes, attach documentation)

How long has this organization been in existence (provide date)? Est. July, 2021

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

Our organization supports the students of Nimitz Middle School. Approximately half of the student population of Nimitz is from Maywood.

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

Our project is "Marching Band Makeover". We will use the funds to purchase new drums, sousaphone covers, and sousaphone pads so that we will look our best representing Maywood at the LA County Fair parade and for years to come at local parades and events. The funds will purchase 3 new snare drums with harnesses, 3 new bass drums with harnesses, 2 new tenor drums with harnesses, 4 custom sousaphone covers, and 4 sets of pads for the sousaphones to protect them and make them easier to carry for the middle schoolers.

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

Funds allocated in January will be used right away to purchase items, they will arrive in February or March. We will need them by March or April to begin marching band practice.

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

Every year we receive money from the district which goes towards purchasing instruments being used every day.

Nimitz music supporters receives donations from families and hosts small fundraisers throughout the year. This is only enough to cover the basic necessities of running the band program.

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

When Nimitz marches in community parades such as the South Gate and Huntington Park Christmas parade and the LA County Fair parade, we will literally be putting our best foot forward with new marching drums and representing the Maywood community.

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

For Nimitz students and Maywood community members, new marching band equipment will give us pride in our community.

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

Students in the band will be able to take part in local parades, increasing their interest in music which will last for years to come and give them many more educational opportunities in high school and beyond.

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

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

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

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

Date: 11/29/21	Signature: 			
Print Name and Title: Sarah Martin, Band Director, Nimitz Middle School				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

NIMITZ MUSIC SUPPORTERS
3207 KENNETH DR
LOS ANGELES, CA 90032

Date:
10/18/2021
Employer ID number:
87-1963577
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
June 30
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
July 27, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053616003951

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

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Item		Price		Quantity		Total
	Sound Percussion Labs Birch Marching Quads with Carrier 8/10/12/13 White Item #K4827400000001 In Stock & Ready to Ship Most orders placed before 3 p.m. ET ship same day (except weekends and holidays). This oversized item has special shipping requirements. (Find out more) Restrictions Apply (Find out more) Earn up to 2,700 points (\$27.00 in credit) to redeem on future purchases.	\$269.99	X	2	=	\$539.98
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	Sound Percussion Labs Birch Marching Bass Drum with Carrier - White 20 x 14 in. Item #K48278000003000 Order Now! This item is backordered but is available to reserve now. You will not be charged until the item ships. Earn up to 1,100 points (\$11.00 in credit) to redeem on future purchases.	\$220.49	X	1	=	\$220.49
	Add Platinum Coverage (View Options)			Update Remove Add to Wish List		
	Sound Percussion Labs Birch Marching Bass Drum with Carrier - White 18 x 14 in. Item #K48278000002000 In Stock & Ready to Ship Most orders placed before 3 p.m. ET ship same day (except weekends and holidays). Earn up to 1,035 points (\$10.35 in credit) to redeem on future purchases.	\$206.99	X	1	=	\$206.99
	Add Platinum Coverage (View Options)			Update Remove Add to Wish List		
	Sound Percussion Labs High-Tension Marching Snare Drum with Carrier 13 x 11 in. White Item #K48273000001001 In Stock & Ready to Ship Most orders placed before 3 p.m. ET ship same day (except weekends and holidays). Earn up to 5,535 points (\$55.35 in credit) to redeem on future purchases.	\$368.99	X	3	=	\$1,106.97
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Order Summary

Subtotal

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Shipping To: 90032 (Change)

☐ Standard Ground (3-5 business days) \$69.99

Standard Ground (3-5 business days) \$69.99

Tax (estimated) \$226.38

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We accept all major credit/debit cards & PayPal.

Subtotal \$2,609.29

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4 item(s) - \$261.6€



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Image	Product Name	Model	Quantity	Unit Price	Total
	AA/Stretchable Covers - XXLFC Jumbo 24" - 28" FULL COVERAGE PRINTING (on white material)	SC-XXLFC	4	XXL White \$59.99	\$239.96
	XXL White 4		Click to change quantity.		

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Item	Price	Quantity	Total
 Belmonte Sousaphone Pads and Straps Cb3344 Standard Shoulder Pad - White Item #470859000905000 In Stock & Ready to Ship Estimated delivery 5-8 business days Earn up to 480 points (\$4.80 in credit) to redeem on future purchases.	\$8.46 X	4 Update Remove Add to Wish List	\$33.84
 Belmonte Sousaphone Pads and Straps Cb3542 Bottom Bow Saver Pad - White Item #470859000903000 In Stock & Ready to Ship Most orders placed before 3 p.m. ET ship same day (except weekends and holidays). Earn up to 1,800 points (\$18.00 in credit) to redeem on future purchases.	\$29.85 X	4 Update Remove Add to Wish List	\$119.40

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We Accept

We accept all major credit/debit cards & PayPal

Shipping Options

Estimated Shipping Charge

Shipping To: 90032 (Change)

☒ Standard Ground (3-5 business days) **FREE**

Order Summary

Subtotal	\$153.24
Standard Ground (3-5 business days)	\$0.00
Tax (estimated)	\$14.56

Subtotal **\$167.80**

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CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

I. BACKGROUND

The City of Maywood has established a "Community Benefit Fund" to support community based programs and activities.

II. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the distribution of public funds, which will in turn fund community programs, activities and educational activities conduct by Eligible Organizations that meet the requirements and guidelines set forth by the City Council in this policy.

III. ELIGIBILITY AND POLICY

A. Eligible Organizations. The requesting organization must be: (1) a non-profit agency as defined by the Internal revenue Service (IRS) with a tax exempt status of 501(c)(3) and is in good standing in the State of California based in the City or provides programs or services to residents of the City; a school or school-based/affiliated organization located in the City; or other City-based organization such as athletic organizations or community groups (collectively called "Eligible Organizations"); (2) must be in existence prior to submittal of an application; and (3) must have a record of successfully providing the type of service, activity or program for which funding is requested.

B. Eligible Services and Activities. To apply for a grant under the City Community Benefit Fund, the Eligible Organization must provide a program, service, activity, event or other similar activities that have a benefit to the residents of the City of Maywood or the specified target group within the City by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents or students of the City. Categories of services and activities eligible for grants include but are not limited to educational programs, cultural activities (i.e. music, art, dance, recreation), youth athletics, civic projects, health and safety programs, services sponsored by Maywood community organizations and public services (i.e. senior services, youth programs, health services). If the request relates to a community event, the event must be advertised and open to the public. Grants will be awarded in maximum amounts of no more than \$5,000. In limited circumstances, the City Council has the discretion to award grants in an amount not to exceed \$10,000.

C. Restrictions and Ineligible Organizations

1. Grants shall not be used for religious activities or political campaigning purposes or activities.

2. A non-profit entity, a school or school-based/affiliated organization or other City-based organizations such as athletic organizations or community groups that have

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

as a member of their board or executive leadership a City employee, a City elected or appointed official or members of their family, are not eligible to apply for a Community Benefit Fund grant. Family members include spouse or domestic partner, child, parent, grandparent, grandchild, cousin, aunt, uncle, sibling, niece, nephew, parent-in-law, brother-in-law or sister-in-law, as well as all step relationships.

D. City Projects. This policy does not preclude the City from undertaking and funding projects on its own initiative that would be a benefit to the community.

IV. APPLICATION PROCEDURES

A. Submittal of an Application. Applicants must use the Community Benefit Fund application form. Forms are available on the City website at www.cityofmaywood.org and at Maywood City Hall at 4319 E. Slauson Avenue, Maywood, CA 90270. Applications may be requested by email at claudia.zavala@cityofmaywood.org

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

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

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

C. General Information.

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

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

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

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

V. EVALUATION OF APPLICATION AND SELECTION PROCESS

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

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

VI. POST AWARD REQUIREMENTS

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

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

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

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

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

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

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

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 11.

DATE: December 22, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: SHIRLEY QUINONES, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

SUBJECT: CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCY BOARDS AND COMMITTEES

RECOMMENDATION:

Staff recommends that the City Council review the City Council Appointment List, provide direction to staff regarding any necessary changes for appointments on the list, and approve the Appointment List, as revised by the City Council.

BACKGROUND:

City Council members are appointed to serve on various governmental agency committees, boards, or commissions of a public agency, special district, and joint powers agency or authority. These are related to local, regional, and state affairs. The City Council appoints a delegate and an alternate to represent the City and attend that agency's meetings. At this time, it is appropriate for the City Council to review the list and make appointments as desired. A list of the various agencies is set forth in Attachment 1 to this report. The City Council may make appointments to each entity by nomination.

DISCUSSION:

Each December, the City Council reviews the various designated members on the submitted City Council Appointment List.

It should also be noted that Regulations 187002.5 of the Fair Political Practices Commission (FPPC) mandates that Form 806 be filed to report additional compensation that officials receive when they are appointed to positions on committees, boards, or commissions of a public agency, special district, and joint powers agency or authority. As shown in the attached list of current appointments, there are several entities that compensate their board members. The current Form 806 is available on the City's website; it identifies each appointed position receiving compensation; the salary or stipend for each appointed position; the name of the public official appointed to the position; the name of any public official appointed as an alternate; and, the term of the appointment.

It should be noted that Regulation 18702.5 allows a public official to participate in his or her appointment to paid government positions if the body making the appointment completes and posts form 806 on its website. Accordingly, any council member who is nominated to serve on any of these entities, may participate in the Council's discussion and vote on that appointment.

FPPC Form 806 will be finalized, formatted, and posted with the names of the City's appointees and alternates, following Council action. A current Form 806 is attached for Council review.

LEGAL REVIEW:

The City Attorney has reviewed this staff report.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENT(S)

1. Appointments to Boards Committees
2. Form 806 - 2020/2021

**CITY OF MAYWOOD
CITY COUNCIL APPOINTMENTS TO BOARDS/COMMITTEES
AS OF JUNE 10, 2021**

Committee	Delegate	Alternate	Date/Time	Stipend/ Voluntary
California Contract Cities Board of Directors 17315 Studebaker Road #210 Cerritos, CA 90703 (562) 622-5533 staff@contractcities.org	Heber Marquez	Ricardo Lara	3 rd Wednesday of the month 6:00 p.m.	Voluntary
Eco-Rapid Transit Board of Directors 16401 Paramount Blvd. Paramount, CA 90273 (562) 663-6850	Reyna Mendez	Raul Rodriguez	2 nd Wednesday of the month 6:00 p.m.	Stipend \$100
Gateway Cities Council of Governments 16401 Paramount Boulevard Paramount, CA 90723 (562) 663-6850	Heber Marquez	Jessica Torres	1 st Wednesday of the month 6:00 p.m.	Stipend \$125
Greater LA County Vector Control District (GLACVCD) 12545 Florence Avenue Santa Fe, CA 90670 (562) 944-9656 kmiddleton@glacvcd.org	Jessica Torres		2 nd Thursday of the month 7:00 p.m.	Stipend \$100
HUB Cities Board of Directors 2677 Zoe Avenue Huntington Park, A 90255 323-586-4700	Eddie De La Riva	Frank Garcia	3 rd Thursday of the month 5:30 p.m.	Stipend \$200
League of California Cities; Los Angeles Division 700 N. Alameda, Los Angeles, CA 90012 (626) 716-0076 kguerrero@cacities.org	Ricardo Lara	Eddie De La Riva	1 st Thursday of the month 6:00 p.m.	Voluntary
Sanitation Districts of LA County 1955 Workman Mill Road District 2 Whittier, CA 90607 (562) 908-4288 x 1500 RAsperin@lacsdsd.org	Ricardo Lara	Jessica Torres	2 nd Wednesday of the month 1:30 p.m.	Stipend \$125
Southern California Association of Governments 900 Wilshire Blvd Ste 1700 Los Angeles, CA 90017 (213) 236-1800 Maywood – District 27			Once a year Usually May	

Agency Report of: Public Official Appointments

A Public Document

1. Agency Name City of Maywood			California Form 806 For Official Use Only
Division, Department, or Region (If Applicable)			
City Clerk			
Designated Agency Contact (Name, Title) Shirley Quinones, Executive Assistant/Deputy City Clerk		Page <u>1</u> of <u>2</u>	Date Posted: (Month, Day, Year)
Area Code/Phone Number (323) 562-5714	E-mail shirley.quinones@cityofmaywood.org		

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
California Contract Cities	▶ Name <u>Marquez, Heber</u> (Last, First) Alternate, if any <u>Lara, Ricardo</u> (Last, First)	▶ <u>12 / 09 / 20</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ <u>0</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
Eco-Rapid Transit	▶ Name <u>Mendez, Reyna</u> (Last, First) Alternate, if any <u>Rodriguez, Raul</u> (Last, First)	▶ <u>05 / 26 / 21</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ <u>100.00</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
Gateway Cities Council of Governments	▶ Name <u>Marquez, Heber</u> (Last, First) Alternate, if any <u>Torres, Jessica</u> (Last, First)	▶ <u>12 / 09 / 20</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ <u>125.00</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☒ \$1,001-\$2,000 ☐ Other
Greater LA County Vector Control District	▶ Name <u>Torres, Jessica</u> (Last, First) Alternate, if any _____ (Last, First)	▶ <u>01 / 08 / 20</u> Appt Date ▶ <u>2 years</u> Length of Term	▶ Per Meeting: \$ <u>100.00</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☒ \$1,001-\$2,000 ☐ Other

3. Verification

I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

	<u>Shirley Quinones</u>	<u>Exec. Asst./Deputy City Clerk</u>	<u>06/10/21</u>
Signature of Agency Head or Designee	Print Name	Title	(Month, Day, Year)

Comment: New appointment to Eco-Rapid Transit Board on May 26, 2021 City Council Meeting

**Agency Report of:
Public Official Appointments
Continuation Sheet**

California
Form **806**
A Public Document

Page 2 of 2

1. Agency Name

City of Maywood

Date Posted: _____
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
HUB Cities Board of Directors	► Name <u>De La Riva, Eduardo</u> (Last, First) Alternate, if any <u>Garcia, Frank</u> (Last, First)	► <u>12 / 09 / 20</u> Appt Date ► <u>Until Replaced</u> Length of Term	► Per Meeting: \$ <u>200.00</u> ► Estimated Annual: ☐ \$0-\$1,000 ☒ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
League of California Cities; Los Angeles Division	► Name <u>Lara, Ricardo</u> (Last, First) Alternate, if any <u>De La Riva, Eduardo</u> (Last, First)	► <u>12 / 09 / 20</u> Appt Date ► <u>Until Replaced</u> Length of Term	► Per Meeting: \$ _____ ► Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
Sanitation Districts of LA County	► Name <u>Lara, Ricardo</u> (Last, First) Alternate, if any <u>Torres, Jessica</u> (Last, First)	► <u>12 / 09 / 20</u> Appt Date ► <u>Until Replaced</u> Length of Term	► Per Meeting: \$ <u>125.00</u> ► Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☒ \$1,001-\$2,000 ☐ Other
	► Name _____ (Last, First) Alternate, if any _____ (Last, First)	► ____ / ____ / ____ Appt Date ► _____ Length of Term	► Per Meeting: \$ _____ ► Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
	► Name _____ (Last, First) Alternate, if any _____ (Last, First)	► ____ / ____ / ____ Appt Date ► _____ Length of Term	► Per Meeting: \$ _____ ► Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
	► Name _____ (Last, First) Alternate, if any _____ (Last, First)	► ____ / ____ / ____ Appt Date ► _____ Length of Term	► Per Meeting: \$ _____ ► Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other