



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

WEDNESDAY, OCTOBER 12, 2022 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
Heber Marquez

CITY CLERK
Andrea Aguilar

MAYOR PRO TEM
Frank Garcia

CITY TREASURER
Mary Mariscal

COUNCIL MEMBERS
Eduardo De La Riva
Ricardo Lara
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 regular 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.

To maximize public health and safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting virtually via Zoom or follow the meeting live via the City's Facebook page. Public participation is highly encouraged using the virtual platform. 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: 834 1670 1683 Passcode: 302441

OR Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83416701683?pwd=Y3VleEZTVESzcDN0bkORVZ2MkNvZz09>

Passcode: 302441

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

ENVIRONMENTAL SCIENCE ASSOCIATES (ESA) PRESENTATION REGARDING
MAYWOOD'S CLIMATE ACTION, ADAPTATION, AND RESILIENCE PLAN

PRESENTATION BY KOA REGARDING FUTURE CITYWIDE UPDATES AND COMMUNITY
OUTREACH EVENTS IN REGARDS TO THE DEVELOPMENT OF THE MAYWOOD ACTIVE

TRANSPORTATION PLAN

VII. PUBLIC HEARING

1. ADOPTION OF RESOLUTION NO. 6268 FOR THE FORMATION OF UNDERGROUND UTILITIES DISTRICT NO. 22-1 FOR FRUITLAND AVENUE FROM LOMA VISTA TO EAST CITY LIMITS AND MAYWOOD AVENUE FROM 58TH STREET TO SLAUSON AVENUE
2. CONSIDERATION OF A RESOLUTION NO. 6269 ADOPTING THE 6TH CYCLE GENERAL PLAN HOUSING ELEMENT AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINE 15061(B)(3).

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.

3. MINUTES OF SEPTEMBER 28, 2022 CITY COUNCIL MEETING
4. RESOLUTION NO. 6270 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
5. RECEIVE AND FILE THE 2022 BIENNIAL NOTICE FOR THE REPORTING OF THE CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT
6. RECEIVE AND FILE THE LA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT MEASURE A TECHNICAL ASSISTANCE PROGRAM (TAP) MASTER AGREEMENT
7. AWARD OF CONTRACT IN THE AMOUNT NOT-TO-EXCEED \$134,310 FOR ENTERPRISE ARCHITECTURAL REVIEW AND INFORMATION TECHNOLOGY SUPPORT SERVICES TO ADVANCED MICROCOMPUTING CONCEPTS (AMC) MODERN IT FOR A THREE YEAR TERM
8. CONSIDERATION OF APPOINTING PLANNING COMMISSIONER ANGELINA MARTINEZ TO SERVE AS A MEMBER ON THE ECO-RAPID TRANSIT BOARD

9. CONSIDERATION OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT WITH NATIONWIDE ENVIRONMENTAL SERVICES, A DIVISION OF JOE'S SWEEPING, INC. TO AMEND THE AGREEMENT TO REVISE THE SCOPE OF SERVICES AND INCREASE THE MONTHLY COMPENSATION BY ONE HUNDRED AND TWENTY-SEVEN DOLLARS (\$127.00)

IX. DISCUSSION/ACTION ITEMS

10. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM MAYWOD CENTER FOR ENRICHED STUDIES (MACES) IN THE AMOUNT OF \$9,800.
11. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM BUDDING ARTIST THROUGH THEIR FISCAL SPONSOR FULCRUM ARTS IN THE AMOUNT OF \$2,500.
12. CONSIDERATION OF APPROVAL FOR ISSUANCE OF A SPECIAL EVENT PERMIT TO ST. ROSE OF LIMA SCHOOL LOCATED AT 4422 E. 60TH STREET FOR AN ANNUAL FUNDRAISER AND DIRECTION REGARDING CONDITIONS OF APPROVAL AS RECOMMENDED IN THE REPORT
13. DISCUSSION AND DIRECTION REGARDING THE OPTIONS TO CONDUCT THE CITY'S LEGISLATIVE BODY MEETINGS IN A HYBRID INCLUDING IN PERSON FORMAT, IN-PERSON OR VIRTUAL-TELECONFERENCE FORMAT AND RECONSIDERATION OF THE CIRCUMSTANCES OF THE COVID-19 STATE OF EMERGENCY TO CONTINUE TO HOLD MEETINGS VIA TELECONFERENCEING AND MAKING THE FINDINGS PURSUANT TO GOVERNMENT 54953(E)(3)

X. 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.

XI. ADJOURNMENT - The next Regular Meeting of the Maywood City Council is Wednesday, October 26, 2022 at 7:00 p.m.

PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS

I, _____, Andrea Aguilar, 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.



City of Maywood Climate Action, Adaptation, and Resiliency Plan

October 12, 2022



Purpose and Objectives

The Climate Action, Adaptation, and Resiliency Plan (CAARP) has the following primary objectives:

- Reduce greenhouse gas emissions
- Outline environmental, social and economic benefits
- Foster a more resilient community



California Laws and Regulations

- State laws (Senate Bill 32 and Assembly Bill 1279) require greenhouse gas emissions to be reduced 40% below 1990 levels by 2030, and 85% below 1990 levels by 2045.
- Cities are required to consider climate change in their General Plan (Senate Bill 379)
- **CAARP – a major step towards fulfilling this requirement**



Climate Change Impacts in Maywood

- Rising temperatures; more extreme heat
- Longer and more severe droughts
- Worsening air quality; smoke from regional wildfires
- Extreme rains, wind, and storms; increased flooding risks





Social Equity and Resilience

Climate change will have a disproportionate impact on disadvantaged populations:

- Elderly and children
- Low-income
- Undocumented immigrants
- Outdoor workers
- Communities of color
- Individuals suffering from chronic diseases
- Homeless
- Uninsured
- Non-English speakers



Climate Action in Maywood

- Institute for Local Government BOOST Program
- SCAG Regional Climate Adaptation Framework
- Gateway Cities Council of Governments Climate Action Planning Framework and 2010 Greenhouse Gas Inventory
- 2015 Greenhouse Gas Inventory
- Urban Forest Management Project
- Energy Resilience Action Plan
- Active Transportation Plan



Community Co-benefits of Climate Action



Reduce GHG Emissions



Improve Public Health



Promote Sustainable Economics



Improve Social Equity



Improve Community Resilience



Provide Cost Savings





Thank you

Jeff Caton

ESA Project Manager

jcaton@esassoc.com

415-896-5900





City of Maywood Active Transportation Plan

Project Overview | October 12, 2022

1. Project Background and Goals

Project Goals

- I. Improve overall motorized and non-motorized transportation modes – such as, pedestrian, bicycle, and transit safety throughout the City,
- II. Provide new network connections and leverage connections to existing and proposed local and regional facilities,
- III. Improve economic vitality by enhancing mobility and connectivity to the City's several activity generators and destinations,
- IV. Identify a set of active transportation facilities and improvements that can be accurately priced, prioritized, and submitted for construction funding and implementation.

City of Maywood Active Transportation Plan City Boundary and Landmarks

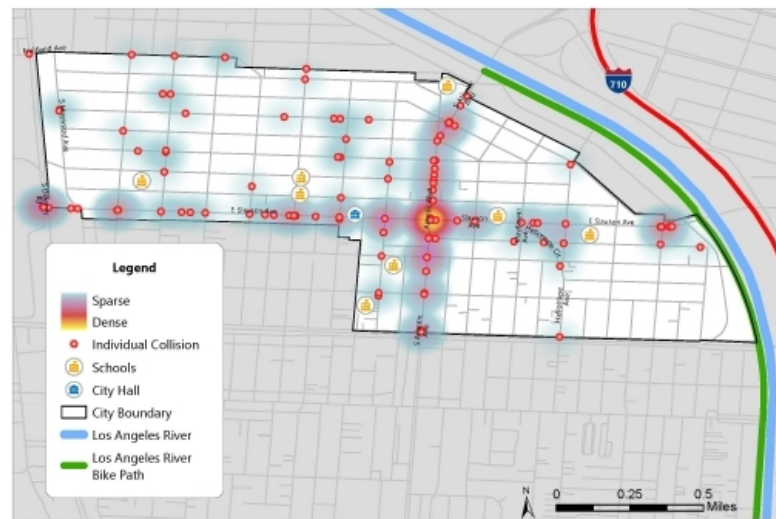


City of Maywood Active Transportation Plan Land Use Map

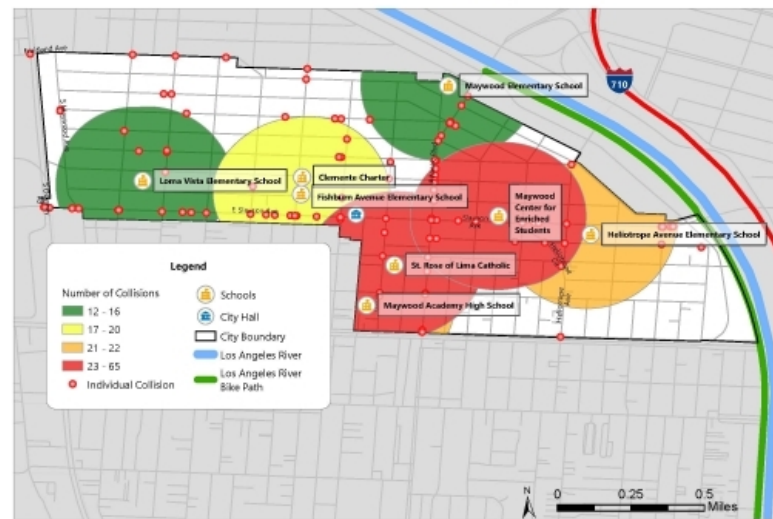


PROJECT AREA

City of Maywood Active Transportation Plan All Modes Collisions Concentration Map (2017-2021)



City of Maywood Active Transportation Plan All Modes Collisions within .25 Mile of Schools (2017-2021)



COLLISION DATA

City of Maywood Active Transportation Plan

Percentage of Workers Age 16+ Commute by Public Transit by Census Block



US Census Bureau, American Community Survey 5-year Estimates, 2020; LACTMA ArcGIS Online Gallery, Apr 2019; LACTMA Open GIS Data Website, June 2022

City of Maywood Active Transportation Plan

Weekly Metro Bus Boardings and Alightings Map (April 2019)



LACTMA ArcGIS Online Gallery, Apr 2019; LACTMA Open GIS Data Website, June 2022

Background Plans/Efforts

- I. City of Maywood General Plan
- II. City of Maywood Speed Hump Policy
- III. City of Maywood Local Roadway Safety Plan
- IV. City of Maywood Slauson Avenue TSSP
- V. City of Huntington Park Pedestrian and Bicycle Master Plan
- VI. Los Angeles County Bicycle Master Plan
- VII. Los Angeles River Master Plan
- VIII. SCAG Gateway Cities Strategic Transportation Plan

2. Scope and Tasks

TASK 1 – PROJECT MANAGEMENT

1.1 Kick-Off Meeting (August 2022)

1.2 Monthly Project Management Meetings (September 2022 – August 2023)

1.3 Project Closeout (August 2023)

TASK 2 – COMMUNITY ENGAGEMENT

2.1 Outreach and Engagement Plan (October 2022)

2.2 Advisory Committee, Council, and Commission Meetings (October 2022 – July 2023)

2.3 Community Workshops (5) (November 2022 – July 2023)

2.4 Online Survey, Webpage, and Social Media Program (September 2022 – July 2023)

TASK 3 – INVENTORY AND ANALYSIS

3.1 Document and Policy Review (September 2022)

3.2 Data Collection (September 2022)

3.3 Existing Conditions Report (October 2022)

TASK 4 – NEEDS ASSESMENT

4.1 Needs Assessment Report (February 2023)

TASK 5 – ACTIVE TRANSPORTATION NETWORK AND PROGRAMS

5.1 Recommended Network and Programs (April 2023)

5.2 Prioritizations (May 2023)

5.3 Implementation Plan (June 2023)

TASK 6 – ACTIVE TRANSPORTATION PLAN

6.1 Administrative Plan (July 2023)

6.2 Draft Plan (July 2023)

6.3 Implementation Plan (August 2023)

6.4 Plan Adoption (August 2023)

4. Next Steps

NEXT STEPS (OCTOBER – DECEMBER 2022)

- Finalize Community Outreach and Engagement Plan (October 2022)
- Finalize Advisory Committee and Schedule Meetings (October/November 2022)
- Schedule Community Workshops (November 2022)
- Submit Existing Conditions Report (October 2022)

Questions?

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 1.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MOHAMMAD MOSTAHKAMI, PE

SUBJECT: ADOPTION OF RESOLUTION NO. 6268 FOR THE FORMATION OF UNDERGROUND UTILITIES DISTRICT NO. 22-1 FOR FRUITLAND AVENUE FROM LOMA VISTA TO EAST CITY LIMITS AND MAYWOOD AVENUE FROM 58TH STREET TO SLAUSON AVENUE

RECOMMENDATION:

It is recommended that the City Council upon conclusion of the Public Hearing adopt Resolution No. 6268 establishing Underground Utility District No. 22-1 and ordering the removal of poles, overhead wires and associated structures, and the underground installation of wires and facilities for supplying electric, communication, or similar associated services on Fruitland Avenue from Loma Vista to East City Limits and Maywood Avenue from 58th Street to Slauson Avenue.

BACKGROUND:

ELECTRIC TARIFF RULE 20 - In 1967, the California Public Utilities Commission (CPUC) established Electric Tariff Rule 20 that defines policies and procedures for California's investor-owned electric utilities (IOUs), including Southern California Edison (SCE) to convert overhead power lines and other equipment to underground facilities. Cities identify overhead lines that they wish to convert to underground and, in consultation with their utility, determine if the conversion project qualifies pursuant to Electric Rule 20. Rule 20A is a subprogram of Rule 20 that allocates ratepayer-funded work credits to California's communities to fund utility underground conversion projects. Rule 20A projects are nominated by cities or counties and are paid for by customers through their electric utility bill. Title 7 - PUBLIC WORKS, Section 7-2.04 of the City Municipal Code authorizes the City Council to establish and designate, by resolution, an underground utility district (District) in the City for public necessity, health, safety or welfare.

ALLOCATIONS OF "WORK CREDITS" - Electric utilities in California annually allocate funds to cities and unincorporated counties (collectively referred to as communities) that these utilities serve in their service territories. There is a formula and 50 percent of the work credit allocation is based on the proportion of overhead meters in the community to the total overhead meters in the service territory, and the other 50% is based on the total meters in the community (above and below ground) to the total meters in the service territory. Each work credit is equal to \$1. To be completely funded by the utility, a capital project (long-term project to build, improve, maintain, or develop capital assets) must meet the public interest criteria (all aesthetic and traffic based) specified in Tariff Rule 20A. In addition, the community must also have accumulated enough Rule 20A work credit allocations. Such allocations are given out annually by the utility and communities can accumulate them over several years until they have sufficient funding to complete a project. The community identifies an overhead conversion project in consultation with the utility and then forms a utility underground

district by municipal resolution to initiate a project.

USE OF WORK CREDITS FOR UNDERGROUNDING CAPITAL PROJECT - Pursuant to the formula set out in Rule 20A, the City of Maywood annually used to receive an allocation in the form of a credit for eligible capital projects. Under the tariff, the allocated work credits not committed to a qualifying project each year are carried over to the following year. The City has a set aside an allocation of approximately \$3,058,080 Million as of May 18, 2021. These funds will cover the cost of design and construction of undergrounding capital project including up to 100 feet of customer's service undergrounding. Costs that are not covered by Rule 20 A will be the City's responsibility. The Fund will also cover replacement of streetlights on wood poles with new streetlights on concrete poles. It is important to note that Rule 20A funds will no longer be available after the end of this calendar year.

DISCUSSION:

Staff is proposing the formation of an underground district 22-1 on Fruitland Avenue from west of Loma Vista to east city limit and Maywood Avenue from north of 58th street to south of Slauson estimated at \$1,000,000 and \$1,300,000 respectively. Staff has recently consulted with SCE and other utilities and they are all in agreement with the proposed undergrounding. Consistent with the requirements of the City Municipal Code all affected property owners (see attached copy) have been notified. Adoption of the attached Resolution is required to authorize SCE to proceed with the undergrounding project. The proposed project will require significant coordination with other utilities having overhead facilities within the proposed district. It is estimated that the removal of overhead utilities, poles and completion of undergrounding of all overheard utilities will be completed within three years.

This Agenda Report serves as the required staff report consistent with requirements of the City Municipal Code Section 7-2.03. Staff recommends that the City Council after holding a public hearing adopt the attached resolution establishing Underground Utilities District No 22-1.

LEGAL REVIEW:

The City Attorney has reviewed this report and Resolution.

FISCAL IMPACT:

There will be no impact to the General Fund. The undergrounding project will be paid for from SCE Rule 20A funds and at no cost to the City.

ENVIRONMENTAL IMPACT:

None. The resolution is exempt from the California Environmental Quality Act.

ATTACHMENT(S)

1. Exhibit A-1 & A2
2. Notification to affected properties
3. City of Maywood 2021 Rule 20A Allocation Balance

RESOLUTION NO. 6268

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD ESTABLISHING UNDERGROUND UTILITY DISTRICT NO. 22-1 AND ORDERING THE REMOVAL OF POLES, OVERHEAD WIRES AND ASSOCIATED STRUCTURES, AND THE UNDERGROUND INSTALLATION OF WIRES AND FACILITIES FOR SUPPLYING ELECTRIC, COMMUNICATION, OR SIMILAR ASSOCIATED SERVICES ON FRUITLAND AVENUE FROM LOMA VISTA TO EAST CITY LIMIT AND MAYWOOD AVENUE FROM 58TH STREET TO SLAUSON AVENUE

WHEREAS, the California Public Utilities Commission (CPUC) regulates Southern California Edison (SCE) and approved Rule 20 in 1968 that formed policies and procedures for the removal of overhead utilities and related equipment for the purposes of underground installation; and

WHEREAS, Section 7-2.04 of the City of Maywood Municipal Code authorizes the City Council to establish and designate, by resolution, an underground utility district (District) in the City where necessary for public necessity, health, safety or welfare; and

WHEREAS, the City Council desires to establish Undergrounding Utilities District No 22-1 for removal and underground all overhead utilities on Fruitland Avenue from Loma Vista to East City Limit ; and Maywood Avenue from 58th Street to Slauson Avenue Shown on Exhibits A-1 and A-1 attached herein; and

WHEREAS, the cost of undergrounding including up to 100 feet of each customer's underground electric service lateral occasioned by the undergrounding is covered through the City's SCE Rule 20 A funds; and

WHEREAS, the City annually used to receive from SCE an annual Rule 20 A allocation with an approximate available credit allocation of \$3,058,080 as of May 2022 which no longer be available after end of 2022; and

WHEREAS, pursuant to Section 7-2.02 of the City Municipal Code, notice of such hearing has been provided to all affected property owners within the proposed district as shown on the last equalized assessment roll and utilities concerned in the manner and for the time required by law; and

WHEREAS, the City has consulted with the affected public utilities and they have agreed on the proposed underground district; and

WHEREAS, such hearing has been duly and regularly held, and at the hearing all person interested were given an opportunity to be heard.

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

Section 1: The recitals stated above are true and correct

Section 2: The City Council finds and determines that the public health necessity, health, safety, and welfare requires the removal of poles, overhead wires and associated structures in the District for supplying electric, communication, or similar associated services.

Section 3: The City Council designates Underground Utilities District No 22-1 as shown in Exhibit A -1 and Exhibit A-2 attached herein pursuant to Section 7-2.04 of the City Municipal Code and subject to the provisions of this Resolution, orders the removal of poles, overhead wires and associated structures in the District, and the underground installation in the District of wires and facilities for supplying electric, communication, or similar associated services on Fruitland Avenue from Loma Vista to East City Limit and Maywood Avenue from 58th street to Slauson. It is anticipated hat the removal will commence approximately in July 2024 with completion by the end of calendar year 2025.

Section 4: The Mayor is authorized to execute the resolution for and on behalf of the City of Maywood.

PASSED, APPROVED AND ADOPTED THIS 12th day of October, 2022.

Heber Marquez, Mayor

ATTEST:

APPROVED AS TO FORM:

Andrea Aguilar, City Clerk

Roxanne Diaz, City Attorney

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

I, Andrea Aguilar , City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6268 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 12th day of October, 2022 by the following roll call vote, to wit:

AYES:

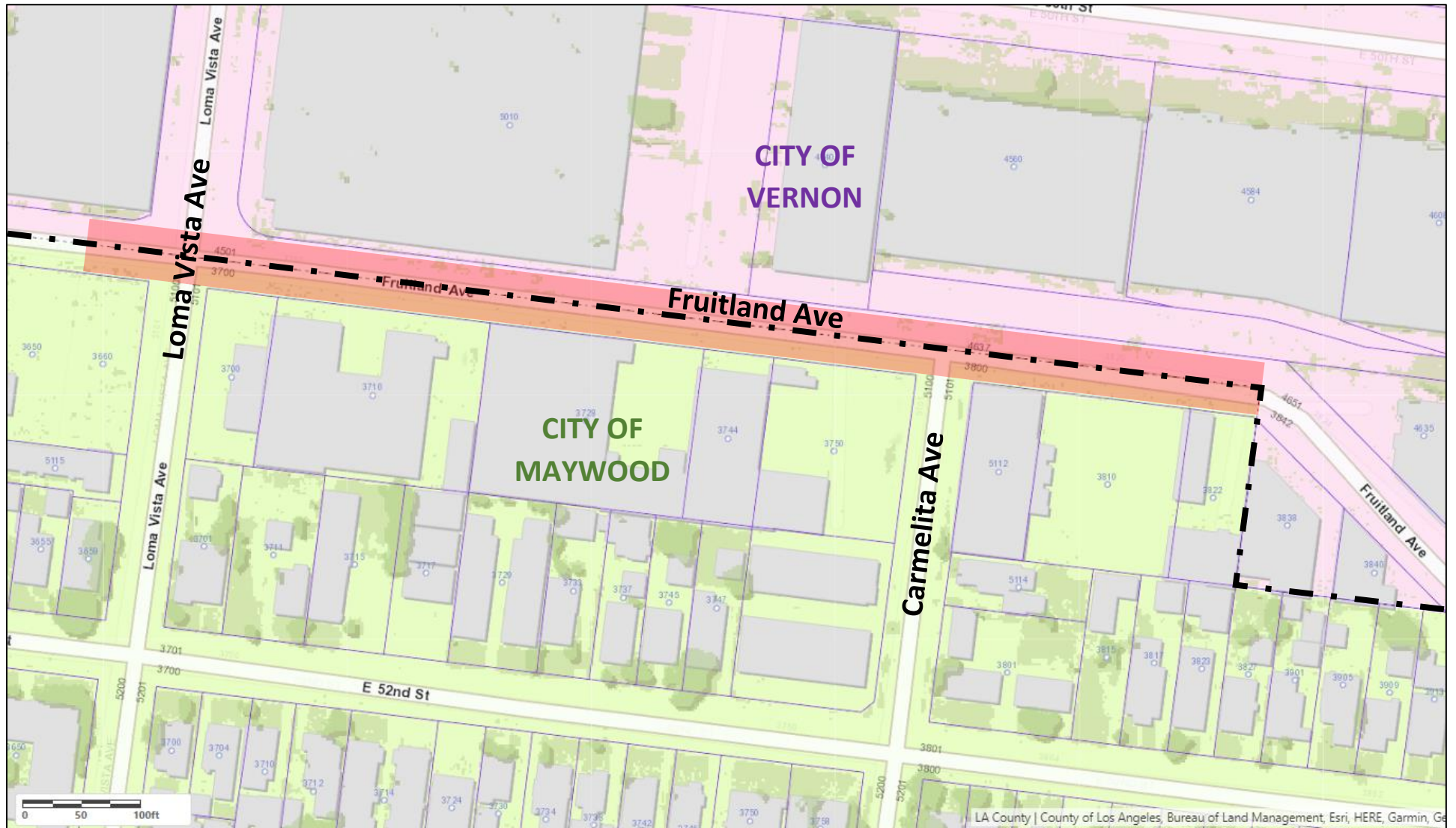
NAYES:

ABSENT:

ABSTAINED:

Andrea Aguilar, City Clerk

Exhibit A-1



Proposed Underground Utilities District No. 22-1

Exhibit A-2



LEGEND 

 Proposed Underground Utilities District No. 22-1



City of Maywood

4319 East Slauson Avenue • Maywood, California 90270

Tel: (323) 562-5700 • Fax (323) 773-2806

PUBLIC WORKS DEPARTMENT NOTICE OF PUBLIC HEARING

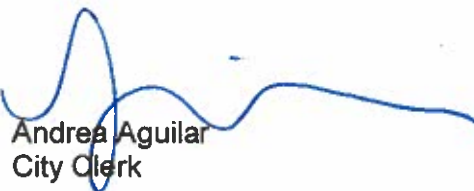
September 22, 2022

Dear Property Owner,

NOTICE IS HEREBY GIVEN that the City Council of the City of Maywood will conduct a public hearing to consider adoption of a Resolution Establishing Underground Utilities District No. 22-1 for Fruitland Avenue from west of Loma Vista Avenue to east City Limit and for Maywood Avenue from north of 58th Street to south of Slauson Avenue. The purpose of the formation of the District is to enable Southern California Edison and other utilities underground their facilities and remove the wood poles within the proposed district. A copy of said Resolution will be available at the City Clerk's Office on October 7, 2022.

Said public hearing will be held via teleconferencing (Zoom), on Wednesday, October 12, 2022, at 7:00 p.m., at which time proponents and opponents of the proposed regulation will be heard. Any comments, objections or other information by the public may be submitted via e-mail to the City Clerk Office at shirley.quinones@cityofmaywood.org prior to the hearing.

Per Government Code Section 65009, if you challenge this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing.



Andrea Aguilar
City Clerk

May 18, 2021

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

SUBJECT: City of Maywood 2021 Rule 20A Work Credit Balance

Dear Ms. Vasquez:

Southern California Edison (SCE) has filed with the California Public Utilities Commission (CPUC) its annual report of SCE's 2021 budget for capital spending under Tariff Rule 20A, Replacement of Overhead with Underground Electric Facilities. For calendar year 2021, the budget is \$ 12,083,257.

Pursuant to the formula set out in Tariff Rule 20A, the portion of this amount allocated to the City of Maywood is \$39,121. Under the tariff, allocated work credits not committed to a qualifying project in a given year are carried over to the next year. As of this writing, the City of Maywood's work credit balance is \$3,058,080.

In addition to the work credit balance, CPUC Decision 01-12-009 codified the opportunity for local governments to "mortgage" or borrow up to an additional five years of work credits in order to be able to undertake a qualifying Rule 20A project sooner than they otherwise could.

In accordance with the Decision, and when requested by you, SCE will meet with you and community residents at least once every six months when projects are in queue, and at least once every other month once a conversion project is underway. The decision requires local government to give notice of the meetings and provide the venue. Please feel free to call me any time to schedule such a community meeting or, if you have any questions about Rule 20A or any other matters affecting SCE's service to you.

Regards,

Robert Ciccarelli
New Development Project Manager, Rule 20 Program

cc:

Elias Bermudez,
Adrian Garcia
Talisa Lee,

Senior Manager, New Development Planning
Government Affairs Manager
Business Advisor, Rule 20, New Development Planning

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 2.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: STEVE FOWLER, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: CONSIDERATION OF A RESOLUTION NO. 6269 ADOPTING THE 6TH CYCLE GENERAL PLAN HOUSING ELEMENT AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINE 15061(B)(3).

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 6269 adopting the 2021-2029 General Plan Housing Element and find that adoption of the Housing Element is exempt under CEQA pursuant to CEQA Guideline 15061(b)(3).

BACKGROUND:

State law requires each city in the Southern California Association of Governments (SCAG) region to prepare an updated Housing Element for the 6th planning cycle (2021-2029). The State requires that all local governments adequately “plan” to meet the housing needs of everyone in each jurisdiction. Each jurisdiction must demonstrate land use capacity to accommodate its share of the region’s housing needs—this “share” is called the Regional Housing Needs Allocation (RHNA), which is determined by the State’s Metropolitan Planning Organizations (MPOs). The RHNA is based on the regional forecast of population growth and new household formation during the planning period, and the number of new housing units needed to accommodate additional household growth at each income level. The MPO that Maywood is part of is the Southern California Association of Governments (SCAG).

Every city is required to have a General Plan which consists of seven State-mandated elements. The Housing Element is one of the seven State-mandated elements and is required to be updated every 8 years, unless state law states otherwise. The California Department of Housing and Community Development (HCD) reviews each jurisdiction’s Housing Element for consistency with State housing element law. The purpose of the Housing Element is to develop a comprehensive strategy for providing safe, decent, and affordable housing within the community, across all income levels.

State law delegates the authority to HCD for review of the City’s Housing Element. An element is “certified” if HCD finds it to be consistent with state law. If not, HCD issues written findings that identifies changes the City must make in order for HCD to “certify” the Housing Element. A finding of substantial compliance with the housing element law from HCD is referred to as “certification” of the Housing Element. Timely certification is important to maximize the City’s eligibility for grant funds, ensure the legal adequacy of the General Plan and maintain local land use control. In some cases, funding from state/federal housing programs can only be accessed if the jurisdiction has a compliant Housing Element. The due date for adoption of the 6th Housing

Element update is October 15, 2021.

The City has been working with its housing element consultant in the preparation of the draft Housing Element to ensure that it meets the City objectives and satisfies the requirements of State law. In addition, staff has budgeted funds in order to compile an inventory of potential housing sites, which may include new field surveys and investigations. SCAG's Regional Housing Needs Allocation (RHNA) allocation for the City is 365 units. The City also must complete an update of additional Elements included in the General Plan. In order to obtain HCD certification of the Housing Element, it is required that the Land Use Element, Circulation Element, and Safety Element, be updated and the City must develop an Environmental Justice Element.

The City submitted its 5th cycle updated Housing Element to HCD in January 2014. Although HCD provided a comment letter with findings for revisions, the City adopted the updated Housing Element in February 2014 without making any revisions. Early in 2019, the City submitted a revised updated Housing Element to HCD. HCD found that the revised updated Housing Element remained noncompliant and issued another letter in April 2019 outlining its findings, including the actions needed to bring the Housing Element into compliance. In January 2020, the City of Maywood adopted a Certified Housing Element for the 5th Cycle.

The City submitted its updated 6th Cycle Housing Element to HCD in October of 2021 and the second round in July 2022. HCD provided comment letters with findings for revisions. The City and the consultant have revised the document based on the comments from HCD and the revised housing element was presented to the Maywood Planning Commission for its review. The Commission reviewed the document and adopted Planning Commission Resolution PC22-466 to forward it to City Council for adoption.

DISCUSSION:

As we move forward with the updated housing element, the City is required to satisfy certain requirements, including public participation. Accordingly, this meeting will provide an opportunity for participation by the public in the review of the Housing Element and its recommendations.

As stated above, the RHNA is based on the regional forecast of population growth and new household formation during the planning period, and the number of new housing units needed to accommodate additional household growth at each income level. The City's required RHNA allocation is distributed among the following five income categories, which are based on a household's annual income compared to the "areawide median income" (AMI):

1. Extremely Low (<30% AMI)
2. Very Low (31-50% AMI)
3. Low (51-80% AMI)
4. Moderate (81-120% AMI)
5. Above Moderate (120%+ AMI)

SCAG determined that the City's regional share of future housing need is 365 dwelling units. This allocation is distributed into five income categories, as shown below:

- | | |
|---------------------------------------|----------------|
| 1. Extremely Low (30% or less of AMI) |0 units |
| 2. Very Low (31-50% of AMI) |55 units |
| 3. Low (51-80% of AMI) |47 units |
| 4. Moderate (81-120% of AMI) |55 units |
| 5. Above Moderate (120%+ of AMI) |208 units |

It is important to note that the RHNA establishes a planning goal, and not a mandate or quota, to build or issue permits for the 365 dwelling units. Rather, the City is required to demonstrate that there are adequate sites, with appropriate zoning classifications available, for development commensurate with the RHNA. If property owners and developers choose to pursue such development opportunities, these projects are evaluated in accordance with the City's General Plan land use and policies, the underlying zoning classification, and

applicable housing law provisions.

As part of meeting our RHNA allocation, the City will be reviewing the number of Accessory Dwelling Units (ADU). ADU's count towards the allocated number of units we need to provide or show we can provide. As part of the overall General Plan update, we will be establishing an ADU ordinance in the near future, but for now we utilize the standards of the State of California.

The Housing Element is currently open for comment from the public. The public can review this document and provide any feedback that they feel will benefit the process.

If the Housing Element is adopted this evening, Staff will submit the Housing Element to HCD.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

No Fiscal Year 2022/2023 impact.

ATTACHMENT(S)

1. Maywood HE Comment Itr090722
2. Maywood-Sixth Cycle Housing Element - Sept 2022-v2 (1)

RESOLUTION NO. 6269

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD, CALIFORNIA, ADOPTING THE CITY'S
UPDATED 2021 – 2029 6TH CYCLE HOUSING ELEMENT**

WHEREAS, the State of California requires that cities and counties adopt a comprehensive long-term General Plan for the physical development of the City; and

WHEREAS, State Housing Element Law, Section 65580 et seq. of the California Government Code, requires each city and county adopt a housing element that identifies and analyzes existing and projected housing needs within their jurisdiction and prepare goals, policies, and programs, and quantified objectives to further the development, improvement, and preservation of housing; and

WHEREAS, the State of California requires the Housing Element to be updated and certified by the California State Department of Housing and Community Development (HCD); and

WHEREAS, Housing Elements must be submitted to the California Department of Housing and Community Development (HCD), which reviews each jurisdiction's Housing Element for consistency with state Housing Element law (Article 10.6 of the Government Code); and

WHEREAS, HCD either certifies the Housing Element as consistent with state Housing Element law or issues written findings that identify changes that must be made for HCD to certify the Housing Element; and

WHEREAS, the City initiated an update to the Housing Element (hereinafter "Housing Element update") of the City of Maywood General Plan for the 2021 – 2029 planning period (the 6th Cycle); and

WHEREAS, the City resubmitted the Housing Element Update to HCD on November 11, 2021; and

WHEREAS, HCD issued a letter dated January 10, 2022 outlining its findings, including actions needed to bring the Housing Element into compliance; and

WHEREAS, the City resubmitted the Housing Element Update to HCD on July 19, 2022; and

WHEREAS, HCD issued a letter dated September 7, 2022 outlining its findings, including actions needed to bring the Housing Element into compliance; and

WHEREAS, the draft Housing Element has been updated in accordance with HCD's findings; and

WHEREAS, the Notice of Public Hearing for this item was published in The Wave Newspaper on September 15, 2022; and

WHEREAS, on September 28, 2022 the Maywood City Council held a duly noticed public hearing and continued the revised 6th Cycle Housing Element to the October 12, 2022 Maywood City Council meeting.

WHEREAS, on October 5, 2022, the Planning Commission held a duly noticed public hearing and voted unanimously to recommend that the City Council adopts the Housing Element update. Evidence, both written and oral, was presented at said hearing; and

WHEREAS, on October 12, 2022, the Maywood City Council held a duly noticed public hearing and adopted the revised 6th Cycle Housing Element as presented and with additional future edits as required by HCD.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD HEREBY FINDS, DETERMIES, AND RESOLVES AS FOLLOWS:

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

Section 2. Pursuant to the California Environmental Quality Act (CEQA) and the City's local CEQA Guidelines, the City has determined that there is no possible significant effect directly related to the adoption of 2021-2029 Housing Element pursuant to CEQA Guideline Section 16061(b)(3) and therefore no further action is required under CEQA. Section 15061(b)(3) consists of activities covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The 2021-2029 Housing Element would not result in any direct or indirect physical changes to the environment. The Housing Element is strictly a policy document and does not provide entitlements to any specific land use projects. Because the 2021-2029 Housing Element would not approve any development project or change any land use or development regulations, it can be seen with certainty that there is no possibility that its adoption would have a significant effect on the environment.

Section 3. The City Council of the City of Maywood hereby adopts the 2021 – 2029 6th Cycle Housing Element update as reflected in Exhibit A and with additional future edits as required by HCD.

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

PASSED, APPROVED AND ADOPTED THIS 12th DAY OF OCTOBER 2022.

Heber Marquez, Mayor

ATTEST:

APPROVED AS TO FORM:

Andrea Aguilar, City Clerk

Roxanne Diaz, City Attorney

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

I, Andrea Aguilar , City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6269 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 12th day of October, 2022 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Andrea Aguilar, City Clerk

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



September 7, 2022

Steve Fowler, Director
Department of Planning and Building
City of Maywood
4319 E. Slauson Avenue
Maywood, CA 90270

Dear Steve Fowler:

RE: City of Maywood's 6th Cycle (2021-2029) Revised Draft Housing Element

Thank you for submitting the City of Maywood's (City) revised draft housing element received for review on July 19, 2022. Pursuant to Government Code section 65585, subdivision (b), the California Department of Housing and Community Development (HCD) is reporting the results of its review. Our review was facilitated by a conversation on September 6, 2022 with you and consultants Steve Kearney and Alison LeFlore of Stantec.

The revised draft element addresses many statutory requirements; however, revisions will be necessary to comply with State Housing Element Law (Article 10.6 of the Gov. Code). The enclosed Appendix describes revisions needed to comply with State Housing Element Law.

As a reminder, the City's 6th cycle housing element was due October 15, 2021. As of today, the City has not completed the housing element process for the 6th cycle. The City's 5th cycle housing element no longer satisfies statutory requirements. HCD encourages the City to revise the element as described above, adopt, and submit to HCD to regain housing element compliance.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: <https://www.opr.ca.gov/planning/general-plan/guidelines.html>.

HCD is committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Colin Cross, of our staff, at colin.cross@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

Enclosure

APPENDIX CITY OF MAYWOOD

The following changes are necessary to bring the City's housing element into compliance with Article 10.6 of the Government Code. Accompanying each recommended change, we cite the supporting section of the Government Code.

Housing element technical assistance information is available on HCD's website at <https://www.hcd.ca.gov/hcd-memos>. Among other resources, the housing element section contains HCD's latest technical assistance tool, *Building Blocks for Effective Housing Elements* (*Building Blocks*), available at <https://www.hcd.ca.gov/building-blocks> and includes the Government Code addressing State Housing Element Law and other resources.

A. Review and Revision

Review the previous element to evaluate the appropriateness, effectiveness, and progress in implementation, and reflect the results of this review in the revised element. (Gov. Code, § 65588 (a) and (b).)

In addition to reviewing policies from the previous element, the 6th Cycle draft must also address program actions undertaken as part of the previous element. The element still describes high-level policies rather than specific programs and is not revised to address this requirement. Please refer to HCD's prior review.

Special Housing Needs: The revised element does not address this requirement. Please refer to HCD's prior review.

B. Housing Needs, Resources, and Constraints

1. *Affirmatively further[ing] fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2...shall include an assessment of fair housing in the jurisdiction. (Gov. Code, § 65583, subd. (c)(10)(A).)*

The revised element includes several paragraphs noting general features of the community, but otherwise does not address the requirement to affirmatively further fair housing (AFFH). Please refer to HCD's prior review. For more information, please visit HCD's Affirmatively Furthering Fair Housing in California website at <https://www.hcd.ca.gov/affirmatively-furthering-fair-housing>. HCD will send sample analyses under separate cover.

2. *An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)*

Parcel Listing: The parcel listing (p. 3.76) is not revised to identify the affordability level of the identified sites. Please refer to HCD's prior review.

Realistic Capacity: The element is not revised to address this requirement. While the element provides assumptions for the calculation of residential capacity on identified sites, including an assumption of 80 percent of the maximum allowed density for mixed-use developments, it must also provide support or analysis for these assumptions. The analysis should account for land use controls and site improvements and typical densities of existing or approved residential developments at a similar affordability level. Please refer to HCD's prior review.

In addition, the element must still account for the likelihood of nonresidential uses in the CM zone, including an analysis based on indicators such as development trends, performance standards or other relevant factors. Depending on the results of a complete analysis, the element may need to adjust residential capacity calculations, policies, and programs accordingly. Please refer to HCD's prior review.

Suitability of Nonvacant Sites: The element is not revised to address this requirement. Please refer to HCD's prior review.

In addition, the element relies on nonvacant sites to accommodate more than 50 percent of the RHNA for lower-income households. For your information, the element must demonstrate existing uses are not an impediment to additional residential development and will likely discontinue during the planning period. (Government Code Section 65583.2, subdivision (g)(2)). Absent findings (i.e., adoption resolution) based on substantial evidence, the existing uses will be presumed to impede additional residential development and will not be utilized toward demonstrating adequate sites to accommodate the RHNA.

Replacement Requirements: The element is not revised to address this requirement. The site inventory identifies sites with existing residential uses. Absent a replacement housing program, these sites are not adequate sites to accommodate lower-income households. The element does not identify the affordability levels of identified sites and therefore a program may or may not be required. Please refer to HCD's prior review.

Small Sites: The element is not revised to address this requirement. Please refer to HCD's prior review.

Sites Identified in Prior Planning Periods: The element is not revised to address this requirement. Please refer to HCD's prior review.

Environmental Constraints: The element is revised to discuss a Superfund site and mentions pollution from the 710 freeway. However, it must also describe how these, and any other conditions relate to identified sites, including any impacts on development in the planning period.

Accessory Dwelling Units (ADUs): The element is revised to state that the City has received "many" ADU applications (p. 3.74) and maintains its assumption of 115 ADUs

during the planning period, or approximately 14 ADUs per year. For your information, this analysis should be based on permitted ADUs, rather than applications. HCD records indicate that the City has permitted 13 ADUs since 2018, or approximately 4 ADUs per year. The element's analysis and programs do not support a more than threefold increase in the number of ADUs. To include a realistic estimate for the potential for ADUs, the element must reduce the number of ADUs assumed per year and include analysis and programs as appropriate.

Electronic Site Inventory: Pursuant to Government Code Section 65583.3, subdivision (b), the City must utilize standards, forms, and definitions adopted by HCD when preparing the site inventory. Please see HCD's housing element webpage at <https://www.hcd.ca.gov/housing-elements-hcd> for a copy of the form and instructions. Please note, upon adoption of the housing element, the City must submit an electronic version of the site inventory with its adopted housing element to sitesinventory@hcd.ca.gov.

Zoning for a Variety of Housing Types:

- *Emergency Shelters:* The element is revised to note the number of parcels and acreage within the CM zone, indicating that emergency shelters are subject to the same development standards that apply in the CM zone. However, the element does not identify and analyze these standards for compliance with Government Code 65583(a)(4). Additionally, the element still does not analyze the suitability of this zone. A full analysis should describe the accessibility of resources, services, and amenities, including transportation access. The element must be revised to address these requirements.
 - *Low-Barrier Navigation Centers:* The element is not revised to address this requirement. Please refer to HCD's prior review.
 - *Employee Housing Act:* The element is not revised to address this requirement. Please refer to HCD's prior review.
3. *An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures... (Gov. Code, § 65583, subd. (a)(5).)*

Land Use Controls: The element is not revised to address this requirement. Please refer to HCD's prior review.

Constraints on Housing for Persons with Disabilities: The element is not revised to address HCD's findings related to group homes. Please refer to HCD's prior review.

4. *An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing, the price of land, the cost of construction, the requests to develop housing*

at densities below those anticipated in the analysis required by subdivision (c) of Government Code section 65583.2, and the length of time between receiving approval for a housing development and submittal of an application for building permits for that housing development that hinder the construction of a locality's share of the regional housing need in accordance with Government Code section 65584... (Gov. Code, § 65583, subd. (a)(6).)

The element is not revised to address this requirement. Please refer to HCD's prior review.

5. *Analyze any special housing needs such as elderly; persons with disabilities, including a developmental disability; large families; farmworkers; families with female heads of households; and families and persons in need of emergency shelter. (Gov. Code, § 65583, subd. (a)(7).)*

The element is not revised to address this requirement. Please refer to HCD's prior review.

6. *Analyze existing assisted housing developments that are eligible to change to non-low-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of use restrictions. (Gov. Code, § 65583, subd. (a)(9) through 65583(a)(9)(D).)*

The element now states the City has two federally funded affordable developments and none of the units are at-risk of converting to market rate uses in the next year. However, HCD records indicate Maywood Manor Co-op is at risk during the next ten years. The element should either clarify this development is not at-risk in the next ten years or include analysis as described in HCD's prior review and add or modify programs if necessary. Please see HCD's prior review for additional information regarding the required analysis.

C. Housing Programs

1. *Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and to comply with the requirements of Government Code section 65584.09. Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. (Gov. Code, § 65583, subd. (c)(1).)*

As noted in Finding B2, the element does not include a complete site analysis; therefore, the adequacy of sites and zoning was not established. Based on the results

of a complete sites inventory and analysis, the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types. In addition, the element should be revised as follows:

Sites Identified in Prior Planning Periods: The element must include a program for vacant sites identified in two or more consecutive planning periods' housing elements, or nonvacant sites identified in one prior housing element, that are currently identified to accommodate housing for lower-income households. The program must be implemented within the first three years of the planning period and commit to zoning that will meet the density requirements for housing for lower-income households and allow by-right approval for housing developments that include 20 percent or more of its units affordable to lower-income households, pursuant to Government Code 65583.2, subdivision (c).

Replacement Requirements: As noted in Finding B2, the element may need to include a program to provide replacement housing. The replacement housing program must adhere to the same requirements as set forth in Government Code Section 65915, subdivision (c)(3).

City-Owned Sites: The revised element includes new information regarding a City-Owned parcel at 4801 Slauson Avenue and others. The element should include a program to ensure compliance with all applicable Surplus Lands Act provisions.

2. *Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. (Gov. Code, § 65583, subd. (c)(3).)*

As noted in Findings B3 and B4, the element requires a complete analysis of potential governmental and non-governmental constraints. Depending upon the results of that analysis, the City may need to revise or add programs and address and remove or mitigate any identified constraints.

3. *Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics... (Gov. Code, § 65583, subd. (c)(5).)*

As noted in Finding B1, the element does not contain actions that satisfy the AFFH requirements for specific and meaningful actions to overcome fair housing issues. Based on a complete analysis, the element must add or revise programs.

4. *The housing program shall preserve for low-income household the assisted housing developments identified pursuant to paragraph (9) of subdivision (a). The program for preservation of the assisted housing developments shall utilize, to the extent necessary, all available federal, state, and local financing and subsidy programs identified in*

paragraph (9) of subdivision (a), except where a community has other urgent needs for which alternative funding sources are not available. The program may include strategies that involve local regulation and technical assistance. (Gov. Code, § 65583, subd. (c)(6).)

As noted in Finding B6, the element does not include a complete analysis of at-risk units. Based on a complete analysis, the element may need to add a program to preserve any identified at-risk units.

5. *Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent... (Gov. Code, § 65583, subd. (c)(7).)*

The element is not revised to address this finding. Please refer to HCD's prior review.

Comm *UNITY*
General Plan Update
una visión compartida para Maywood

DRAFT

Sixth Cycle (2021 - 2029)
HOUSING ELEMENT



Table of Contents

1.0	INTRODUCTION	2.1
1.1	CHALLENGES	2.2
1.2	STATUTORY AUTHORITY	2.3
1.3	SCOPE AND CONTENT	2.4
1.4	RELATIONSHIP TO THE MAYWOOD GENERAL PLAN	2.5
1.5	CITY OVERVIEW	2.5
1.6	PUBLIC PARTICIPATION	2.8
2.0	PROFILE REPORT	2.9
2.1	POPULATION CHARACTERISTICS	2.10
2.1.1	Population Growth Trends	2.10
2.1.2	Age and Sex	2.12
2.1.3	Race, Ethnicity, Citizenship, and Language Spoken at Home	2.13
2.2	HOUSING CHARACTERISTICS	2.14
2.2.1	Housing Types	2.14
2.2.2	Housing Tenure and Vacancies	2.15
2.2.3	Age of Unit and Housing Condition	2.16
2.2.4	Overcrowding	2.17
2.3	HOUSEHOLD CHARACTERISTICS	2.18
2.3.1	Household Type and Size	2.18
2.3.2	Households by Poverty Status	2.19
2.4	SPECIAL NEEDS GROUPS	2.20
2.4.1	Farm Worker Housing	2.20
2.4.2	Large Families	2.21
2.4.3	Female-Headed Households	2.22
2.4.4	Persons Experiencing Homelessness and Persons in Need of Emergency Shelter	2.22
2.4.5	Elderly and Handicapped	2.24
2.5	HOUSING UNITS AT RISK	2.26
2.6	HOUSING COSTS	2.28
2.6.1	Housing Affordability	2.28
2.6.2	Extremely Low-Income Housing Needs	2.33
2.7	EMPLOYMENT CHARACTERISTICS	2.34
2.7.1	Employment by Industry	2.34
2.7.2	Employment by Occupation	2.34
2.8	ZONING AND GENERAL PLAN LAND USE REGULATIONS TO ACCOMMODATE A VARIETY OF HOUSING TYPES	2.35



2.8.1	Land Use Controls – General Plan.....	2.35
2.8.2	Zoning Ordinance – Residential (R-3)	2.36
2.8.3	Zoning Ordinance – Residential – Senior and Affordable Housing Overlay (R-SA).....	2.36
2.8.5	Zoning Ordinance – Residential Infill (CM)	2.38
2.8.4	Land Use Controls – Non-Conforming Residential Uses	2.41
2.9	HOUSING DEVELOPMENT CONSTRAINTS.....	2.41
2.9.1	Local Government Forces	2.42
2.9.2	Market Forces.....	2.49
2.9.3	Other Constraints	2.51
2.10	ASSESSMENT OF FAIR HOUSING.....	2.54
3.0	HOUSING PLAN	3.55
3.1.1	Appropriateness of Goals, Objectives, and Policies	3.56
3.1.2	Homelessness Plan	3.60
3.1.3	Effectiveness of Programs.....	3.61
3.2	HOUSING GOALS AND POLICIES	3.64
3.3	HOUSING PROGRAMS.....	3.67
3.3.1	New and Affordable Housing Programs.....	3.68
3.3.2	Housing Conservation Programs.....	3.71
3.3.3	Emergency Housing Programs	3.73
3.3.4	Affirmatively Furthering Fair Housing Program	3.75
3.3.5	Reasonable Accommodation Program	3.76
3.4	QUANTIFIED PROGRAM OBJECTIVES.....	3.77
3.5	REGIONAL HOUSING NEEDS	3.77
3.5.1	1233 RHNA Carryover	3.78
3.5.2	Credits Toward the Sixth Cycle RHNA	3.79
3.6	AVAILABLE HOUSING SITES FOR NEW RESIDENTIAL DEVELOPMENT	3.79

1.0 INTRODUCTION

Housing is the foundation of our communities. Without a safe, affordable, and inclusive housing base, communities cannot thrive. Maywood was incorporated in 1924 and its development patterns were well-established before World War II. It is predominantly residential, located south of the industrial city of Vernon. Though the City is densely developed, with approximately 28,000 residents in approximately one square mile, providing decent and affordable housing opportunities remains an important priority. Maywood's recorded population and number of housing units has remained relatively stable since 1990, except for a small dip shown in the 2010 census after the Great Recession.

Maywood is an overwhelmingly Hispanic/Latino city, with 98% of residents estimated to be Hispanic or Latino, and is home to many immigrants (about 50% of residents were born abroad). The median household income is estimated to be about one-third lower than the median for the Los Angeles metropolitan area and one in five Maywood residents lives below the poverty line. Homeownership rates are low; nearly three-quarters of Maywood householders are renters. Though housing costs are moderate compared to the region as a whole, housing costs are high compared to Maywood incomes. Maywood also experiences significant overcrowding and many single-family homes have accessory units. There are concerns about parking and overcrowding. Maywood has predominantly low-rise building patterns, but there are a few four- and five-story buildings. The City is working to provide adequate housing to meet demand while balancing residents' concerns and quality of life.

As Maywood is an overwhelmingly Hispanic/Latino and low-income community in a small geographic area, it does not demonstrate patterns of housing segregation by race, ethnicity, income, or other protected characteristics that may be found in higher-income locations.

"The availability of housing is a matter of vital statewide importance and the attainment of decent housing and a suitable living environment for all Californians is a priority of the highest order" (Gov. § Code 65580).

Maywood's small size and dense development character make it very pedestrian friendly. The City has an overall "Walk Score" of 80 (out of 100). It is served by three bus lines, Metro 108, 260, and 611. As California implements new housing laws seeking to increase density, provide more affordable housing opportunities, and increase overall housing supply, Maywood's urban character, existing housing density, and land use patterns are generally consistent with this future vision for California. A windshield analysis conducted in August 2021 found that more than 40% of parcels in Maywood's residential neighborhoods had visible accessory dwelling units. The City has proactively increased allowable density and provided for affordable housing development in a new zoning overlay district adopted in 2019. Because there are virtually no

vacant land parcels, production of additional housing will occur by redevelopment of existing properties. In recent years, Maywood has permitted few units overall and far fewer units per capita than in the SCAG region, with fewer than five units permitted in each year between 2000 and 2018.

1.1 CHALLENGES

Housing will remain a priority, and challenge, in the City of Maywood. Over the next eight years, the City will face a number of challenges:

- **Land Availability:** There is a very limited amount of land available for new housing development. Maywood is nearly built-out under current zoning, so any new housing construction will be redevelopment or infill development.
- **Housing Costs:** Since 2014, housing values have increased significantly (approximately 30%). The largest increase occurred between 2017 and 2018. In typical economic conditions, increasing housing values provide home and property owners with financial resources they can use to improve their properties. Atypical conditions can have both short- and long-term impacts on regional housing values and the long-term impacts of the COVID-19 pandemic have yet to be seen. Moreover, most Maywood residents are renters, so they do not directly benefit from higher property values. The majority of Maywood households are cost-burdened.
- **High Proportion of Renters:** Nearly three-quarters of Maywood's housing is renter-occupied. Landlords, particularly absentee landlords, may have less incentive than owner-occupants to make improvements to the property and housing.
- **Overcrowding:** The average household size in Maywood is 4.17 persons according to California Department of Finance (DOF) 2021 data. Nearly half of Maywood's households are estimated to be overcrowded (more than one person per room) or severely overcrowded (1.5 or more persons per room) (2014-2018 American Community Survey (ACS) 5-Year Estimates). Maywood reportedly has a significant undocumented population, which is a regional problem. Overcrowding is also a regional challenge. *The Central 710 FWY Corridor: An Asset Based Analysis Study* (prepared for The California Community Foundation and the Pat Brown Institute for Public Affairs at California State University, Los Angeles) found that the area, including Maywood, has some of the highest rates of overcrowding in the nation.
- **Population Density:** With more than 477 residents per square mile, Maywood is among the densest communities in California. Its estimated 27,904 residents as of January 2021 lived in 1.14 square miles (data from CA DOF E-5 Population and Housing Unit Estimates, January 2021). The Census 2020 enumeration and 2022 estimates show a

small decline in population, but knowledgeable observers also believe that the city has a significant undocumented and likely unenumerated population. New housing development required to meet Maywood's share of regional housing needs outlined in the Regional Housing Needs Assessment (RHNA) will likely increase this density.

- **Unpermitted Units:** Maywood's density is characterized in some neighborhoods by unpermitted garage conversions and accessory dwelling units (ADUs). As the City implements a planned local ADU Ordinance, it will need to continue tracking down and bringing these unpermitted units into code compliance.
- **Parking:** Many of Maywood's residents are tradespeople who drive pickup trucks and other large vehicles. This has led to complaints of insufficient parking on some residential streets. This parking issue has been exacerbated by increased residential overcrowding and garage conversions eliminating off-street parking and limiting driveway parking due to accessibility needs. The City has begun requiring resident permits for overnight street parking, which has been helpful on streets close to the city boundary.
- **Administrative Difficulties:** The 2010s were tumultuous years for the City of Maywood. During this time, many city functions were outsourced to contract employees and public corruption cases resulted in significant turnover in elected officials and city staff. Poor record-keeping during that time resulted in unreliable data resources. Despite those difficulties, Maywood is excited for the future and has a new slate of elected officials working to update and implement the City's General Plan. New staff has been hired over the last 4 years and is actively streamlining administrative practices, organizing data and information, and improving transparency and community engagement.

1.2 STATUTORY AUTHORITY

This Sixth Cycle Housing Element is part of the City of Maywood's General Plan. The State of California requires that all its local governments prepare housing elements to address current and future housing needs (Government Code Section 65583). This includes identifying policies and strategies to conserve, rehabilitate, and provide additional housing. The California Department of Housing and Community Development (HCD) reviews and certifies local housing elements and ensures that the State's housing laws are being implemented at the local level.

The previous (Fifth Cycle) housing element covered the eight-year period between October 15, 2013 through October 15, 2021. It was prepared primarily in 2013-2014 and was returned by the State Office of Housing and Community Development (HCD) for changes. Changes prepared in 2019 were submitted to HDC, which certified the housing plan, and the Fifth Cycle Housing Element was formally adopted by the City of Maywood on January 29, 2020.

This Sixth Cycle Housing Element will set housing policy in Maywood from October 15, 2021 through October 15, 2029.

1.3 SCOPE AND CONTENT

The California State housing element must address the following:

- Local governments must recognize their responsibility to contribute to the attainment of the State’s housing goals.
- Local governments must prepare and implement housing elements that are coordinated with State and Federal efforts to provide opportunities for new housing.
- Local governments must cooperate with other agencies and governments to address regional housing needs.

Providing new housing in Maywood will continue to be a collaborative effort between the City, other governmental partners, and the private sector. A key priority of this housing element is to ensure that the City of Maywood General Plan and Zoning Ordinance can more readily accommodate opportunities for new residential development for households at all income levels.

The Sixth Cycle (2021-2029) housing element also incorporates the revised Regional Housing Needs Assessment (RHNA) formulated by the Southern California Association of Governments (SCAG) and outlines how the City plans to accommodate future housing demand identified for Maywood’s RHNA. The RHNA developed in 2021 directs an additional 365 units of housing to be accommodated in the Sixth Cycle plan. In addition to identifying the ways that Maywood will accommodate the RHNA, it updates the data and housing needs used to evaluate and create Maywood’s housing policies for the coming years. The Sixth Cycle Housing Element includes the following sections:

- Introduction: an overview of the Sixth Cycle Housing Element and statutory authority
- Profile and Housing Needs Report: summary of Maywood’s characteristics, including demographic, socioeconomic, housing, and employment, as well as the needs of special populations
- Housing Plan: citywide goals, policies, and programs to promote new housing development to meet Maywood’s RHNA and maintain existing housing

1.4 RELATIONSHIP TO THE MAYWOOD GENERAL PLAN

General plans must be internally consistent; policies and programs identified in this housing plan must be reflected in other general plan elements. This means that the housing element updates must be consistent with other general plan elements, including the land use element and diagrams. The land use element is particularly intertwined with the housing element and its implementation. Likewise, the policies contained in other general plan elements will have direct impact on many factors affecting quality of life for Maywood residents, including open space availability and quality, the protection of natural and cultural resources, noise levels in residential neighborhoods, disaster preparedness programs and policies that ensure residents' safety, and the City's ability to respond to and mitigate the impacts of climate change.

When updating the Housing Element, cities must also update their Land Use and Circulation Elements. Since Maywood's last General Plan, the State of California updated its requirements for the Safety Element and introduced a new Environmental Justice Element. These requirements must be met when a community updates three of its General Plan Elements. In the coming months, Maywood will develop revised Land Use, Circulation, and Safety Elements as well as a new Environmental Justice element.

Integrating general plan goals and policies through the housing element and each update may improve efficiency by ensuring consistency. Additionally, incorporating a holistic view of the general plan will allow the housing element to complement other elements in addressing multi-faceted challenges such as climate change mitigation and adaptation and ensuring environmental justice populations are protected. This integrated approach also helps communities achieve local goals, such as promoting infill development, transit-oriented development, and providing healthy, safe, and equitable neighborhoods

1.5 CITY OVERVIEW

The City of Maywood is centrally located in the urbanized area of Los Angeles County, approximately eight miles southeast of Downtown Los Angeles. Maywood is south of an industrial district that includes Los Angeles's Boyle Heights neighborhood as well as industrial areas located in the cities of Vernon and Commerce. Maywood and other communities to the south, east, and west of Los Angeles have traditionally served as residential communities for those working in the nearby industrial areas. Maywood is surrounded by Vernon to the north, Commerce to the east, Bell to the South, and Huntington Park to the west.

Maywood is predominantly residential, with commercial areas extending along the two major arterials: Atlantic Boulevard and Slauson Avenue. There are small industrial areas located at the northwest corner and easternmost reaches of the city.

Maps on the following pages show Maywood's regional location and a city map of Maywood.

Figure 1: Regional Location

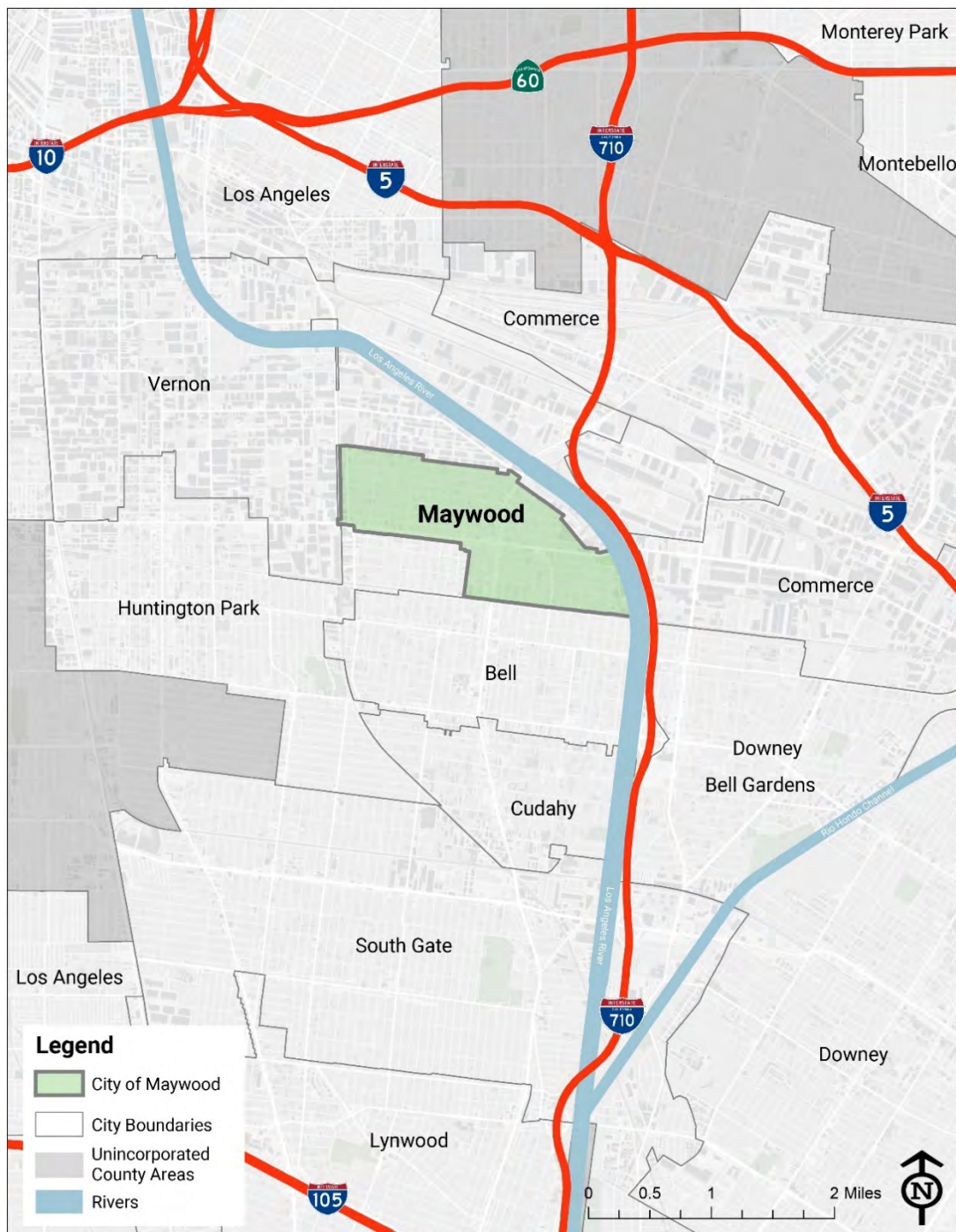
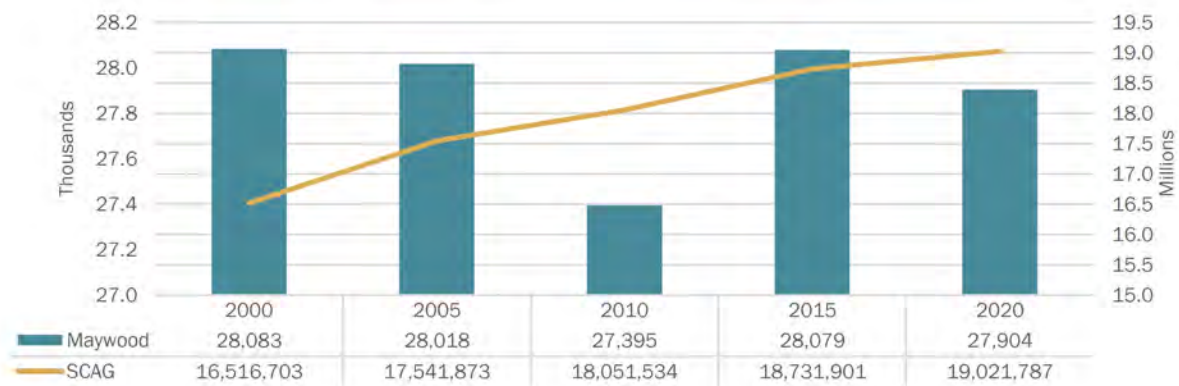
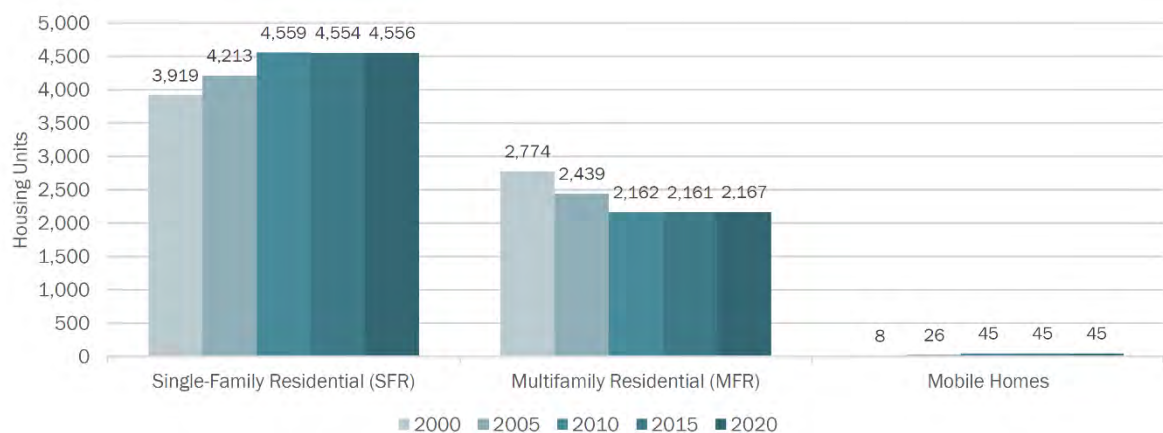


Figure 2: City of Maywood



Figure 3: Maywood Population 2000 – 2020 (SCAG Pre-Certified Local Housing Data)**Figure 4: Maywood Housing Types 2000 – 2020 (SCAG Pre-Certified Local Housing Data)**

1.6 PUBLIC PARTICIPATION

The Sixth Cycle Housing Element will be adopted in Summer 2022. The goals, programs, and policies identified during public outreach for the Fifth Cycle Housing Element and Amendment have been carried forward based on input received during outreach for the Sixth Cycle Housing Element update. The public participation process around housing completed as part of this General Plan update included an interactive website, presentations to City Council, outreach at local events, two public workshops, handouts and public engagement materials available in the lobby of City Hall, and opportunities for public comment on the draft housing element.

Public outreach was designed to reach all segments of the community. Outreach was conducted at public events that are very well attended and attract community members from all

income levels, for example, a Halloween event and a Health Fair. Other events the planning team participated in were events that are likely to attract lower-income populations, such as a Resources Fair that informs residents about opportunities for assistance. All outreach was conducted in both English and Spanish.

The city also used its social media channels, particularly its popular Facebook page, to advertise and share information about the General Plan Update. Additionally, an online engagement platform specifically about the General Plan was created:

<https://maywoodgeneralplan.mysocialpinpoint.com/community>.

Moreover, following Department of Housing and Community Development (HCD) review, a public approval process will be initiated with more outreach to the community. This process will include an additional public review of the Draft Housing Element, public hearings at the Planning Commission and City Council, and final adoption.

A draft of the Housing Element was sent to HCD for review on November 11, 2021. On January 10, 2022 HCD issued a comment letter summarizing their review of Maywood's draft housing element and identifying necessary revisions. The City revised the Housing Element per HCD's letter and resubmitted it to HCD for review on July 1, 2022.

When a community updates its Housing element, it must also update the Land Use and Circulation Elements. Since Maywood adopted its last General Plan in 2007, the State of California has updated its requirements for the Safety Element and introduced a new Environmental Justice Element. These changes are triggered when a community updates three of its General Plan Elements. Since Maywood is updating the Housing, Land Use, and Circulation Elements, it is required to also create an Environmental Justice Element and incorporate the new requirements into its Safety Element. Those updates are expected in 2022-23 and will be accompanied by a robust public participation process.

2.0 PROFILE REPORT

This section provides an overview of Maywood's demographic, housing, and socioeconomic characteristics, and related housing needs. Data and information presented in this analysis is drawn primarily from the Southern California Association of Governments (SCAG) pre-certified local housing data publication (updated April 2021). The SCAG pre-certified data were compiled using a variety of sources including the State of California Department of Finance (DOF), State Employment Development Department (EDD), and the U.S. Census Bureau's American Community Survey (ACS) that predated the release of 2020 census results. To supplement the SCAG pre-certified data, additional information was drawn from the most recent ACS data release. The Census Bureau surveys the population annually and provides estimates for demographic, social, and economic data. The most recent five-year ACS data covers the period

between 2015 and 2019. The DOF provides population and housing estimates for California cities and counties annually. The DOF and Census Bureau data sometimes differ because of how the data are derived for each dataset. The DOF data provides useful and generally accurate population and housing estimates as of January 1 each year. The EDD and SCAG provided other data used throughout this analysis. SCAG data are based on governmental sources. Limited data from the U.S. decennial census of 2020 has been released. In addition to traditional issues around the reliability of enumeration in lower-income and high immigration communities, the pandemic in 2020 also may have affected this data.

This section is divided into the following segments:

- Population Characteristics
- Housing Characteristics
- Household Characteristics
- Socioeconomic Characteristics
- Special Needs Groups
- Housing Constraints

2.1 POPULATION CHARACTERISTICS

2.1.1 Population Growth Trends

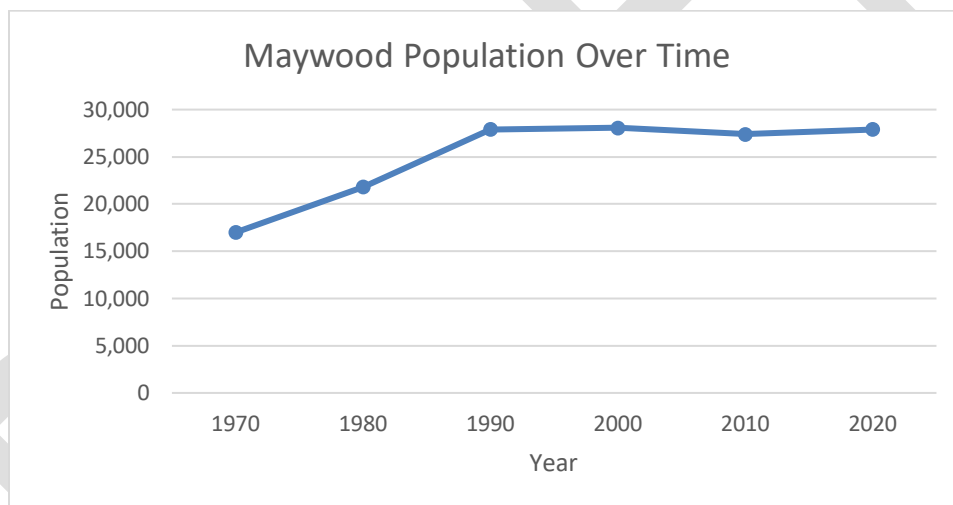
Maywood's population has fluctuated between 25,000 and 28,000 since 1990. By 1970, the City was considered built-out with a population of approximately 17,000 residents, but the population grew significantly in the 1970s and 1980s. Maywood recorded its highest population, 28,090, in 2000. Officially, growth has slowed and even reversed slightly since then. The 2020 Census shows a population of 25,138. As noted earlier, it is likely that there is additional unenumerated population.

The Southern California Association of Governments (SCAG) Pre-Certified Local Housing Data, estimated 27,904 residents in Maywood on January 1, 2020. Table 1 shows the City's population growth since 1970. Figure 1 illustrates these trends.

Table 1: Maywood Population 1970 – 2020 (US Census Bureau and SCAG Pre-Certified Local Housing Data)

Year	Population	Change (number)	Change (percent)
1970 ¹	16,996		
1980 ¹	21,810	4,814	28.3%
1990 ¹	27,893	6,083	27.9%
2000 ^{1,2}	28,083	190	0.7%
2010 ^{1,2}	27,395	-688	-2.5%
2020 ²	27,904	509	1.7%

Source: ¹US Census Bureau, ²SCAG Pre-Certified Local Housing Data

Figure 5: Maywood Population 1970 – 2020 (Census Bureau)

Based on the SCAG Pre-Certified Local Housing Data, Maywood had a 0% growth rate between 2000 and 2020, which is slightly slower than the growth rate for the SCAG region as a whole (0.7%).

Using the 2020 Census total population number (25,138) released for Maywood by the time of revision of this document shows an 8% population decline since the 2010 census total. It is possible that this decline was a result of regional economic conditions, the impact of the COVID-19 pandemic, or undercounting, which can be common in lower-income and high-immigrant communities. Informed observers have reported that the actual population of Maywood includes an unknown number of unenumerated and undocumented residents. Some

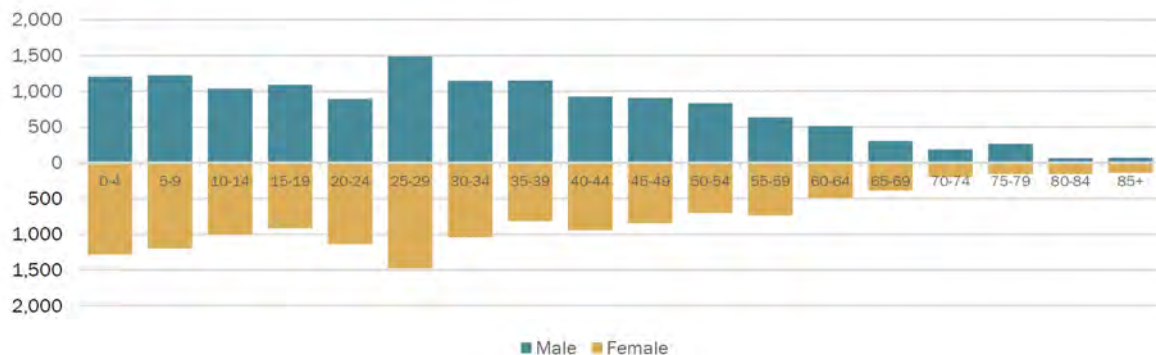
estimates of total population including these unenumerated persons place Maywood's population at around 35,000 people.

2.1.2 Age and Sex

Maywood's population is almost evenly split between men and women; the community is 50.5% male and 49.5% female. It is a young population of working age people and their children. The population skews younger than the SCAG region; nearly 30% of the population is under 18, compared to 23% in the SCAG region as a whole, and the largest age cohort in Maywood is 25-29 years old. Residents aged 65 and older comprise only 7% of the City's population, which is nearly 50% lower than in the SCAG region, where 13% of the population is 65 and older.

Table 2: Maywood Population By Age (2019 ACS 5-Year Estimates)

Age	Number of Residents	Percent of Residents
Under 5	2,308	8.4%
5 - 9 Years	2,053	7.5%
10 - 14 Years	2,203	8.1%
15 - 19 Years	2,061	7.5%
20 - 24 Years	2,226	8.1%
25 - 29 Years	2,771	10.1%
30 - 34 Years	1,906	7.0%
35 - 39 Years	1,690	6.2%
40 - 44 Years	1,863	6.8%
45 - 49 Years	1,897	6.9%
50 - 55 Years	1,684	6.2%
55 - 59 Years	1,331	4.9%
60 - 64 Years	1,051	3.8%
65 - 69 Years	751	2.7%
70 - 74 Years	549	2.0%
75 - 79 Years	549	2.0%
80 - 84 Years	197	0.7%
85 and Older	242	0.9%
Total (2019)	27,332	100%

Figure 6: Maywood Population By Age and Sex (SCAG Pre-Certified Local Housing Data)

2.1.3 Race, Ethnicity, Citizenship, and Language Spoken at Home

Maywood's population is predominantly Hispanic; more than 98% of residents identify as Hispanic or Latino. The vast majority (84.7%) are of Mexican origin. Most residents (73.8%) identify as white and 24.5% identify as Some Other Race, which is often a category chosen by residents who identify as mixed race. Slightly more than half (53.0%) of Maywood's population was born in the United States. Of the population not born in the United States, only 32.9% are naturalized citizens. While 6.2% of the population five years and older speak only English at home; 93.8% speak Spanish at home. Of the population that does not speak English at home, 46.3% speak English less than "very well."

Table 3: Maywood Population By Race (2019 ACS 5-Year Estimates)

Race	Number of Residents	Percent of Residents
White Alone	20,162	73.8%
Black or African American Alone	241	0.9%
American Indian and Alaska Native Alone	47	0.2%
Asian Alone	73	0.3%
Native Hawaiian and Other Pacific Islander Alone	0	0%
Some Other Race	6,689	24.5%
Two or More Races	120	0.4%
Total	27,332	100%

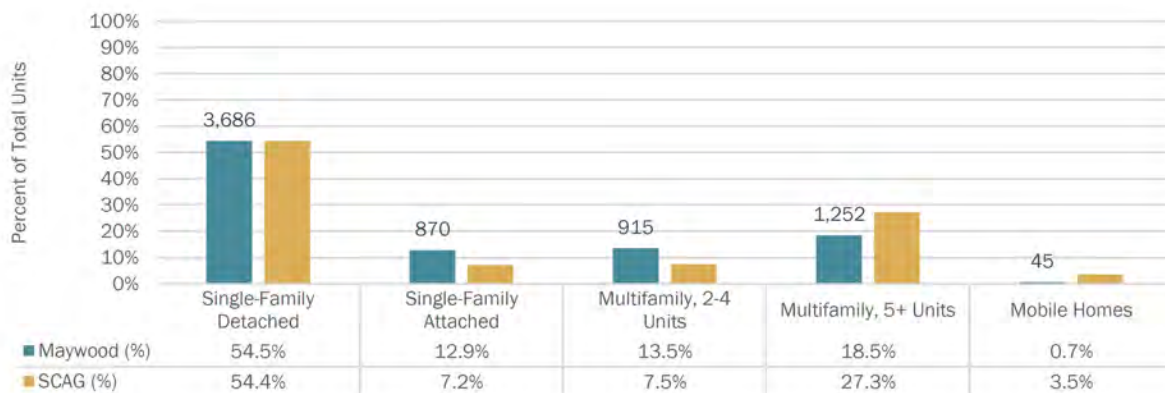
Table 4: Maywood Hispanic and Latino Population (2019 ACS 5-Year Estimates)

	Number of Residents	Percent of Residents
Hispanic or Latino	26,883	98.4%
Not Hispanic or Latino	440	1.6%
Total	27,332	100%

2.2 HOUSING CHARACTERISTICS

2.2.1 Housing Types

Maywood has 6,768 housing units, of which 3,686 or 54.5% are single-family detached houses. This is comparable to the SCAG region, where 54.4% of housing are single-family detached houses. However, an additional 870 units in Maywood are attached single family units, resulting in a total single-family percentage of 67.3%. This is slightly higher than the SCAG region where 61.7% of the housing is single-family units. However, single-family zoning in Maywood in fact allows two-family houses, and many nominally single-family properties in Maywood also have accessory units.

Figure 7: Housing Type (SCAG Pre-Certified Local Housing Data)

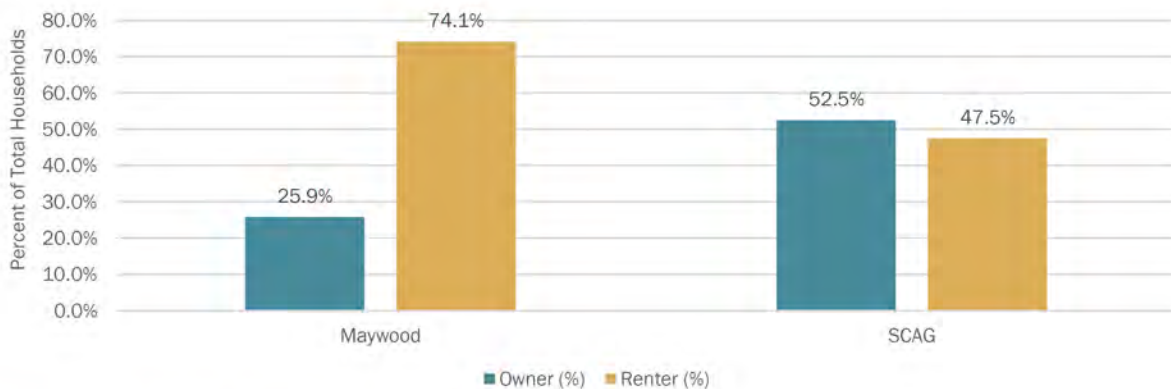
CA DOF E-5 Population and Housing Unit Estimates

Over the past twenty years, more single-family units have been constructed in Maywood than multi-family units. Single-family units increased by 637 and multi-family units decreased by 607. An additional 37 mobile home units were added over the same two decades. Construction of South Region High School by the LAUSD in 2010 resulted in the elimination of 119 housing units.

2.2.2 Housing Tenure and Vacancies

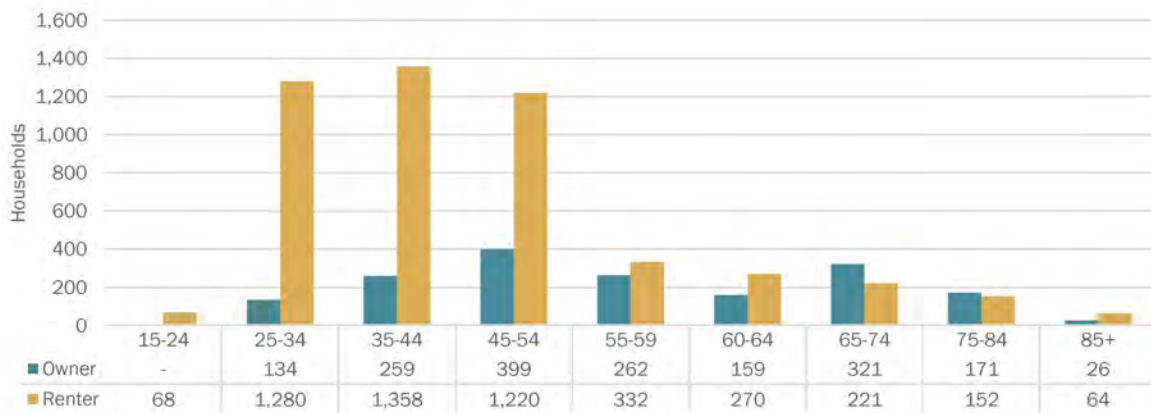
Housing stability and security can depend heavily on housing tenure. Nearly three-quarters of Maywood residents are renters, which reduces housing security. Of the City's approximately 6,700 housing units, only 1,731 or 26% are owner-occupied. In the SCAG region, housing tenure is more evenly divided between renters and homeowners. In communities like Maywood, absentee owners tend to be small landlords, sometimes former residents who move to another city and keep their Maywood house as a rental property.

Figure 8: Housing Tenure in Maywood and the SCAG Region (SCAG Pre-Certified Local Housing Data)



American Community Survey 2014-2018 5-year estimates.

Though more residents in Maywood rent than in other communities, the distribution of housing tenure by age is consistent with typical trends. The older the householder, the more likely they are to own their unit. However, the age at which householders become homeowners appears to be higher in Maywood than in many other places. In Maywood, the only age groups more likely to own their homes than rent are householders ages 65-84. Householders under 54 are significantly more likely to rent than own (83% of these households are renters). This is consistent with the fact that Maywood median incomes are lower than in the rest of the region.

Figure 9: Housing Tenure by Age (SCAG Pre-Certified Local Housing Data)

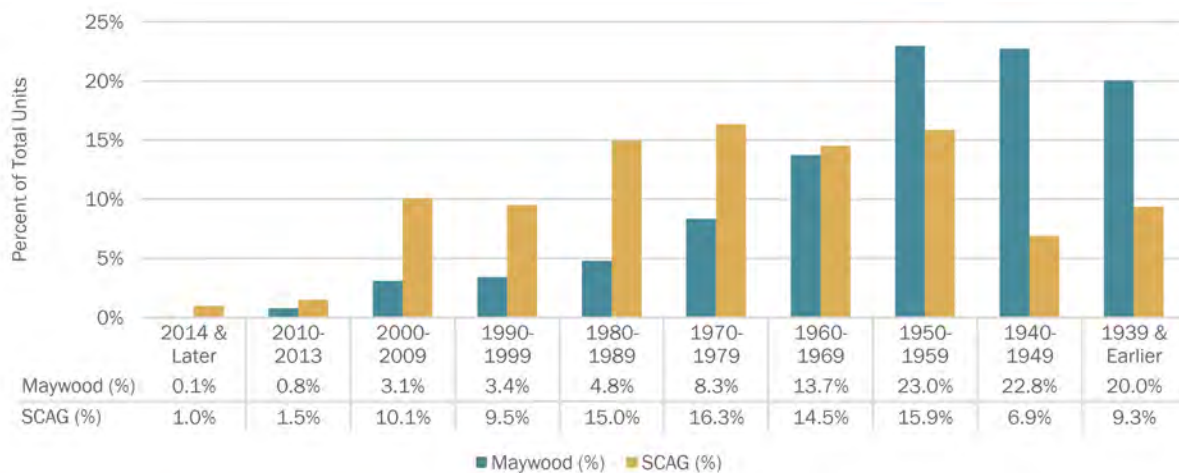
American Community Survey 2014-2018 5-year estimates.

Though homeownership rates in Maywood are significantly lower than in the SCAG region, the length of time Maywood residents have lived in their current units is comparable to the region as a whole. More Maywood residents moved into their current residence between 2010 and 2014 (36.2%) than during any other time period. Similarly, the largest proportion of SCAG residents (31.9%) moved to their current residence during the same time period. In both Maywood and the region, the second-highest percentage of residents (26.1% in Maywood and 27.9% in the region) moved to their current residence between 2000 and 2009. This indicates that housing occupation in Maywood has been relatively stable and most households have remained in the same unit for many years.

Maywood also has a relatively low housing vacancy rate. Based on the 2015 – 2019 ACS 5-Year Estimates, only 141 of Maywood's 6,836 units were vacant. This is a vacancy rate of 2.0%. In Los Angeles County, the vacancy rate is three times higher at 6%.

2.2.3 Age of Unit and Housing Condition

Most housing units (65.8%) in Maywood were constructed prior to 1959. The biggest construction booms were in the 1940s and 1950s, when 45.8% of Maywood's housing was constructed. In the SCAG region, more housing units were built during the 1970s than any other period. Less than one percent (0.9%) of Maywood's housing has been constructed since 2010, with only 0.1% constructed since 2014.

Figure 10: Housing Units by Year Structure Built (SCAG Pre-Certified Local Housing Data)

American Community Survey 2014-2018 5-year estimates.

The ACS also provides information about substandard housing. In Maywood, the vast majority of housing is not considered substandard, but 112 units lack telephone services and 74 units lack complete kitchen facilities. No units are lacking plumbing facilities. In general, housing has been maintained and improved over the last decade, though unpermitted accessory units may need improvements to bring them up to code. Housing located at the western end of the city along the west side of Maywood Avenue, is in an area rezoned for industrial development in 1967. Although all residential uses were supposed to be vacated by 1987, some multi-family housing in poor condition persists in the area.

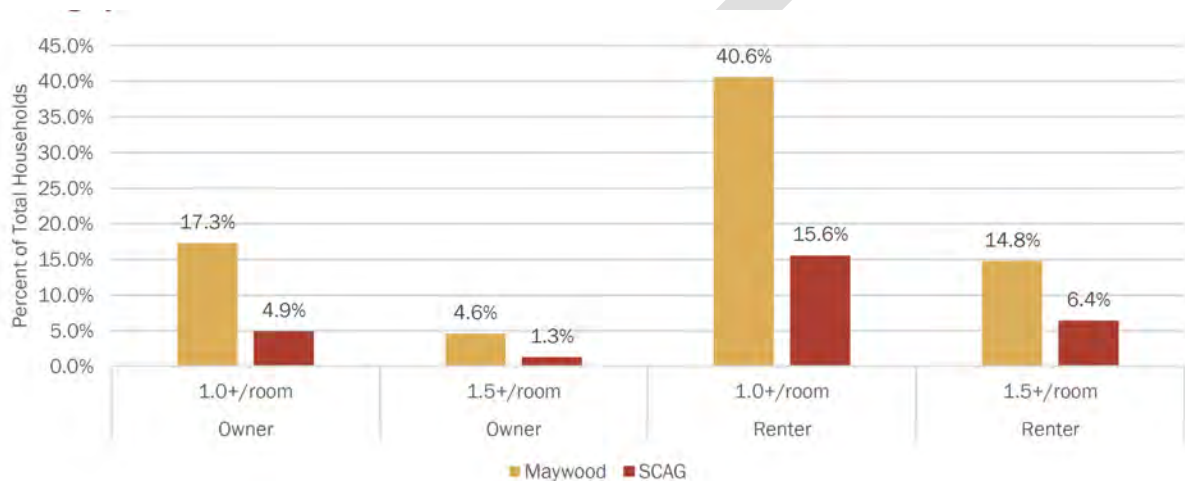
Given the age of much of Maywood's housing, an estimated 10% of the city's housing units (approximately 670 units) are in need of rehabilitation or replacement. In addition, one-story commercial buildings with deferred maintenance occupy many of the sites currently in the Emergency Shelter Overlay on Slauson Avenue and on sites identified as potential sites for affordable and additional housing in Section 3.6 of this plan. To provide more housing on these sites, these properties may need site consolidation, renovation or demolition and rebuilding into mid-rise buildings.

2.2.4 Overcrowding

The ACS defines overcrowding as more than one occupant per room and severe overcrowding as more than 1.5 occupants per room. By this definition, almost three-fourths of Maywood households are overcrowded or severely overcrowded. 40.6% of Maywood's renter-occupied households and 17.3% of owner-occupied households are overcrowded and an additional 14.8% of renter-occupied households and 4.6% owner-occupied households are severely overcrowded.

This means that over 55% of Maywood renter households live in overcrowded or severely overcrowded housing, significantly more than in the SCAG region. Regionally, only 22% of renter-occupied housing is overcrowded or severely overcrowded and 6.2% of owner-occupied housing is overcrowded or severely overcrowded. Maywood's overcrowding is likely related to the large average household size and the number of young, low-income and immigrant families that call Maywood home.

Figure 11: Crowding by Extent and Tenure (SCAG Pre-Certified Local Housing Data)



American Community Survey 2014-2018 5-year estimates.

2.3 HOUSEHOLD CHARACTERISTICS

2.3.1 Household Type and Size

Most Maywood residents (99.5%) live in households (defined by the Census as all the people, related or not, who occupy the same housing unit), and 84.3% of households are family households, defined as people who are related by birth, marriage, or adoption. Of the 5,645 family households in Maywood more than half (63.3%) are married-couple families and 27.6% of married-couple households have their own children under 18 living with them. Nearly a quarter of Maywood households (23.2%) are female headed households without a spouse or partner present. More than half (54.6%) of all households include at least one person under the age of 18 and 23.7% have at least one person age 65 and older. Approximately 10% of Maywood's households are single-person households. The average household size is 4.06 individuals and the average family size is 4.37 individuals.

Table 5: Maywood Households by Type (2019 ACS 5-Year Estimates)

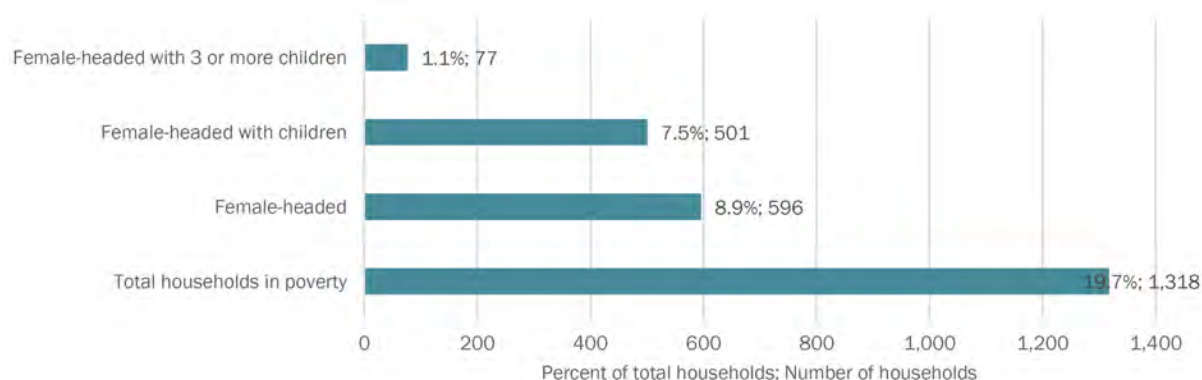
	Number of Households	Percent of All Households
Family Households	5,645	84.3%
Nonfamily Households	1,050	15.7%
Married-Couple Families	3,576	53.4%
Cohabiting Couple Household	782	11.7%
Male Householder, no spouse/partner present	786	11.7%
Female Householder, no spouse/partner present	1,551	23.2%
Households with Children Under 18	3,657	54.6%
Households with Seniors 65 and Older	1,589	23.7%
Male Householder Living Alone	287	4.3%
Female Householder Living Alone	427	6.4%
Total Households	6,695	100%

Recent data reported in the Maywood Plan to Prevent and Address Homelessness indicates that Maywood Schools have identified 4,379 families as “at risk.” This includes families of students eligible for free/reduced lunch, English learners, and foster youth.

2.3.2 Households by Poverty Status

Approximately twenty percent (19.7%) of Maywood’s households are experiencing poverty. This is more than double the household poverty rate in the SCAG region; regionally, only 7.9% of households experience poverty. Nearly half of Maywood households living under the poverty level are female-headed households and female-headed households with children account for 38% of Maywood households living in poverty. The poverty rate for children under 18 is estimated at 32%.

In addition to female-headed households, many senior households are experiencing poverty. Nearly 80% of Maywood’s elderly households earn less than 50% of the Housing and Urban Development Area Median Family Income (HAMFI). This is significantly higher than in the SCAG region, where 30.9% of senior households make less than 50% of HAMFI. Many of Maywood’s senior households are living in extreme poverty, 57.7% with incomes less than 30% of HAMFI. In the SCAG region, 24.2% of senior households make less than 30% of HAMFI.

Figure 12: Households by Poverty Status (SCAG Pre-Certified Local Housing Data)

American Community Survey 2014-2018 5-year estimates.

Table 6: Elderly Households by Income and Tenure (SCAG Pre-Certified Local Housing Data)

		Owner	Renter	Total	Percent of Total Elderly Households:
Income category, relative to surrounding area:	< 30% HAMFI	75	320	395	57.7%
	30-50% HAMFI	60	90	150	21.9%
	50-80% HAMFI	45	24	69	10.1%
	80-100% HAMFI	0	35	35	5.1%
	> 100% HAMFI	10	25	35	5.1%
TOTAL		190	494	684	

HUD CHAS, 2012-2016. HAMFI refers to Housing Urban Development Area Median Family Income.

2.4 SPECIAL NEEDS GROUPS

California state housing laws identify “special needs” populations: farmworkers, large families, female-headed households, people experiencing homelessness, people with physical or mental disabilities, and seniors.

2.4.1 Farm Worker Housing

Farmworkers are essential to the region’s economy and food supply. Maywood is home to a very small share of the region’s workers classified as farmworkers. In Maywood, 84 workers (0.68% of all employed persons) are employed in farming, fishing, and forestry occupations. Of

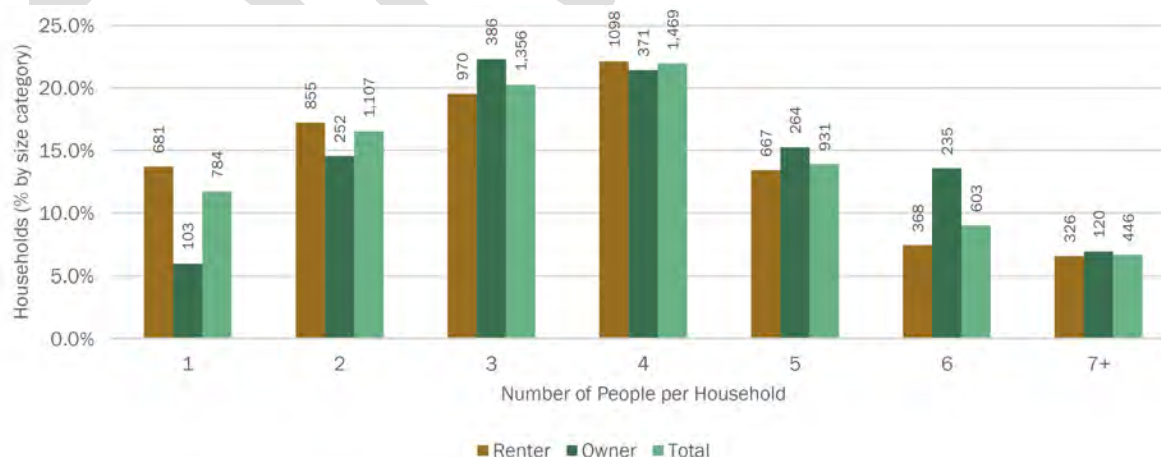
these, only 55 workers (0.61% of Maywood employees) are employed in year-round, full-time work. There are no agricultural enterprises with worker housing in urbanized Maywood. These workers seek housing in the general Maywood market and are subject to the same housing market issues as other residents.

2.4.2 Large Families

Large families also require specialized housing types because they need more space to accommodate their family members without overcrowding. According to the HCD, a large family is considered to be any household with five or more people. Since the median family size in Maywood is 4.37, this means that half the families have larger families. Nearly thirty percent of Maywood households are large; 1,980 of the 6,696 households (29.6%) have at least five members. The most common household size is four people and 21.9% of households have four members. Another 20.3% of households are three-person households. However, the City has a much larger share of 7+ person households than the SCAG region. Regionally, only 3.1% of households have more than seven people. In Maywood, 6.7% of households have seven or more people.

Most housing units in Maywood have 1-3 bedrooms, but precise data is not available on the number of units that accommodate larger families without overcrowding. In general, it can be stated that there are very few housing units with four or more bedrooms. Single family properties that have accessory dwelling units may accommodate larger family groups but data is not available.

Figure 13: Households by Household Size (SCAG Pre-Certified Local Housing Data)



American Community Survey 2014-2018 5-year estimates.

2.4.3 Female-Headed Households

To ensure adequate childcare and job training services, HCD requires local housing elements to analyze the number of female-headed households. A higher percentage of Maywood households are female-headed than in the SCAG region as a whole. In Maywood, 20.9% of households are female-headed. In the SCAG region, only 14.3% of householders are female. Maywood has double the share of female headed households with children. In Maywood, 13.3% of total households are female led with children while, regionally, only 6.6% of total households are female-led with children. As noted earlier, female-headed households, with or without children, are more likely to live in poverty.

2.4.4 Persons Experiencing Homelessness and Persons in Need of Emergency Shelter

Homelessness emerged as a major issue in Southern California in the 1990s, but with multiple recessions since then, as well as impacts from the COVID-19 pandemic, it continues to be a significant and ongoing challenge. The federal Department of Housing and Urban Development (HUD) mandates an annual Point-in-Time (PIT) count of people and families without housing for all HUD designated Continuums of Care. Maywood is part of the Los Angeles Continuum of Care (LA CoC) for which the Los Angeles Homeless Services Authority (LAHSA) is the lead agency. According to the PIT Count data, in January 2020, 47 unsheltered people resided in Maywood. This reflects an increased trend since 2017, consistent with increases across the County, State, and nation. The January 2021 PIT count was suspended because of the pandemic.

Various circumstances that may lead to homelessness include the following:

- Single adult transients passing through the City en route to another destination;
- Seasonal and/or migrant homeless individuals seeking seasonal employment;
- Chronically homeless adults, including non-institutionalized, mentally disabled individuals, those with substance abuse/use disorders, elderly individuals, and others who voluntarily, or are forced due to financial circumstances, to live on the streets;
- Minors who have run away from home;
- Low-income families who are temporarily homeless due to financial circumstances or are in the process of searching for a home (single-parent families, mostly female-headed, are especially prevalent in this group); and
- Women (with or without children) escaping domestic violence.

The Los Angeles County Sheriff's Department has reported that truly homeless persons appear to be concentrated along the Los Angeles River Channel, which abuts eastern Maywood. In addition, homeless persons have been observed to congregate in the commercial center of the City. A Maywood windshield survey conducted in July 2021 did not identify any obvious signs of un-homed populations, but many un-sheltered individuals try to be inconspicuous and may not be readily visible.

The LA CoC administers and coordinates a system of housing, providers, and entry-points for those who are homeless to access supportive services and housing through a program called the Coordinated Entry System (CES).

There are currently no emergency shelters or transitional housing for homeless persons in Maywood. However, on October 23, 2019, the City adopted a zoning amendment that established an Emergency Shelter (ES) Overlay District on specific properties zoned General Commercial / Manufacturing (CM). A total of 25 parcels (totaling 4.44 acres) are included in the three-block overlay. The ES Overlay specifies that emergency shelters are subject to those development standards that apply to development within the CM Zone. In May 2020, the Gateway Cities Council of Governments awarded funding to Maywood for the creation of a Plan to Address and Prevent Homelessness which is described in Section 3.3.3.

Maywood has a dedicated staff person who fields homeless assistance inquiries and makes referrals to the CES lead, with whom she has a close working relationship. The CES agencies providing services for those who are homeless within Maywood are People Assisting the Homeless (PATH), The Whole Child, and Helpline Youth Counseling. PATH works with adults experiencing homelessness and the Whole Child works with families and children. The Whole Child partners with Helpline Youth Counseling to provide services for youth ages 16 – 24. The City of Maywood's new web site includes a web page that provides a wide range of information on how and where to seek assistance for homeless persons. In addition to the City's Homeless Plan, in conjunction with the City of Bell Homeless Liaison, the City designed a *Homeless Resource Guide* that provides referral services from diverse organizations for Food Programs, Mental Health Programs, Homeless Shelters & Services, and Crisis Lines.

The Bell Shelter, located in the neighboring City of Bell, provides transitional housing for women with dependent children. The focus of the shelter's services is to provide women who are victims of domestic violence with housing while they are making a transition to independent living. The shelter has a 24-bed capacity. In addition, the Donald and Priscilla Hunt Apartments at Bell Oasis (located adjacent to the Bell Shelter) provide 64 units of permanent supportive housing for individuals with disabilities who were formerly homeless.

The Los Angeles County Sheriff's Department also acts as a referral resource to shelters in the area and sometimes transports those persons who cannot reference a permanent address to sub-regional facilities. These shelter facilities include: the Long Beach Rescue Mission, Long

Beach Salvation Army, Bell Salvation Army, Catholic Charities/Homeless Programs, Mental Health Association/Los Angeles County, and East Rancho Dominguez Community Services. The Salvation Army operates a shelter located at 1370 Alamitos Avenue in the City of Long Beach. The operators of this shelter report that providing temporary shelter to the homeless is the shelter's primary function. This Salvation Army shelter provides services to an average of 73 people per day. Of this number, approximately 10% are homeless.

2.4.5 Elderly and Handicapped

Elderly households include family and non-family households, including individuals living alone, with at least one member aged 65 and older. According to the 2019 ACS, Maywood had an estimated 2,288 residents aged 65 and older. This group accounts for 8.4% of the City's total population. Elderly residents make up a smaller share of the Maywood population than in Los Angeles County, where residents aged 65 and older make up 14.1% of the population.

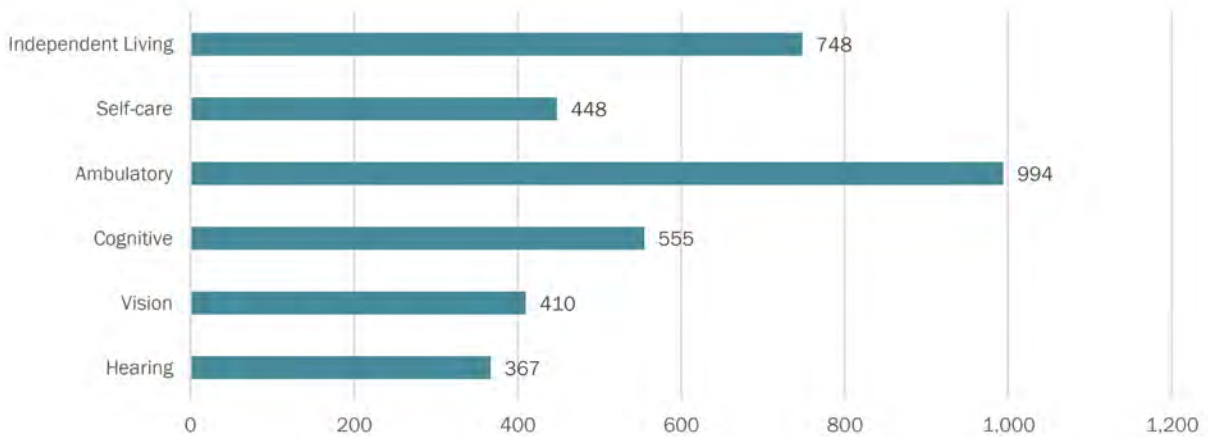
As noted earlier, more than half of Maywood seniors live in poverty. Often elderly residents are on a fixed income and, as a result, have greater difficulty in maintaining adequate living arrangements as housing costs increase. Senior citizens who own their own homes are generally at an advantage over renters as their housing costs are typically fixed. However, not all mortgages are fixed-rate and these homeowners are still subject to increasing real estate taxes, utility rates, and increases in other living expenses. Many older residents choose to remain in their own homes, despite the fact that these homes may not be designed to accommodate the special needs of aging residents. About 24% of Maywood households include people over 65, so many seniors share housing with others.

The Census Bureau estimates that 3.6% of Maywood residents under age 65 are disabled. Disabled residents often have special needs when it comes to housing and many live on fixed incomes. Households may have both elderly and disabled residents. Special interior alterations may be needed to accommodate a disabled resident. Retrofitting an existing structure may cost thousands of dollars and be beyond the means of households with lower incomes. Handicap-accessible housing is often in short supply, and this shortage is even more pronounced for renter households. Unless handicap provisions are made when a unit is first constructed, these improvements are not likely to be found in a typical rental unit.

Many developmentally delayed individuals can live and work independently in a conventional housing arrangement. However, some individuals require group living environments where supervision is provided. The most severely affected individuals may require institutional environments that provide medical and other services in-house. Because developmental disabilities occur before adulthood, the first issue in supportive housing is to transition the person from their family home to an appropriate level of independence as an adult. Many agencies work together to provide housing, education, and services for disabled Maywood residents. In Maywood, 244 people with developmental disabilities are under age 17. The

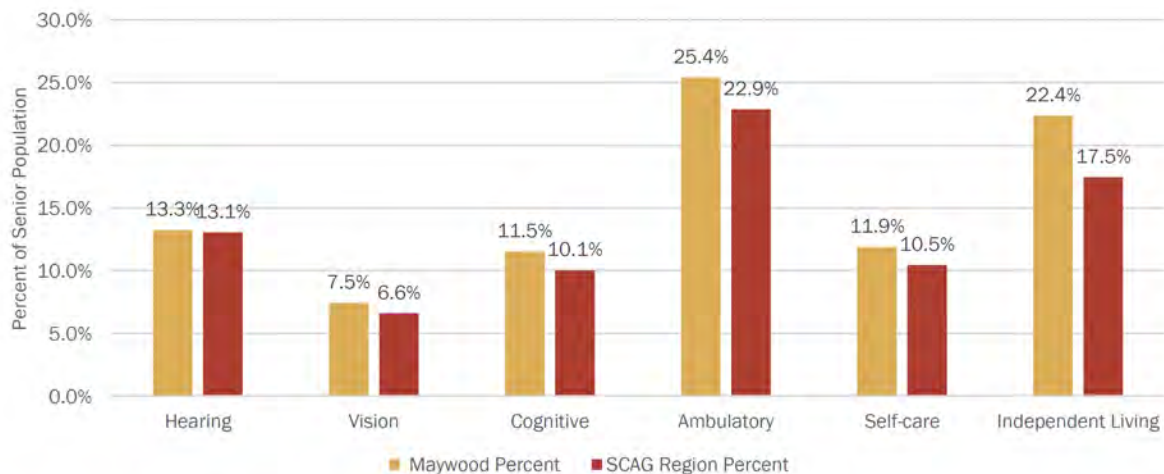
majority of individuals with developmental disabilities (234) live in the home of their parent, family, or guardian. Five live in a foster or family home and another five live in other housing types. None live in independent/supported living, community care facilities, or intermediate care facilities(Source: SCAG Pre-Certified Local Housing Data).

Figure 14: Disability by Type (SCAG Pre-Certified Local Housing Data)



American Community Survey 2014-2018 5-year estimates.

Figure 15: Disability by Type – Seniors Aged 65 and Older (SCAG Pre-Certified Local Housing Data)



American Community Survey 2014-2018 5-year estimates.

The State Department of Developmental Services (DDS) provides community-based services to approximately 350,000 people with developmental disabilities and their families through a statewide system that includes 21 regional centers, 4 development centers, and 2 community-based facilities. The South Central Los Angeles Regional Center (SCLARC) provides point of entry services for people in Maywood with developmental disabilities. The center is a private, non-profit community organization that contracts with local businesses to offer a variety of services to individuals with developmental disabilities and their families. To be eligible for services, the developmental delay must begin before the individual turns 18, the disability must be expected to continue for the individual's life, and the disability must be a significant impairment. Additionally, the disability must be due to at least one of the following conditions: intellectual disability, cerebral palsy, epilepsy, autism, and/or other disabling conditions closely related to intellectual disabilities or requiring similar treatment. Under certain circumstances, other individuals may be eligible for some services.

The SCLARC contracts with DDS to coordinate services for individuals with developmental disabilities and their families. Key services offered by the SCLARC include an adult day program (Adult Development Center or ADC), sheltered workshops, behavior management day programs, residential placement, supported living, independent living training, and supported employment. SCLARC serves more than 8,000 individuals and families. Of this total, 38% have an intellectual disability, 37% have autism, 11% have epilepsy, 9% have cerebral palsy, and 5% have other developmental disabilities.

More than a third (33.7%) of Maywood residents with a disability are employed. More than half (54%) are not in the labor force and the remaining 12% are unemployed.

2.5 HOUSING UNITS AT RISK

Maywood has two federally-funded affordable housing apartment developments for the elderly with a total of 107 units. **Maywood Villas, located at 5601 and 5609 Atlantic Boulevard, is a 54-unit affordable senior community funded by Low-Income Housing Tax Credits and is not at risk of conversion to market rate in the next ten years. Maywood Manor is located at 4654 and 4656 Slauson Avenue is a 54-unit affordable senior housing development funded by HUD Section 202 Housing for the Elderly and project-based housing vouchers (Section 8). Fifty-four units are reserved for low-income seniors; the 55th unit is reserved for the onsite caretaker/manager. The earliest date Maywood Manor could convert from low-income use is 2030. Maywood Manor, a 55-unit affordable senior housing development, is considered at low risk of converting to market rate housing in the next 10 years as the HUD Section 202 Housing for the Elderly contract is due to expire in 2030. Both Maywood Manor and Maywood Villas are owned by a stable non-profit, mission-driven organization. However, given Maywood Manor's ownership and conversations with City Staff, the project is considered low risk to convert to market-rate housing when the**

HUD contract expires. The City will continue to monitor these units and support their continued affordability.

Although it appears that Maywood Manor is unlikely to convert to market rate housing, the City can use a variety of tools (with adequate funding availability) to ensure the continued affordability of at risk units. These strategies include: transferring ownership of at risk units to nonprofit developers and housing organizations, providing rental assistance, and purchasing affordability covenants. Another method to ensure affordable housing options are available in Maywood is replacing units that convert to market rate housing with new, assisted, multi-family units with specific affordability timeframes.

2.5.1 Transfer of Ownership

The estimated market value of Maywood Manor is detailed in the table below. Given that Maywood Manor is owned by a stable, non-profit, mission driven organization, this strategy is not necessary unless the project is sold to a new entity, which is unlikely.

Table 7: Market Value of At Risk Projects

Unit Size	At Risk Units
Studio (415 sf)	13
One Bedroom (524 sf)	41
TOTAL	54
Annual Operating Costs	\$479,712
Gross Annual Income	\$959,712
Net Annual Income	\$959,712
MARKET VALUE	\$11,996,400

Source: Compiled by Stantec. Notes: Median rent for a studio apartment is \$1,104 (2019 ACS Median Rent); median rent for a one bedroom apartment is \$1,600 (based on one bedroom apartments publicly listed for rent in September 2022); annual operating costs is estimated as half of gross annual income; market value = annual net income multiplied by the multiplication factor (for a building in good condition, a 12.5 multiplication factor has been used).

2.5.2 Rental Assistance

A variety of funding sources, including state and local funds, can be used to provide rental subsidies to maintain the affordability of at risk affordable housing units. Subsidy programs can be designed to mirror the Section 8 housing voucher program. Per the State-adopted standards, the maximum affordable rent for extremely low-income households is \$664 while the maximum affordable rent for very-low income households is \$1,255 (based on a family of 4; source: CA HCD 2021 Income Limits; LA CDA 2020 Utility Allowance Schedule). Based on the median market-rate rent of \$2,100/month for a two bedroom apartment (based on two bedroom

apartments publicly listed for rent in September 2022) and the affordability levels previously mentioned, it is estimated that a total subsidy of \$45,630 per month (\$547,560 per year) would be required to maintain rents for 54 units at very low-income levels.

2.5.3 Purchase Affordability Covenants

Another option to preserve the affordability of at-risk affordable housing units is to provide an incentive to owners to maintain the projects as low-income housing. Incentives could include writing down the interest rate on the remaining loan balance, refinancing, and/or supplementing Section 8 subsidies to market levels. Whether or not this option is feasible depends on the condition of the buildings or are too highly leveraged. Some or all of the units could remain affordable by providing a lump-sum financial incentive or ongoing rental subsidies or reduced mortgage rates to the owner.

2.5.4 Construction of Replacement Units

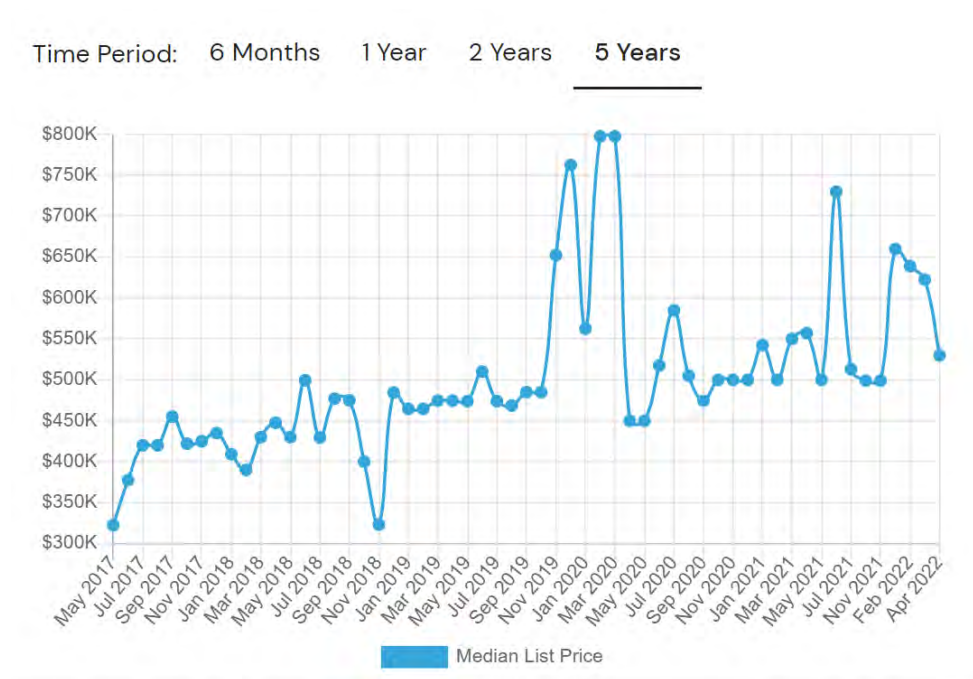
Constructing new low-income housing can be a means to replace at-risk units that convert to market rate housing. Construction costs depend on a variety of factors, including density, the size of the units, construction quality and type, location, and land cost. Assuming a development cost of approximately \$400,000 for an affordable multi-family unit, the cost of replacing all 54 at-risk units would be approximately \$21.6 million.

2.6 HOUSING COSTS

2.6.1 Housing Affordability

While housing costs in Maywood are generally somewhat lower than many other Southern California communities, housing costs are relatively high compared to Maywood's median household income. Like the rest of southern California, purchase prices for housing in Maywood have increased substantially. Because many nominally single-family properties include more than one housing unit, the prices are often out of reach for households making the median income. Housing prices in Maywood increased 178% between 2000 and 2018; this is slightly more than in the SCAG region where housing prices increased 151%.

As of March 2022, the median list price of a single family house in Maywood was reportedly \$622,444 or \$527 per square foot (Movato Real Estate, www.movoto.com/maywood-ca/market-trends/) and houses typically sell after a month on the market. Because of the small number of housing units for sale at any one time, the median list price fluctuates but the general trend shows increasing prices.



Source: movoto.com/Maywood-ca/market-trends/

Figure 16: Median List Price for Homes in Maywood

As reported by householders through the Census Bureau's ACS, the median value of all owner-occupied units in Maywood (1,747 or about 26% of total units), was \$387,000 in 2019. The most common mortgage payment in Maywood was \$2,000 - \$3,000 per month. This was also the most common mortgage payment in the SCAG region, another indication that housing prices are in Maywood are more aligned with the region than residents' median incomes.

Table 8: Housing Values in Maywood (All Owner-Occupied Units, 2019)

Sale Price	Number of Units
\$0 - \$99,999	37
\$100,000 - \$149,000	11
\$150,000 - \$199,999	5
\$200,000 - \$299,999	308
\$300,000 - \$499,999	1,112
\$500,000 - \$999,999	274
\$1,000,000 or more	0
Median Value	\$387,000

Source: 2019 ACS Table DP-04

As reported through the ACS, the most common rent category in Maywood in 2019 was \$500 - \$1,000 per month with 43.7% of renters paying rent in this range.

Table 9: Maywood Rents (Occupied Units Paying Rent, 2019)

Monthly Rent	Number of Units
\$500 or less	1,40
\$500 - \$999	1,627
\$1,000 - \$1,499	1,343
\$1,500 - \$1,999	601
\$2,000 - \$2,499	128
\$2,500 - \$2,999	60
\$3,000 or more	36
Median Rent	\$1,104

Source: 2019 ACS Table DP-04

Cost burden

Housing affordability is also measured by the percentage of gross income spent on housing. A household is considered to be cost burdened if more than 30% of income is spent on housing; severely cost burdened households spend more than 50% of their income on housing costs.

In Maywood, nearly 56 percent of all households are cost burdened or severely cost burdened. Nearly thirty percent (26.4%) of all Maywood households are cost burdened (they pay between 30% and 50% of their gross income on housing costs) and another 19.5% of all households are severely cost burdened (they pay more than 50% of their gross income on housing costs).

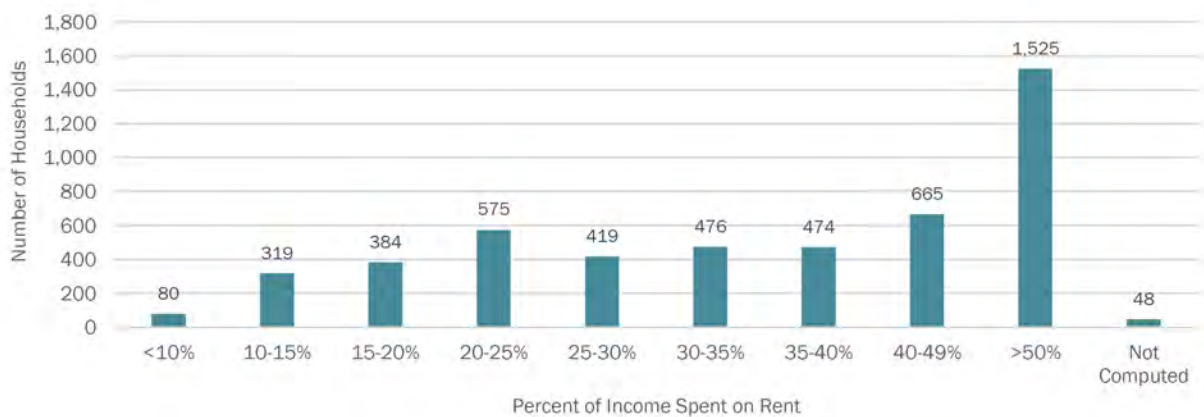
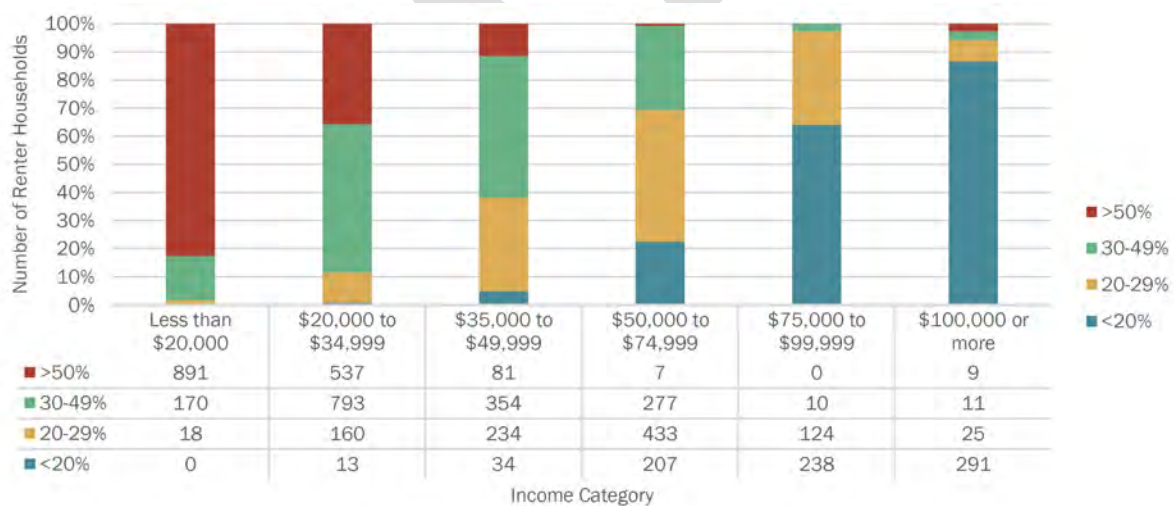
Maywood’s renter-occupied households are even more likely to be cost-burdened with: 63.2% of Maywood’s renter households spend 30% or more of their gross income on rent. An additional 30.7% spend 50% or more. This is higher than in the SCAG region, where 55.3% of renters spend more than 30% of their gross income on rent and 30.7% spend more than 50%. As expected, Maywood’s low-income households spend a higher share of their income on housing while higher-income households are more likely to spend less than 20% of their income on housing costs.

While percentage of income paid for housing is a good way to measure general affordability, it is important to note that lower-income households spending the same percentage of their income on housing as a higher-income household are more constrained and cost burdened by housing costs than their higher-income counterparts who retain more disposable income.

Table 10: Cost Burden by Income (SCAG Pre-Certified Local Housing Data)

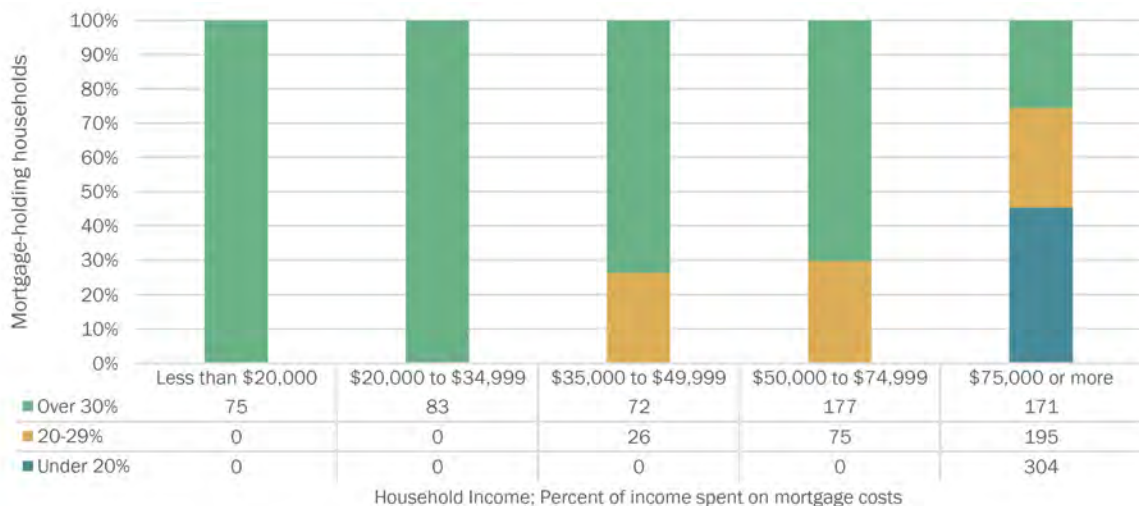
Households by Share of Income Spent on Housing Cost:			
Income	< 30%	30-50%	> 50%
< 30% HAMFI	79	363	1,559
30-50% HAMFI	564	918	255
50-80% HAMFI	1,029	289	75
80-100% HAMFI	525	70	0
> 100% HAMFI	690	59	0
<i>Total Households</i>	<i>2,887</i>	<i>1,699</i>	<i>1,889</i>

HUD CHAS, 2012-2016. HAMFI refers to Housing Urban Development Area Median Family Income.

Figure 17: Spending on Rent (SCAG Pre-Certified Local Housing Data)**Figure 18: Spending on Rent by Income (SCAG Pre-Certified Local Housing Data)**

American Community Survey 2014-2018 5-year estimates.

Similar to renters, Maywood's lower-income homeowners are more cost burdened than higher-income homeowners. Most of Maywood's homeowners make \$75,000 per year or more. Approximately half (49.1%) of Maywood homeowners are spending more than 30% of their gross income on mortgage costs (exclusive of utilities and other housing costs not directly related to the homeowners' mortgage).

Figure 19: Costs for Mortgage Holders by Income (SCAG Pre-Certified Local Housing Data)

2.6.2 Extremely Low-Income Housing Needs

The extremely low-income population are those whose annual income is less than 30% of the area median income (AMI). It can be especially challenging to find suitable and affordable housing for this population. Nearly a third (31.5%) of Maywood's households are extremely low income. Ninety percent of Black, non-Hispanic households in Maywood are extremely low income and 31.5% of Hispanic households are extremely low income. Of the 2,055 extremely low income households in Maywood, 1,835 (89.3%) are renters. As noted earlier, over half of senior households are extremely low income, and female-headed households are more likely to be low-income and extremely low income. More than a third of renters in Maywood are extremely low income. During the 6th Cycle Planning Period, it is expected that extremely low-income households will continue to comprise about a third of total households. Now and in the Planning Period, they will remain disproportionately households that are elderly and that are female-headed, particularly with children. This housing need means that housing appropriate for extremely poor seniors living alone and for female-headed households with children are expected to make up about a third of households.

Table 11: Extremely Low Income Housing Needs (SCAG Pre-Certified Local Housing Data)

	Total Households	Households below 30% HAMFI	Share below 30% HAMFI
White, non-Hispanic	158	14	8.9%
Black, non-Hispanic	44	40	90.9%
Asian and other, non-Hispanic	16	0	0.0%
Hispanic	6,310	2,000	31.7%
TOTAL	6,528	2,054	31.5%
Renter-occupied	4,885	1,835	37.6%
Owner-occupied	1,650	220	13.3%
TOTAL	6,535	2,055	31.4%

HUD CHAS, 2012-2016. HAMFI refers to Housing Urban Development Area Median Family Income.

2.7 EMPLOYMENT CHARACTERISTICS

2.7.1 Employment by Industry

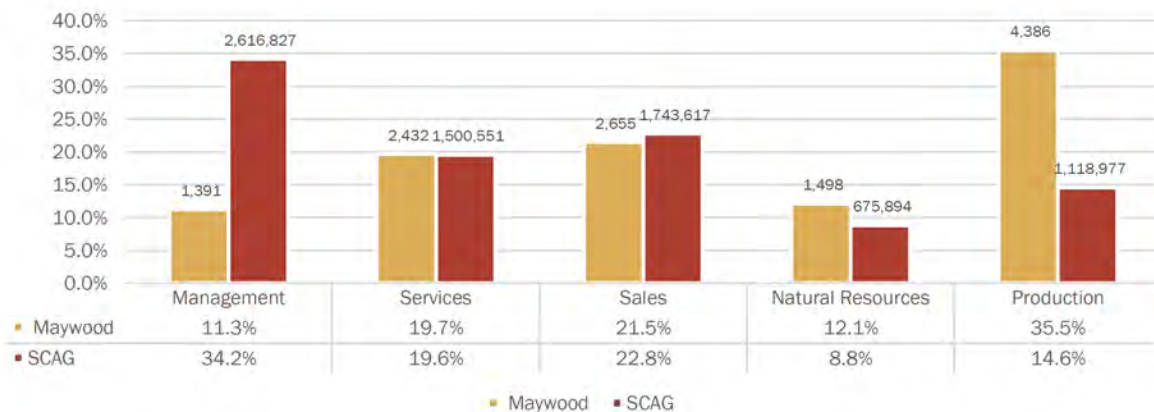
According to the 2014-2018 ACS estimates as reported in the SCAG Pre-Certified Local Housing Data, Maywood has 12,362 workers working in 13 major industrial sectors. More Maywood residents work in Manufacturing (2,285 employees or 18.5% of workers) than any other sector. The second-largest sector is Education & Social Services (1,884 employees or 15.2% of workers). More than a thousand Maywood residents work in each of the following sectors: Retail Trade (1,497 employees), Transportation (1,487 employees), Construction (1,132 employees), and Arts, Entertainment, & Recreation (1,083 employees). Fewer than 100 Maywood residents work in Agriculture and related industries.

2.7.2 Employment by Occupation

In addition to analyzing employment sectors, it can be helpful to understand the types of jobs Maywood residents hold. Maywood is a predominantly working-class city. More Maywood residents work in Production than any other job type; more than 35% of all residents work in Production. This is significantly higher than the SCAG region as a whole, where only 15% of residents work in Production. Another 22% of Maywood residents work in Sales; this is comparable to the region where 23% of workers are employed in Sales. A much smaller share of

Maywood residents (11%) work in Management than in the region as a whole. More than a third of employees in the SCAG region are in Management.

Figure 20: Employment by Occupation (SCAG Pre-Certified Local Housing Data)



American Community Survey 2014-2018 5-year estimates using groupings of SOC codes.

2.8 ZONING AND GENERAL PLAN LAND USE REGULATIONS TO ACCOMMODATE A VARIETY OF HOUSING TYPES

Maywood has taken steps to provide more opportunities for residential development. New zoning has been adopted to increase densities and create opportunity for residential development for households across price points. In 2019, the City replaced its Specialty Residential zoning district with a Residential Senior and Affordable Housing district, revised its Density Bonus Program, and created an Emergency Shelter Overlay District.

2.8.1 Land Use Controls – General Plan

Approximately 57% of the City's total land area is designated as Residential in the General Plan which was adopted in 2007. The dominant residential land use designation is "Residential," which corresponds to the R-3 district. This category of land use is characterized by a mix of single-family detached and attached or detached multi-unit developments with densities of up to 20 units per acre. While the Zoning Ordinance has been updated to create new zoning districts with higher densities, updates to the General Plan's Land Use Element will be made after adoption of this Housing Element. A comprehensive zoning review and update is also proposed as part of the City's updated Land Use Element.

2.8.2 Zoning Ordinance – Residential (R-3)

The City of Maywood Zoning Ordinance has a single-zone district exclusively for single-family and multiple-family residential uses: the R-3 (Residential) zone. The R-S zone (Specialty Residential Overlay) provides for additional density and allows for the development of residential uses in commercial areas. Under the R-3 zoning designation, up to 20 units per acre can be constructed. These zoning districts also correspond to the Residential and Specialty Residential Overlay land use designations in the current Land Use Element of the City of Maywood General Plan.

The development standards for the R-3 zone include a 5,000 square-foot minimum lot size, a two-story height limit, a 25-foot front yard setback, not less than 3-foot interior side yard, and not less than 15-foot rear yard. The minimum distance between two residential structures is 10 feet. Parking requirements for single-family residences with three or fewer bedrooms is two covered spaces, and one additional space is required for each additional bedroom over three bedrooms. Parking requirements for multi-family units are the same as single-family; however, an additional one-half (½) guest space per unit is required. The standards and regulations for the R-3 zone district are summarized in Table 11.

Since Maywood is effectively built out under current residential zoning and the majority of housing was built decades ago, there is a substantial number of nonconforming residential lots and buildings.

2.8.3 Zoning Ordinance – Residential – Senior and Affordable Housing Overlay (R-SA)

On October 23, 2019, concurrent with the 5th Cycle Housing Element, the City amended the Zoning Ordinance to create a new R-SA Overlay District where the primary by-right permitted uses are affordable housing developments and senior citizen housing complexes. The underlying base zoning determines other uses. Affordable housing and senior housing are required to be income-restricted or age-restricted, as relevant, for a minimum of 55 years or any longer period specified by subsidy or financing agreements, through a deed restriction running with the land. Provisions include:

- Senior housing and affordable housing (where 100% of the dwelling units are reserved for lower income households) by right, subject only to site plan review by the Planning Director.
- Base Density:
 - o Senior Housing: 72 units per acre
 - o Affordable Housing for Lower Income Households: 48 units per acre

- Maximum Density Bonus – Senior Housing
 - o 100% Senior Housing: 20% Density Bonus
 - o Senior Affordable Housing: Up to an Additional 35% Density Bonus
 - o Maximum Achievable Density: 112 units per acre
- Maximum Density Bonus – Affordable Housing for Lower Income Households
 - o Up to 35% Density Bonus
 - o Maximum Achievable Density: 65 units per acre

The R-SA Overlay district replaced the existing R-S and also applies to Housing Successor Agency-owned properties. About 15 parcels along 58th Street between Heliotrope and Woodlawn, originally designated for R-S zoning, were converted to R-SA with the 2019 Zoning Amendment. In addition, the R-SA designation can be initiated by the City or a developer of affordable housing on properties currently zoned C-M via a Zone Change application.

2.8.4 Zoning Ordinance – Emergency Shelter Overlay (ES)

Also on October 23, 2019, the City revised the Zoning Ordinance to establish an Emergency Shelter (ES) Overlay District on specific properties zoned General Commercial/Manufacturing (CM). The ES Overlay was adopted by the City Council on October 23, 2019. There are a total of 25 parcels totaling 4.4 acres in this three-block overlay. Existing uses include auto services, hardware stores, and a variety of small operations that focus on personal services (such as salon, tattoo, etc.), as well as a small motel. The buildings are old and many appear to have deferred maintenance. Specifically, four parcels are used as parking lots and one parcel is developed as a warehouse. Adaptive reuse of these properties may be feasible. Slauson Avenue is a major thoroughfare with easy access to public transportation. **This area is appropriate for Emergency Shelter development because it is located in the heart of Maywood with ample access to transportation (both for private vehicles and public transportation) and services necessary for residents transitioning from being unhoused. The area is central to the City's services and job base as well as to municipal services.**

The ES Overlay adheres to State law (**Government Code 65583 (a)(4)**) and specifies that emergency shelters are subject to those development standards that apply to development within the CM zone. There is a minimum separation of 300 feet between shelters.

Figure 21: Emergency Shelter Overlay District



2.8.5 Zoning Ordinance – Residential Infill (CM)

As a means of providing additional sites for multi-family housing, the City of Maywood has identified target areas in commercial (CM) districts that extend along Slauson Avenue and Atlantic Avenue where mixed-use commercial and multi-family residential developments will be permitted. Multi-family housing is permitted in the CM district at 20 units per acre, subject to the approval of a Planned Unit Development (PUD). The standards and regulations for the CM zone district are summarized in Table 12.

Table 12: Summary of Residential Zoning Districts

Regulation	R-3 District	CM District	R-SA District
Required Area	5,000 sf	5,000 sf	10,000 sf
Maximum Density	20 dwelling units/acre	20 units/acre (multi-family)	Senior Housing: 72 units/acre; up to 112 with density bonus Affordable housing: 48 units/acre; up to 65 with density bonus
Minimum Setbacks Front Yard Side Yard Rear Yard	25 feet 5 feet 15 feet	Determined by PUD	25 feet 5 feet 15 feet
Number of Parking Spaces Required	2 covered spaces (single-family); 2 covered spaces/unit plus half a space per unit for guest parking (apartment, <3 bedrooms)	Determined by PUD	Affordable Housing: 1 space/unit for bachelor and 1 BR units 2 spaces/unit for 2/3 BR units 2.5 spaces/unit for 4 BR units 0.5 space/additional bedroom 0.25 guest space/unit Per State Density Bonus Requirements
Height Limit	Two stories or 35 feet	Determined by PUD	Four story

Over the years, the City has promoted the removal of governmental restrictions in the Zoning Ordinance through the implementation of the following:

- The City has amended the Zoning Ordinance to reduce the number of off-street parking stalls required for senior housing units.
- The Zoning Ordinance was further amended to permit residential units on the upper floors of commercial buildings.

Table 12 describes the housing types by permitted uses. The City of Maywood Zoning Ordinance stipulates the residential types permitted, conditionally permitted, or prohibited in each zoning district allowing residential uses. Permitted uses include those uses that are allowed without discretionary review as the project complies with all development standards.

Table 12: Housing Types Permitted Under the Existing Adopted Zone District

Use	Zone District			Comments
	R-3	C	CM	
Single-Family	P	C	X	
2-4 Dwelling Units (DU)	P	C	X	
5+ DU	P	C	C	Affordable multi-family projects may be located within the R-SA overlay district.
Residential Care Facility	P	X	X	
Transitional Housing	n/a	n/a	C	The City complies with State Law (Gov. Code, § 65583, subd. (a)(5).), requiring that transitional housing is a permitted use where multi-family housing is permitted.
Supportive Housing	n/a	n/a	C	The City complies with State Law (Gov. Code, § 65583, subd. (a)(5).), requiring that supportive housing is a permitted use where multi-family housing is permitted.
Emergency Shelter	X	X	C	On October 9, 2019, the City revised its Zoning Ordinance to allow Emergency Shelters by right in the Emergency Shelter Overlay District.
Single-Room Occupancy (SRO)	n/a	n/a	n/a	
Manufactured Homes	P	P	P	
Mobile Homes in Maywood Zoning Ordinance	P	X	X	
Second Unit	P	X	X	Second Unit Ordinance conforms to State Law

P = Permitted

U = Underlying Zone Determines if Use is Permitted

C = Conditionally Permitted

X = Prohibited

In addition to these underlying residential zoning districts, the City adopted a Residential, Senior, and Affordable Housing (R-SA) Overlay District on October 9, 2019. The primary permitted uses

within the R-SA Overlay are affordable housing developments and senior citizen housing complexes. Other permitted uses are determined by the area's underlying zoning district.

The Planning Director has administrative authority to approve some projects, which allows flexibility on the part of the City to ensure basic health and safety and that general welfare concerns are met. Conditional Use Permits (CUP) are approved by the Planning Commission unless appealed to the City Council. Typical findings of a CUP include that the project is consistent with the General Plan, the use is compatible with surrounding uses, and that the project is in conformance with basic public health and safety requirements.

2.8.4 Land Use Controls – Non-Conforming Residential Uses

A significant number of multi-family structures exist in the R-3 zone with densities well in excess of 20 units/acre and minimal setbacks from adjacent single-family structures. When the City adopted its first Zoning Ordinance in 1966, these non-conforming residential units were "grandfathered" into the Zoning Code and permitted to remain. In addition, when the City revised its Zoning Ordinance in the early 1990s, non-conforming residential uses were given even greater protection by allowing owners to rebuild if the unit were destroyed. The majority of housing in the R-3 zone is, however, single-family as dictated by the typical 6,000 - 7,500 square-foot parcel size, with two or three additional accessory units located behind the primary structure, frequently with one of the units above a garage. The City encourages lot consolidation of individual R-3 parcels to provide for multi-family development and maximize the potential number of units on a site. The greatest concentration of non-conforming residential development is found within an area located on the west side of Maywood Avenue. The existing housing units in this industrial area are in a poor state of maintenance. In 1967, the City's Zoning Ordinance was amended to designate this as an industrial area, and residential property owners were given 20 years (until 1987) to conform to the manufacturing zone requirements and vacate all residential uses. These conditions were recorded against all residential properties in the industrial zone and disclosed to potential purchasers as part of the title report. However, some multi-family housing persists in this area.

2.9 HOUSING DEVELOPMENT CONSTRAINTS

This section of the Sixth Cycle Housing Element focuses on the constraints that may limit the development of housing, especially affordable housing, in Maywood. Local government regulations and market forces can constrain and increase the cost of new housing development.

Local governments may unintentionally affect the cost of housing through their land use controls, building codes and the enforcement of building codes, fee processing requirements, required on- and off-site improvements, and local taxes. In addition to governmental constraints, economic and market factors can also affect the costs of new housing development.

The City's built-out nature provides the largest constraint on development. There are no opportunities for new development, so all projects in the City are redevelopment projects which are more complex and challenging to compete than greenfield development. The City continues to review and update its Zoning Code to provide opportunities for development, but other forces including over-extended funding programs, the ongoing COVID-19 Pandemic, and the high cost of property also limit redevelopment potential. As everyone is aware, the COVID-19 Pandemic as well as other forces have severely impacted the global supply chain and caused astronomical increases in construction materials. Ongoing labor shortages are also a constraint on development even when a developer is able to get materials onsite, there can be labor delays.

Permitting timelines are not a constraint in Maywood. Large projects, such as Maywood Villas (50+ units of affordable senior housing above commercial space with associated parking and site improvements) received a certificate of occupancy approximately four years after the proposal was first submitted. The City proactively works with proponents to assist with meeting plan check requirements and meeting other permitting standards to ensure speedy permitting. The most common development type in the City is the creation of ADUs; it generally takes about two months to receive a permit for an ADU. However, much of this timeframe is generally spent assisting the property owner to ensure that their plans and other documentation meet permitting requirements.

Maywood has consistently worked to ensure that its land use controls do not hinder development while protecting the character of its residential neighborhoods. As the City has adopted a variety of zoning districts and overlay districts, developers have a number of opportunities to build to the maximum density while remaining consistent with the City's densely-developed character. Height restrictions, setback requirements, and lot coverage requirements are relatively flexible to allow for high-density development. The City maintains parking requirements due to the community's overcrowded nature and high number of vehicles belonging to the typical Maywood household. This could be considered a constraint on development, but project proponents have been able to provide the required parking onsite.

2.9.1 Local Government Forces

Zoning Requirements

The City's R-3 zoning requires two covered spaces for units with 1-3 bedrooms and 1 additional uncovered space for each additional bedroom above 3 plus half a space per unit for guest parking for multi-family development, regardless of unit size. This parking standard is identified by the State HCD as a potential constraint to multi-family development. In 2019, parking requirements were somewhat reduced for affordable housing developments.

Furthermore, the Zoning Ordinance includes a Planned Unit Development process and a design review process, although the City has reportedly never been asked to use design review and any PUD processes, if any, were many years ago. Measures to modify or eliminate these requirements to help streamline regulations to encourage development and still protect the public interest will be reviewed as part of the complete zoning update planned for the 6th Cycle Planning Period.

On- and Off-Site Improvement Requirement

For the typical single-family home, there are no off-site fees related to the construction of new infrastructure, park fees (Quimby Ordinance), or Mello-Roos fees. The street system and supportive infrastructure was installed as part of Maywood's historic development. The City of Maywood maintains a high engineering standard for curbs, gutters, sidewalks, and streets. These standards regulate construction and factors such as width and grade. There are no established standards for private streets other than they must be wide enough to meet the standards established in the California Fire Code for Fire Department equipment needs. However, the City is primarily built out and it is unlikely that new public streets will be created for future housing development.

The City's requirements for off-site improvements associated with multi-family developments are not overly or unnecessarily restrictive. Maywood has not imposed any moratoria, open space requirements, or prohibitions against multi-family housing that would potentially inhibit the development of new multi-family housing. The density, setback, and other standards regulating development within the City are consistent with those being used by surrounding communities and will not inhibit the development of a variety of housing types within the City. The City will continue to review development standards such as street width, parking lanes, and sidewalks, not only in terms of costs, but also to create a more pleasing and functional streetscape. Developments must provide connection to water and wastewater systems. Where roadways are not present, developers are required to construct all internal roadways for a subdivision and provide connections to existing roadways.

Development Processing

The time required to process a project varies in relation to the size and complexity of the proposed project and the number of actions or approvals required to complete the process. Table 13 identifies the typical processing requirements and time most common in the entitlement process. It is important to note that certain review and approval procedures may run concurrently.

Table 13: Permit Review Timelines in the City of Maywood

Type of Approval or Permit	Typical Processing Time	Approval Body
----------------------------	-------------------------	---------------

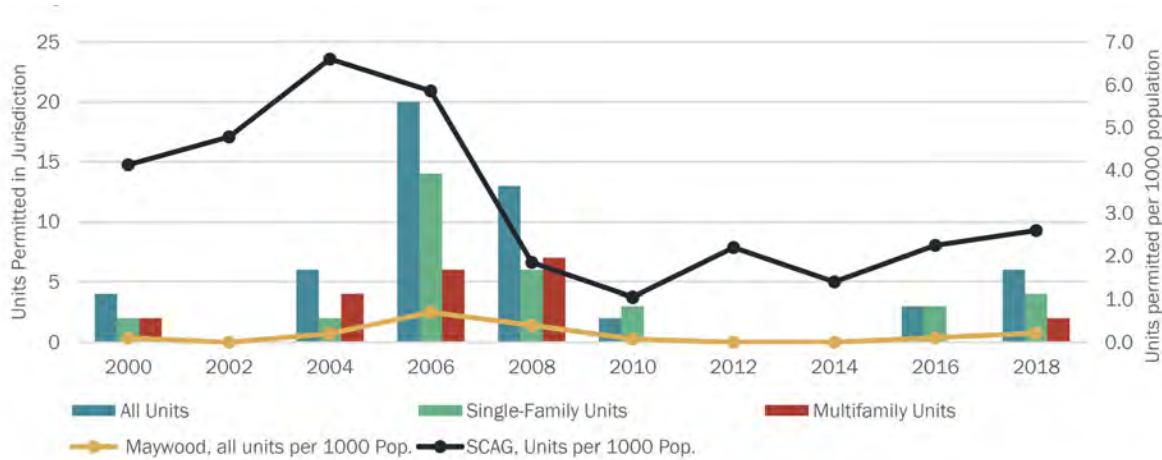
Site Plan Review (Project <5,000 sf)	2 weeks	Planning Director
Site Plan Review (project >5,000 sf)	6 – 8 weeks	Planning Commission
Conditional Use Permit	6 – 8 weeks	Planning Commission
Variance	6 – 8 weeks	Planning Commission
Zone Change	10 – 14 weeks	City Council
General Plan Amendment	12 – 24 weeks	City Council
Final Subdivision Map	6 weeks	Planning Director
Tentative Maps	10 – 12 weeks	City Council

The City works closely with developers to expedite the approval procedures so as to not impose unnecessary timing constraints on development. For a typical project, an initial pre-consultation meeting with the Building and Planning Department, Public Works, and the Fire Department is arranged to discuss the development proposal. Concurrently, elevations and drawings are sent to the Planning staff for pre-approval. The plan is then approved at the staff level. A “single-family” project (actually 1-4 units) is approved in two weeks from the date of plan submission if no variances, exceptions, or zone changes are required. After the project is approved by staff, the Building Department performs plan checks and issues the building permits. Throughout construction, the Building Department performs building checks to monitor the project’s progress. This process does not place undue constraints on most developments because of the close working relationship between City staff, developers, and the decision-making body. Depending upon the project’s complexity, building plan check for new construction averages 3 to 4 weeks. In times when there are staff shortages or there is an increase in permit requests, Maywood has followed a policy of retaining temporary staff and/or consultants to handle the increased workload. This compares very favorably to other jurisdictions in the area.

The evaluation and review processes required by City of Maywood procedures can contribute to the cost of housing in that holding costs incurred by developers are ultimately reflected in the unit’s selling price. For residential development, permits may be necessary from several departments. However, processing time for residential projects in Maywood is not excessive. The actual review time is dependent on the size and location of the project, whether it is designed to meet City standards, or requires requests for variances from development standards. In general, the processing time for most residential projects in Maywood ranges from one to three months, which compares favorably with other jurisdictions in the region.

Maywood has permitted few units overall and far fewer units per capita than in the SCAG region, with fewer than five units permitted in each year between 2000 and 2018.

Figure 22: Housing Units Permitted (SCAG Pre-Certified Local Housing Data)



Core Logic/Data Quick. Additional detail available in SCAG 2019 Local Profiles. SCAG median home sales price calculated as household-weighted average of county medians.

Site Plan Review and Planned Unit Development

To facilitate affordable housing development, the new R-SA overlay district permits senior and affordable housing by right, subject only to a site plan review by the Planning Director. Site Plan Review is appealable to the City Council within 10 days of the decision. Multi-family developments outside of this overlay district are subject to a PUD requirement.

Planned Unit Developments (PUDs) are required for multi-family developments (5 or more units) outside the R-SA Overlay District. However, there have not been any PUD applications in a very long time, likely due to the lack of large lots to accommodate large multi-family developments proposed in Maywood. The Design Review process for PUDs reportedly has never been used.

The purpose of the PUD process is to allow flexible design standards that will encourage multi-family affordable housing development in Maywood through integrated, compatible housing design for low- and lower-income households. PUDs are subject to discretionary approval by the Planning Department and require compliance with Section 5125 of the Maywood Zoning Ordinance. PUD projects are reviewed within an initial 30-day period. Once the application is deemed complete, it is routed to the various agencies for comment within a 30-day period and is scheduled for the next available Planning Commission hearing.

The Planning Commission holds the hearings for PUD applications. A completed application must first go through Design Review. The Design Review process has never been used. If a Design Review were conducted, the recommendation from Design Review would be forwarded to the Planning Commission for review within 30 days of the Design Review Board's recommendation. The bases for decision include:

- The proposed PUD is consistent with the General Plan;

- The proposed PUD will not adversely affect or be materially detrimental to the adjacent uses;
- The site is of adequate size to meet established development standards; and the privacy of residences is not adversely impacted.

The Planning Commission can impose conditions for approval as outlined in the Zoning Ordinance. Conditions must be related to factors pertinent to the establishment, operation, and maintenance of the proposed project. The Planning Commission's decision is final and only goes to City Council as a notice of decision. In general, projects would take between 90 and 180 days to go through the PUD process.

Site Plan Review

When a project exceeds 5,000 square feet, site plan review is required. When site plan review is an independent procedure, it is an administrative approval. When any other discretionary review application is applied for in conjunction with the site plan review, site plan review is completed with staff recommendation in front of the hearing body (Planning Commission). The criteria or findings that must be made include:

- Every use, development of land, and application of development standards shall take place in compliance with all applicable provisions of the Zoning Ordinance.
- Every use, development of land, and application of development standards shall be considered on the basis of suitability of the site for the particular use or development intended. The total development, including the application of prescribed development standards, shall be designed to avoid traffic congestion; ensure the public health, safety, and general welfare; prevent adverse effects on neighboring property; and shall be in accord with all elements of the General Plan.
- Every use, development of land, and application of development standards shall be considered on the basis of suitable and functional development design, but it is not intended that such approval be interpreted to require a particular style or type of architecture.

As part of the City's planned update of the Zoning Code, the City will be revising the Site Plan Review process and criteria to streamline development.

Development Fees

Processing fees for land use permits in Maywood remain among the lowest in the area. The City has resisted attempts to derive full compensation for staff hours through filing fees, with the result that expenses for developers have been kept low. Building permit and plan check fees are

in line with those currently charged by other jurisdictions in the area. Public Works Department plan review fees are also low. Development fees are summarized in Table 14.

Table 14: Current Discretionary Fees

Description	Fee
Conditional Use Permit	\$411*
Extension of Non-Conforming Use Permit	\$411*
Variance	\$411*
Zone Change (without environmental review)	\$598*
General Plan Amendment	\$1,644*
Initial Study/Negative Declaration/Mitigated Negative Declaration	\$688
Preliminary Environmental Review	\$224
Environmental Impact Report	\$688
Tentative Tract/Parcel Map	\$2,012*
Certificate of Compliance	\$75

Source: City of Maywood, 2021

*Plus \$804 Noticing Fee

The City of Maywood Building and Planning Department is responsible for ensuring that all new construction is performed and completed in a safe and proper manner using the correct materials and methods. Permits are required for any changes, including electrical, plumbing, or building changes to any property. Applicants and/or contractors are required to bring their plans to City Hall where a building inspector will examine the plans for approval. The building permit provides evidence that the contractor has complied with the Building Code and the City has approved the proposed construction. The building permit also serves as the permanent record of all improvements done to a particular structure. Building permits are required for any new work including repair work.

Table 15 estimates the building fees for a typical single-family home and multi-family development. Processing fees are well under 1% of total development cost. Assuming a 1,000 square foot unit, the total development fees (including school district fees) would be approximately \$5,470 per unit for both single-family and multi-family housing. This assumes 20 electrical fixtures, 5 plumbing fixtures, one sewer connection, and 1,000 square feet for floor area. The permit fees account for less than 3% of a residential unit costing \$225,000 in building valuation.

Table 15: Typical Building and Processing Fees

Description	Fee
Building Permit	\$1.12 / sq ft
Plan Check Fee	\$0.96 / sq ft
Electrical Permit	\$4 / outlet or fixture + \$45 issuance fee
Plumbing Permit	\$20 / fixture + \$45 issuance fee
Mechanical Permit	\$45 issuance fee
Grading Permit	Based on cubic yards
Sewer / Septic Permit	\$60 / connection + \$45 connection fee
School District Fee	\$4.08 / sq ft

Source: City of Maywood, 2021

Building Code Requirements

Maywood uses the 2019 California Building Code. Illegally converted units constructed in violation of building and safety codes remain a major problem in Maywood. Past code enforcement efforts focused on multi-family apartment buildings that have not been adequately maintained by their owners.

While code enforcement and improved development standards are likely to impact the cost and availability of housing, both the Pre-Sale Housing Inspection Program and improved development standards are important to ensuring that the City's housing stock is adequately maintained.

Maywood's Municipal Code requires a Pre-Sale Housing Inspection Report be issued prior to the sale of any residential property within the City. These reports include the following information: delinquent rubbish fees due; charges owed to the City which would constitute a lien against the property; the property's street address or other appropriate description of the subject property; a parcel drawing of the subject property that includes an approximate footprint of the buildings located thereon; a statement of the zoning classification applicable to the subject property; a statement of the variances and use permits, if any, granted to the subject property, together with the conditions and restrictions of such permits; substandard property conditions found by the inspector on the property; a statement as to whether any construction, electrical, plumbing or comfort heating permits have been issued for work not yet completed on the subject property; a statement as to whether there appears to be any nonconformity or illegality in the structures on the subject property or the uses being made thereof; and a statement as to whether or not the

parcel is recognized as a separate lot by the City, and whether or not it is a legal building site under City regulations. These efforts are also essential to making sure that housing is safe for its occupants. The City of Maywood will continue to coordinate its code enforcement efforts with available housing rehabilitation assistance to minimize hardship on lower income property owners.

School Fees

California has adopted legislation allowing local school districts to levy fees on new residential construction and on additions to existing residential development which increases the habitable space in a structure and exceeds a value of \$20,000. In 2020, the Los Angeles Unified School District (LAUSD) adjusted its fees for residential construction to \$4.08 per square foot. Such fees are collected to finance the construction and reconstruction / renovation of school facilities. This fee is consistent throughout the LAUSD service area, so it does not unduly constrain housing development in Maywood compared to other jurisdictions within the LAUSD.

2.9.2 Market Forces

Market Constraints

Housing in Southern California is among the most expensive in the country. Though housing costs in Maywood are somewhat lower than in other SCAG communities, housing costs are still quite high compared to the incomes of Maywood residents, as indicated by the high housing cost burden of many households. Given the high percentage of Maywood residents who rent their homes, a significant portion of the Maywood community is vulnerable to future housing market changes, including increased housing costs. As of March 2022, real estate observers characterized Maywood as a “sellers’ market,” with more demand than supply. (www.movoto.com/maywood-ca/market-trends/) When COVID-19 eviction moratoriums end, low-income residents who lost income during the pandemic may be displaced.

Land for New Construction

Because of Maywood’s built out character and lack of greenfield building sites, all new construction for housing must be through redevelopment of existing buildings, parking lots, or otherwise previously developed sites.



City-Owned Sites on District Avenue

The Maywood Successor Agency owns three parcels of land located on District Boulevard between Cudahy Ave and E 52nd Street with a total land area of 0.56 acres. These parcels were envisioned for affordable housing development. A fourth Successor Agency property with 0.36 acres and a one-story commercial building is located on Slauson Avenue in the Mixed Use CM target area.

By 2019 the City had returned to an affordable housing vision for these properties and issued a Notice of Surplus Property Availability in July 2021 which received four letters of interest for the District Avenue properties, including for affordable housing. As of April 2022, the City was ready to begin negotiations with an affordable housing developer. The City continues to market the Slauson Avenue property.

Availability of Financing

Interest rates have been at historic lows for mortgage seekers but have increased somewhat in 2022. The strict lending criteria implemented after the 2008 housing crisis remain in effect and leave many Maywood residents unable to qualify for a mortgage. The low incomes, renter status, and significant housing cost burdens most residents experience make it especially difficult for moderate-income renters who want to become homeowners to save for a 20% down payment.

Local banks and other lending institutions provide a source of financing for constructing new housing and rehabilitating/conserving existing housing units. Past analysis indicated that qualified Maywood residents generally had access to mortgage financing with high approval rates, but access to home improvement financing is more limited. Private financing is generally available at market rates, but low- and moderate-income households often need below market rate financing to repair existing homes or purchase housing. All potential developers of housing projects are given information on the variety of Los Angeles County financing programs available for low-income rental construction or rehabilitation projects.

Low Vacancy Rates

Based on the most recent SCAG Pre-Certified Local Housing Data, the City of Maywood has a 1.6% vacancy rate. This is much lower than the vacancy rate in Los Angeles County (6.4%, 2019 ACS 5-Year Estimates). The low vacancy rates are due, in part, to the City's high density, location near employment centers and public transportation, and its relative affordability in relation to regional housing costs (though not local incomes). Low vacancy rates represent high demand and contribute to higher housing costs.

2.9.3 Other Constraints

Constraints for Reasonable Accommodation

As indicated previously, disabled persons often have unique and special needs when it comes to housing. Households in this category include elderly persons that may have one or more disabilities. Special interior improvements are often needed to accommodate a disabled tenant or homeowner. For example, door frames must be wider to accommodate wheelchairs, ramps instead of stairs are needed, handrails in bathrooms need to be installed, cabinet doors must be accessible, and light switches and other devices also need to be within easy reach. The cost for retrofitting an existing structure may be thousands of dollars and beyond the reach of those households with lower incomes. Maywood's two affordable housing developments for seniors include handicap-accessible apartments. Senior housing in the R-SA Overlay District is required to have a minimum of 10% of units for disabled persons, as well as accessible design for all facilities.

The lack of such housing is even more pronounced when it comes to market-rate rental units. The real constraints are associated with the housing for families and working-aged adults. The City of Maywood requires that all new residential developments comply with California building standards (Title 24 of the California Code of Regulations) and Federal requirements for accessibility.

The State has removed any City discretion for review of small group homes (six or fewer residents) for persons with disabilities. The City of Maywood does not impose additional zoning, building code, or permitting procedures other than those allowed by State law. The City also allows residential retrofitting to increase the suitability of homes for persons with disabilities in compliance with accessibility requirements. In addition, Maywood works with applicants who need special accommodations in their homes to ensure that the application of building code requirements does not create a constraint. The City implements and enforces Chapter 11 of the California Code. The City provides information to all interested parties regarding accommodations in zoning, permit processes, and application of building codes for housing for persons with disabilities.

The City has not identified any zoning or other land use regulatory practices that could discriminate against persons with disabilities and impede the availability of such housing for these individuals, but it plans to adopt a local reasonable accommodations ordinance during the Planning Period. In 2019, the City revised its Density Bonus ordinance to adopt Chapter 4.3 of the California Planning and Zoning Law, California Government Code Division 1, Title 7.

Environmental Constraints and Opportunities

Many environmental factors must be considered in the planning and development of new housing. The environmental constraints related to seismic risk, flooding risk, and other natural hazards are identified in the Safety Element included in the City of Maywood General Plan Update. In addition, these hazards are shown in the City's adopted Hazard Mitigation Plan. The CalEnviroScreen 4.0 map (2021 update) shows all Maywood census tracts as among the most pollution-burdened of any in California.

- Hazardous Substances:** Sites that were developed prior to the 1950s and 1970s may include trace amounts of lead and/or asbestos in the soils and any remaining structures. Lead-based paint was commonly used prior to 1950 and is the predominant source of lead contamination in the soils. In 1978, lead-based paint was banned by the federal government. Asbestos containing materials were commonly used in a variety of building construction materials for insulation and as a fire-retardant. Prior to the late 1970s, building products and insulation materials commonly contained asbestos. In 1989, the United States Environmental Protection Agency (US EPA) banned all new uses of asbestos. As a result, any demolition associated with future redevelopment must adhere to requirements governing the investigation and remediation of asbestos-containing materials and lead-based paint.

According to the Cortese List (Hazardous Waste and Substances Sites List from the California Department of Toxic Substances Control), there is one site identified within the City of Maywood known as *Pemaco*, a former chemical corporation located in property zoned Industrial (M) and adjacent to a residential neighborhood. The site is part of the Federal Superfund cleanup program and is currently incorporated into the Maywood Riverfront Park with a Park General Plan land use designation. Groundwater and soil vapor extraction and treatment systems continue to operate at the site. Vapors are treated to meet all air quality standards before they are discharged to the ambient air. Groundwater and vapor condensate is treated and discharged to the Los Angeles County Sanitary District sewer system. Groundwater is sampled twice a year. Lead agency oversight for the Pemaco site was transferred from the US EPA to California's Department of Toxic Substances Control (DTSC) in 2018. DTSC now manages site monitoring and cleanup activities including operation of the treatment plant. **These conditions will not affect development in the Planning Period.**

- Seismic Risk:** Major faults in the region include the Whittier Elsinore, Norwalk, Newport Inglewood, Santa Monica, Sierra Madre, Palos Verdes, and San Andreas Faults. According to the Los Angeles County Safety Element, no known or suspected active fault traces pass through or are located near the City of Maywood. There are no designated Alquist-Priolo Special Studies Zones found within Maywood. The City is located within

an area that may be subject to liquefaction hazards. However, the level of risk within the City is no greater than the risk anticipated for the region.

- **Wildfire Risk:** No areas of native or natural vegetation are found within Maywood. The entire City is located outside of any Fire Hazard Severity Zones according to the County of Los Angeles Wildfire Hazard Map, as prepared by California’s Department of Forestry and Fire Protection. At risk zones identified in other areas of the county are designated based on factors such as fuels, terrain, weather, and other factors.
- **Flood Risk:** With the exception of the concrete-lined Los Angeles River channel, there are no lakes or streams within the City. No natural stream channels remain within any of the proposed development sites. The City is not located within a Flood Determination Zone, according to the Federal Emergency Management Agency (FEMA) maps shared by the Los Angeles County Department of Public Works. Historically, the majority of the City was previously located within a FEMA-designated flood hazard area (the “AR zone,” that was assigned to areas where potential flooding may occur until upstream flood control improvements are completed). The AR zone was proposed and adopted after the United States Army Corps of Engineers determined that flood control systems serving the Los Angeles area are no longer sufficient in terms of protecting nearby areas from inundation by the base flood scenario. The Army Corps of Engineers completed the upstream flood control improvements and the AR flood zone designation was removed.
- **Air pollution.** Although it is not an environmental risk on land that directly affects construction except for lead pollution of the land, air pollution is a significant issue in Maywood. The proximity of industry in the adjacent City of Vernon, the I-710 freeway, and intermodal rail yards results in high levels of air pollution in Maywood and other low-income communities in the I-710 corridor. These conditions were among the reasons for recent abandonment of a plan to widen I-710 in this area.

Maywood’s housing programs facilitate environmentally beneficial outcomes by identifying sites for affordable housing along public transportation corridors. Solar energy installations are promoted under the City’s Low Impact Development guidelines. In addition, through the plan check process, the City encourages water conservation through regulations on irrigation, incremental change to low-flow toilets, and similar programs.

Infrastructure Constraints

As discussed earlier, land in Maywood has been previously developed. As a result, any potential housing redevelopment site is already served by basic infrastructure. The City can accommodate infrastructure demand resulting from housing units identified by the RHNA, which called for 53 units during the previous Fifth Cycle (2013 – 2021) planning period and an additional 365 units to accommodate the RHNA for the current Sixth Cycle (2021 – 2029) planning period, making a total of 418 units.

Los Angeles County Sanitation Districts (LACSD) Nos. 1 and 2 provide sewer service to the City of Maywood. The City is located within the service district of Sanitation District No. 1.

Wastewater collected by the LACSD is conveyed to the Joint Water Pollution Control Plant located at 24501 Figueroa Street in Carson. This treatment plant has a design capacity of 385 million gallons per day (mgd) and currently treats 330 mgd, leaving a remaining capacity of 55 mgd for future development in the region.

Potential new residential units are projected to generate 58,400 gallons of effluent daily (assuming 160 gallons of effluent per unit, per day) and are projected to consume 73,000 gallons of water per day (assuming 200 gallons per unit, per day)¹. The more modern and efficient plumbing fixtures typically used in new buildings will result in a further reduction in effluent generation.

Though the development of additional units identified in the RHNA will result in increased water consumption and wastewater generation, the City is obligated under state law to fulfill its RHNA requirements. RHNA growth projections were evaluated in the environmental studies prepared for both the RHNA and RTP. Furthermore, the residential development envisioned as part of the Housing Element's implementation is consistent with those contemplated under the City of Maywood's General Plan. As part of the development review process, the City may require infrastructure improvements to accommodate demand.

The regional storm drains in Maywood are owned and maintained by the Los Angeles County Flood Control District and connect directly to the Los Angeles River. Drainage lines are located on north-south streets and are connected to the Los Angeles River by drainage lines on east-west streets. Local storm drains and catch basins are maintained by the City. While the majority of the proposed development sites are underutilized, the projected runoff may be accommodated by existing storm drain infrastructure. Stormwater runoff is not anticipated to significantly increase with future residential development.

2.10 ASSESSMENT OF FAIR HOUSING

An assessment of fair housing is required in the 6th Cycle Housing Element. California's Department of Housing and Community Development (HCD) defines affirmatively furthering fair housing as "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics." This requires an assessment of patterns of segregation, significant disparities in housing needs and opportunity, and racial and ethnic concentrations of poverty.

¹ Derived from Orange County Sanitation District rates.

The City of Maywood is a very small jurisdiction located in the midst of a group of Los Angeles County communities located southeast of the City of Los Angeles. All of these communities exhibit similar characteristics: working class, low-income, predominantly Hispanic/Latino, high housing cost burden, and with a high proportion of immigrants. As such, Maywood does not exhibit significant patterns of segregation by race or ethnicity, income, or other characteristics of protected groups. All parts of the city have similar access to opportunities. Housing sizes, types, and density do not exhibit significant disparities in different parts of the city. The city includes single family homes, often with one or more accessory units, and small multi-family properties throughout. There are no concentrated areas of affluence and in some respects, the entire city could be considered closer to a concentrated area of poverty. Maywood's statistical profile includes indicators of a disadvantaged community: ethnic concentration (98% Latino); high poverty rate (approximately 20%); high housing cost burden (over 50% of households); very high proportion of renters (over 70%); and low educational achievement (30% without a high school diploma). Educational, economic, and transportation opportunities are similarly available throughout the small city, and the entire city lies within an area with disproportionate pollution impacts according to CalEnviroScreen 4.0. **The high housing cost burden and high poverty rate do put some Maywood residents at risk of displacement.**

In fact, it is a greater challenge for Maywood to attract investment in market-rate housing for more diverse income groups. City government strives to bring more affordable housing and other opportunities to the city population, but because of the City's small size, location, limited funds, and its role within the regional economy as a residential community for workers in nearby industrial areas, Maywood has little flexibility in creating a more balanced socio-economic community.

The City of Maywood's website describes the City's Fair Housing Program. It provides services including investigation of complaints alleging housing discrimination, unsolicited audits, landlord/tenant counseling and dispute resolution. **Recognizing enforcement capacity issues,** the City contracts with the Los Angeles Housing Rights Center to resolve tenant and landlord conflicts and to investigate and document housing discrimination complaints. The City's program to affirmatively further fair housing is included in the programs for the 6th Cycle Plan.

3.0 HOUSING PLAN

This section provides an evaluation of implementation of the 5th Cycle Housing Element Plan as well as the 6th Cycle housing goals, objectives, and policies. The 6th Cycle plan includes:

- **Housing Goals and Policies:** Maywood's goals and policies that support each of the identified housing goals and will apply for the duration of the Sixth Cycle (2021 – 2029).

- Housing Programs: specific programs that will help conserve affordable housing, encourage the development of new affordable housing, and promote the identification and provision of new sites for residential development, and remove governmental constraints.
- Regional Housing Needs Assessment (RHNA): outlines how Maywood plans to accommodate the housing needs identified in the RHNA.

3.1 Evaluation of Previous Element's Implementation

State General Code Section 65588 requires local governments to "... to evaluate all of the following: (1) the appropriateness of the housing goals, objectives, and policies in contributing to the attainment of the state housing goal; (2) the effectiveness of the housing element in attainment of the community's housing goals and objectives; (3) the progress of the city, county, or city and county in implementation of the housing element."

As noted earlier, the 5th Cycle Housing Element covered the period 2014-2021. It was adopted by the City in February 2014 and sent to HCD for review. In a comment letter issued May 22, 2014, the State Department of Housing and Community Development (HCD) stated that the Housing Element was not in compliance due to several issues, including identification of adequate sites to fulfill the Regional Housing Needs Allocation (RHNA). The City did not begin a process to amend the adopted Housing Element to bring it into compliance until February 2019. An amended Housing Element was approved by HCD and adopted on January 30, 2020.

During the period that the 5th Cycle Housing Element was out of compliance, city leadership was not focused on housing policy and implementation. As a result, revision and amendment of the 5th Cycle Housing Element did not occur until a change in leadership, starting in late 2018. Therefore, implementation of the 5th Cycle Housing Element did not begin until 2019. Moreover, the COVID-19 pandemic has had significant impacts on the ability of the City, private, and non-profit partners to implement housing policies and programs.

3.1.1 Appropriateness of Goals, Objectives, and Policies

Generally, the policies and programs identified in the previous Housing Element remain applicable and appropriate with minor modifications. As the City amended the 5th Cycle Housing Element for re-submission to HCD, it made progress implementing the identified policies and programs, including amendments to the Zoning Ordinance in October 2019.

Table 20: Status and Evaluation of Amended Fifth Cycle Housing Element Policies

Housing Element Policy	Implementation and Evaluation during 5 th Cycle Compliance Period	Continue/Modify/Delete
Policy 1.1: The City will provide a variety of residential development opportunities in Maywood, ranging from single- and multiple-family uses in the R-3 zone, and higher density housing in Specialty Residential and Mixed-Use target areas.	The City continued to encourage and support residential development and redevelopment, accepting residential development, though there was little development activity in this period. The City hired a new planner in September of 2021 to bring renewed professional standards to community development activities in Maywood.	Continue
Policy 1.2: The City will encourage both the private and public sectors to produce or assist in the production of quality housing with a particular emphasis on housing that is affordable to lower income and special needs households.	The City adopted a zoning amendment to allow and encourage affordable and special needs housing on October 23, 2019: R-SA Overlay District for Senior and Affordable Housing.	Continue
Policy 1.3: The City will promote the development of low- and moderate-income housing by continuing to provide developers with density bonuses and other incentives for providing units for low- and moderate-income residents.	The City passed a density bonus zoning amendment on October 23, 2019.	Continue
Policy 1.4: The City will assist residential developers in identifying and preparing land for new housing development.	The City identified properties suitable for mixed-use and residential redevelopment and infill development. In addition, the City re-focused attention on Successor Agency property as an affordable housing opportunity and issued a Notice of Surplus Property Availability in July 2021.	Continue
Policy 1.5: The City will coordinate with the Los Angeles Community Development Commission to take advantage of federal funds.	The City re-focused efforts to work closely with its partners to leverage federal funds.	Continue
Policy 1.6: The City will continue to coordinate with local service providers to address the needs of the homeless population.	On October 23, 2019 the City adopted an Emergency Shelter Overlay District. On January 27, 2021, the City adopted a Homelessness Plan and has begun implementing the plan. The City continues to support the local community with a mobile	Modify

Housing Element Policy	Implementation and Evaluation during 5 th Cycle Compliance Period	Continue/Modify/Delete
	food bank and other services provided in partnership with other organizations.	
Policy 1.7: The City will locate higher density residential development in close proximity to public transportation, services, and recreation.	The City has identified sites and rezoning parcels to support higher density development along commercial corridors with public transportation and near recreational resources.	Continue
Policy 2.1: The City will continue to promote rehabilitation programs as a means to provide financial and technical assistance to lower income property owners.	The City promotes local programs and shares information with residents about rehabilitation programs.	Continue
Policy 2.2: The City will continue to utilize the code enforcement program to bring substandard units into compliance with applicable codes to improve overall housing conditions in Maywood.	The City hired an additional part-time code enforcement officer in 2021 to focus on code enforcement for compliance.	Continue
Policy 2.3: The City will minimize the displacement impacts occurring as a result of residential demolition.	During the 5 th Cycle period, there was no significant residential demolition. The City worked with other levels of government to minimize displacement resulting from COVID-19 impacts.	Modify
Policy 2.4: The City will promote increased awareness among property owners and residents of the importance of property maintenance to long-term housing quality.	The City provides information to educate residents and property owners about property maintenance.	Continue
Policy 2.5: The City will encourage room additions by continuing to provide parking variances and rehabilitation assistance as a means of increasing the holding capacity of the existing housing stock.	The City began to focus on a new ADU ordinance that will help regulate overcrowding while providing safe and affordable housing options.	Modify
Policy 3.1: The City will ensure that multiple-family infill development is	Existing PUD and Design Review regulations are intended to implement this policy, They were not used during the 5 th Cycle period.	Modify

Housing Element Policy	Implementation and Evaluation during 5 th Cycle Compliance Period	Continue/Modify/Delete
compatible in design with single-family residential areas and is consistent with the existing neighborhood character.		
Policy 3.2: The City will ensure that residential development which fronts on major arterial highways (such as in the (R-3) Specialty Residential Overlay Zone and in Mixed Use areas) incorporate adequate setbacks and buffering.	Existing dimensional requirements were in force. There was little to no residential development on major corridors during the 5 th Cycle compliance period.	Modify
Policy 3.3: The City will accommodate new residential development which is coordinated with the provision of infrastructure and public services in those areas where Mixed-Use developments are encouraged.	The City coordinates the provision of infrastructure and public services between utilities and developers.	Continue
Policy 3.4: The City will provide standards that will allow for adequate off-street parking with safe access to adjacent streets.	The City began a review and revision of its parking standards as a way to balance the parking needs and concerns of residents with opportunities for affordable housing.	Continue
Policy 3.5: The City will create more recreational open space and tot lots in neighborhoods where there is a need.	Maywood's dense development makes the provision of new open space a challenge and the most recent park, Riverfront Park, was opened in 2008. The City always seeks grants to improve open space and to incorporate recreational open space in development projects.	Continue
Policy 4.1: The City will continue to cooperate with the Fair Housing Congress of Southern California through the Long Beach Fair Housing Council to enforce fair housing Laws.	The City dedicated staff time to fair housing issues, working with regional agencies.	Modify
Policy 4.2: The City will prohibit practices which restrict housing choice by arbitrarily directing prospective buyers and renters to certain neighborhoods or types of housing.	The City prohibits housing discrimination.	Continue

3.1.2 Homelessness Plan

In May 2020, the Gateway Cities Council of Governments (GCCOG) entered into a Professional Services Agreement with a consultant to assist the City in creating a homeless plan. This included a comprehensive assessment of homelessness in the City, an assessment of current resources available to address the challenge, and identification of opportunities. The Plan is designed to cover a five-year period from February 2021 to January 2026, with annual reporting, reassessment, and revision, making it responsive to changing conditions and honing the City's efforts.

The City of Maywood's Homelessness Plan contains 5 goals:

1. Prevent Homelessness
2. Increase Access to Affordable Housing
3. Increase Income Opportunities for Those Who Are Experiencing Homelessness or Who Are At Risk Of Homelessness
4. Increase Access to Care Management and Services
5. Create a Coordinated System

As a City with an approved Homelessness Plan submitted to the County and Gateway Cities Council of Governments (GCCOG), Maywood will receive monthly communications from the GCCOG to advise them of services available to implement its plan. Adopted by City Council on January 27, 2021, the Maywood Homelessness Plan identifies the five goals listed above and a variety of actions to support those goals.

The City is actively engaged with other agencies and resources who can support the goals and recommendations identified in the Plan. Maywood's Mayor Pro Tem is a member of the GCCOG Homeless Board of Directors and city staff participate in the Gateway Cities' COG Homelessness Committee. Staff participate at the coalition meetings. As an active member of the GCCOG, the City coordinates with neighboring jurisdictions to address broader concerns.

Maywood's Homelessness Plan calls for the City to partner with the Los Angeles County Coordinated Entry System (CES) providers, the school district, and local service providers including the YMCA and faith leaders. Homeless persons are referred to LAHOP, the county's homelessness service portal, for assistance accessing services. The City has regular collaborative meetings with Maywood businesses through Business Watch meetings and the school district's principals through the Principals' Roundtable. Maywood anticipates facilitating a strong working relationship between the schools and the CES family provider.

3.1.3 Effectiveness of Programs

As described previously, the time out of compliance and the impacts of the COVID-19 pandemic significantly affected Maywood’s ability to achieve goals and implement housing programs during the 5th Cycle Planning Period. In addition to limited capacity to implement programs while focusing on the public health crisis, many public and non-profit programs were put on hold during the pandemic. Many goals and programs remain valid and appropriate and have been carried forward into this Sixth Cycle Housing Element. The City has worked hard during the pandemic to advance the implementation of the recommended programs and participate with local non-profits and other governmental bodies to ensure Maywood residents are aware and making use of programs and services.

A number of actions were taken to support the housing needs of special needs populations. Some of the activities identified in the Fifth Cycle Planning Period to address the housing needs of special populations are ongoing and/or were delayed by emergency activities the City needed to undertake to address the COVID-19 Pandemic. While many of the goals, policies, and related actions identified in the Fifth Cycle Housing Element generally support the needs of special needs populations, there were specific goals, policies, and actions directly targeted to support the needs of special needs populations. For example, the City created the R-SA zoning overlay (Residential – Senior and Affordable Housing Overlay) to make it easier for new projects to provide housing for senior residents. The City continues to promote renovations that provide reasonable accommodations for residents with disabilities. While no programs identified in the Fifth Cycle Housing Element provide direct support of housing needs for large households, the Sixth Cycle Housing Element identifies a number of programs that will support the development of housing for large households. Expanding access to Accessory Dwelling Units (ADUs), providing density bonuses to allow more housing units, rezoning (R-SA), and the Equal Housing Program all support female-headed households and farmworkers. Additionally, the Single-Room Occupancy Program supports the particular needs of farmworkers who are often living separate from their families. The Emergency Shelter Overlay, Transitional Housing, and Supportive Housing programs all provide services and meet the needs of the City’s population experiencing homelessness. The effectiveness of each of the programs identified in the Fifth Cycle Housing Element is shown in the table below, these impacts extend to each of the populations with special housing needs.

Fifth Cycle Program	Evaluation
Density Bonus Program	The City is pursuing two affordable housing projects on Successor Agency-owned properties. This exceeds the objective of pursuing one affordable housing project on a

	Successor Agency-owned property.
Accessory Dwelling Unit (ADU) Program	The City permitted 13 ADUs in 2020 and 2021. This exceeds the objective of permitting one ADU per year. Additionally, the City is working to bring unpermitted ADUs into compliance.
Single-Room Occupancy (SRO) Housing Program	The City did not permit any SRO units during the planning period. This was primarily due to the COVID-19 Pandemic taking City resources and attention. This program is being carried forward into the Sixth Cycle Housing Element.
Rehabilitation Programs	The City has continued to implement the rehabilitation programs, but this effort was delayed by the COVID-19 Pandemic. The City continues to seek grants and partner organizations to continue this program. It has been carried forward with minimal changes as the pandemic was a key factor in stalling the effectiveness of this program.
Residential – Senior and Affordable Housing Overlay	The City amended the Zoning Ordinance to create a R-SA (Residential – Senior and Affordable Housing Overlay) on October 23, 2019 and is encouraging the use of the R-SA Overlay for redevelopment projects.
CM Zone Residential Infill Program	The City amended the Zoning Ordinance to create a R-SA (Residential – Senior and

	Affordable Housing Overlay) on October 23, 2019 and is encouraging the use of the R-SA Overlay for redevelopment projects.
Emergency Shelter Program	The City amended the Zoning Ordinance to provide an Emergency Shelter (ES) Overlay District on October 23, 2019.
Transitional Housing Program	The City complies with State Law (Gov. Code § 65583, subd. (a)(5).), requiring that transitional housing is a permitted use where multi-family housing is permitted.
Supportive Housing Program	The City complies with State Law (Gov. Code § 65583, subd. (a)(5).), requiring that supportive housing is a permitted use where multi-family housing is permitted.
Equal Housing Program	The City has continued working with the Long Beach Fair Housing Administration to administer the existing program and has met its objective of making referrals to the Long Beach Fair Housing Administration.
Energy Conservation Program	The City has continued their energy conservation programs and maintains updated information on its website.
Reasonable Accommodation Program	The City had to turn its attention to combating the COVID-19 Pandemic and plans to adopt a reasonable accommodation ordinance during the Sixth Cycle planning period. City staff continue to

	support applicants to retrofit their homes.
--	---

3.2 HOUSING GOALS AND POLICIES

Maywood’s housing goals and policies for the Sixth Cycle (2021 – 2029) are:

Goal 1: The City will encourage a range of housing types of new residential construction to meet diverse existing and future needs of Maywood area residents.

The City will provide for a wide range of housing types to meet the existing and future needs of Maywood area residents.

Policy 1.1: The City will provide for a variety of residential development opportunities in Maywood, ranging from single and multi-family units in the R-3 zone to higher density housing in Mixed Use (CM and R-SA) target areas.

Policy 1.2: The City will encourage both the private and public sectors to produce or assist in the production of quality housing with a particular emphasis on housing that is affordable to extremely low-income, low-income, and special needs households.

Policy 1.3: The City will promote the development of low- and moderate-income housing by continuing to provide developers with density bonuses and other incentives for providing units for low- and moderate-income residents.

Policy 1.4: The City will assist residential developers in identifying and preparing locations for new housing development.

Policy 1.5: The City will coordinate with the Los Angeles County Development Authority to take advantage of federal funds.

Policy 1.6: The City will continue to coordinate with local social service providers to address the needs of the homeless population. These efforts will build on the Homelessness Plan adopted in January 2021.

Policy 1.7: The City will locate higher density residential development in close proximity to public transportation, services, and recreation.

Goal 2: The City will enhance the quality of existing residential housing stock in Maywood neighborhoods.

The goal of housing preservation is to protect the existing quality and investment in housing and to avoid a degree of physical decline that will require a larger rehabilitation effort to restore quality and value. Maywood has experienced significant private-initiated housing rehabilitation in recent years related to the substantial increase in home values and the reinvestment of the home equity into property maintenance. The City will continue to foster this upgrading, as well as providing financial assistance as available.

Policy 2.1: The City will continue to promote rehabilitation programs that provide financial and technical assistance to lower-income property owners.

Policy 2.2: The City will continue to use the code enforcement program to bring substandard units into compliance with applicable codes and to improve overall housing conditions in Maywood.

Policy 2.3: The City will minimize displacement impacts occurring as a result of residential demolition, an increase in housing costs, or action by public agencies through housing assistance programs, tenant protections, and other programs.

Policy 2.4: The City will promote increased awareness among property owners and residents of the importance of property maintenance to long-term housing quality.

Policy 2.5: The City will encourage housing improvements that mitigate overcrowding, such as through room additions, provision of parking variances, and provision of rehabilitation assistance as a means of increasing the holding capacity of the existing housing stock.

Policy 2.6: The City will develop and adopt an ordinance for reconfiguring existing housing structures to Accessory Dwelling Units (ADUs) that complies with State law, incorporates best practices, and contributes to neighborhood character.

Goal 3: The City will ensure that new and renovated housing is sensitive to existing and planned neighborhood character and the existing context and conditions.

As a highly urbanized environment, varying land uses in Maywood are developed in close proximity to one another. It is an ongoing goal in the City to ensure that residential growth is sensitive to existing conditions and any planned improvements. The City will continue to encourage development that is designed to minimize negative impacts on the surrounding neighborhood.

Policy 3.1: The City will ensure that new and renovated housing is sensitive to existing and planned neighborhood character, context, and conditions in order to minimize negative impacts on the surrounding neighborhood.

Policy 3.2: The City will ensure that the design of residential development which fronts on major arterial highways (such as in the R-3 zone, R-SA Overlay District and CM Mixed Use target areas) will not adversely affect the use or character of adjacent properties, especially properties to the rear.

Policy 3.3: The City will accommodate new residential development which is coordinated with the provision of infrastructure and public services in those areas where Mixed-Use developments are encouraged.

Policy 3.4: The City will provide standards that will allow for adequate off-street parking with safe access to adjacent streets, while adjusting parking requirements to the needs of residents of multi-family housing with access to public transportation.

Policy 3.5: The City will seek to create more recreational open space and tot lots in neighborhoods where there is a need to serve existing and new residents.

Goal 4: The City will continue to promote and affirmatively further fair housing opportunities throughout the community for all residents, especially protected classes, as required under AB 686.

As noted in earlier sections on community and housing characteristics, Maywood is overwhelmingly a Hispanic/Latino and low-income community, so it does not demonstrate patterns of housing segregation by race, ethnicity, income, or other protected characteristics that may be found in higher-income locations. The City is committed to making adequate provision for the housing needs of all economic segments of the community, and will ensure equal and fair housing opportunities are available to all residents.

Policy 4.1: The City will continue to contract with the Los Angeles Housing Rights Center and other organizations to resolve tenant and landlord conflicts and to investigate and document housing discrimination complaints and enforce Federal and State laws that prohibit discrimination in the sale, rental, leasing, negotiation, advertising, and financing of housing based on the following characteristics:

Federal: Race, Color, National Origin, Disability (Mental & Physical), Religion, Sex, Familial Status

California: Marital Status, Ancestry, Source of Income, Sexual Orientation, Age, Arbitrary Physical Characteristics, Gender Identity/Gender Expression, Citizenship, Primary Language, Immigration Status, Veteran or Military Status, Genetic Information

Policy 4.2: The City promotes fair housing and prohibits practices which restrict housing choice by arbitrarily directing prospective buyers and renters to certain neighborhoods or types of housing.

Policy 4.3: The City will adopt strategies to protect existing residents from displacement.

Policy 4.4: The City will work with partner organizations and/or develop materials to improve landlord education and outreach on source of income discrimination and voucher programs.

Goal 5: The City will improve and update its housing data collection and organization.

The City of Maywood has emerged from a tumultuous period and is undertaking a review of its policies and procedures; part of this effort is improving its housing data collection and organization processes.

Policy 5.1: The City will improve administrative procedures and record-keeping to ensure that data and information on the City's housing stock is as accurate as possible and kept up-to-date.

Policy 5.2: The City will seek funding and assistance to improve data collection and record-keeping.

Policy 5.3: The City will digitize Building and Planning Commission records to facilitate easier access to data.

3.3 HOUSING PROGRAMS

This section describes the housing initiatives that Maywood plans to support and/or implement during the Sixth Cycle (2021 – 2029). Programs are organized into the following categories:

- New and Affordable Housing
- Housing Conservation
- Emergency Housing
- Affirmatively Furthering Fair Housing
- Reasonable Accommodation

The loss of redevelopment set-aside funds was a significant blow to the City's ability to directly intervene (through lot assembly and financial assistance) in facilitating new housing development. While funding sources have been identified for each of the programs in the tables

below, Maywood may be able to use Federal Recovery Act funding to support some of these programs.

3.3.1 New and Affordable Housing Programs

Program	Responsible Agency	Funding Source(s)	Implementation Timing	Metrics
Accessory Dwelling Units <i>Adopt an ADU ordinance consistent with state law and monitor ADU trends annually to ensure production is consistent with the estimate provided in the 6th Cycle Housing Element.</i>	Building and Planning Department	General Fund	Zoning amendment to be completed in Winter 2022/2023	Permit at least 6 new ADU per year during the Planning Period for a total of at least 60 new ADUs. See Section 3.6. If ADU construction is not meeting the projected goals, the City will amend the Housing Element to adjust development assumptions in compliance with California's "no net loss" provision.
Accessory Dwelling Units <i>Develop a brochure to assist property owners in permitting their ADUs</i>	Building and Planning Department	General Fund	Brochure to be developed in 2023	Distribute fliers to each property owner who inquires about constructing an ADU.
Single-Room Occupancy Housing <i>Amend zoning to permit creation of Single Room Only (SRO) units in the City's (R-SA) Residential – Senior and Affordable Housing Overlay zone as well as in Mixed Use target areas of CM zones.</i>	Planning Division	General Fund and other funding. Seek a nonprofit partner, identify sites and apply for HOME funds to create an SRO at least twice during the Planning Period.	Zoning amendment to be completed in 2022. The City will seek a nonprofit developer to redevelop city-owned property on Slauson Ave into an SRO for extremely low-income renters.	Seek to permit 2 SRO buildings of 5 or more units during the Planning Period for a total of at least 10 units.
Residential Zoning – Senior and Affordable Housing Overlay	Planning Division	General Fund for city staff time	By 2024, review the R-SA Overlay District.	Produce the maximum permitted units (including density bonus) for

Program	Responsible Agency	Funding Source(s)	Implementation Timing	Metrics
<i>Expand R-SA Overlay District to additional properties along Atlantic Boulevard and Slauson Avenue.</i> <i>Amend the text of R-SA to establish a minimum density of 20 units/acres. (Current text includes maximum densities plus density bonus opportunity.)</i> <i>Promote density bonus opportunities in discussions with residential developers in order to increase the inventory of affordable housing.</i>		Layered subsidies such as: - Layered subsidies for projects such as LIHTC - County HOME and Vouchers - State Prop 41 - Deferred Developer Fee - City Land Note Loan or Long Term Lease - Conventional Loan	for expansion and amend zoning text for 20 d.u./acre minimum density. City staff to monitor properties in the R-SA zone and CM zone target area monthly for sales, leases, etc. City staff to pursue partnerships with affordable housing providers.	groups including very low income, low-income, and special needs groups on Successor Agency-owned property at 5102-5110 District Boulevard. By 2029, facilitate at least one additional project using density bonuses for very low income and low-income seniors or families. Work with property owners in R-SA zone and CM zone targets to identify and pursue opportunities.
CM Zone Residential Infill Program <i>Work with property owners of identified target areas in the CM zone along Slauson Ave and Atlantic Ave to develop or to market properties by applying for a zone change to R-SA Overlay. This will make those properties eligible for affordable projects at a substantially higher density than 20 units per acre via PUD.</i>	Planning Division	General Fund	Update and expand the target areas for the R-SA Overlay. By 2023, market the opportunity to apply for the zoning change to owners of the identified properties.	Zoning updated to accommodate the increased densities required.
Comprehensive Zoning Update <i>Prepare a comprehensive zoning review and update to modify or remove any requirements that constrain housing development, such as current parking</i>	Planning Division	General Fund Seek grant for zoning update.	By 2025, review and revise the multi-family parking requirements, design review,	Streamline requirements for affordable housing to facilitate development while protecting the public interest.

Program	Responsible Agency	Funding Source(s)	Implementation Timing	Metrics
requirements, PUD, design review and site plan review requirements. Replace parking and design requirements as needed to provide parking for new residents (depending on likely car ownership of new residents), and design standards appropriate to the location of the new housing development (e.g. major corridor/mixed use design to be different from an interior residential street). Include best-practice design standards for affordable housing in the zoning update. <i>This will include a review of requirements for group homes and community care facilities. Maywood will ensure that State-licensed residential group care homes serving no more than six residents are permitted by-right in all residential zoning districts and State-licensed community care facilities serving seven or more persons (including 24-hour Foster Family Homes) are also permitted by-right in all residential zoning districts.</i>			and site plan review as part of a comprehensive zoning update to be completed by the end of 2026.	
Replacement Housing Requirement <i>Development on nonvacant sites with existing residential units is subject to the replacement requirement (pursuant to AB 1397). The City will amend its Zoning Code to require the replacement of units affordable to the same or lower income level as a condition of any development on a nonvacant site consistent with</i>	Planning Division	General Fund	Likely to be completed as part of the comprehensive zoning update.	Zoning updated to require replacement of units affordable to the same or lower income level as a condition of any development on a nonvacant site.

Program	Responsible Agency	Funding Source(s)	Implementation Timing	Metrics
<i>those requirements as set forth in the State Density Bonus Law</i>				
By-Right Approval of Projects with 20% Affordable Units on "Reuse" Housing Element Sites <i>Pursuant to AB 1397, the City will amend the Zoning Code to require by-right approval of housing developments that include at least 20% of the units as housing affordable to lower-income households on sites being used to meet the 6th Cycle RHNA that represent "reuse sites" identified in the previous Housing Element.</i>	Planning Division	General Fund	First three years of the Planning Cycle	Zoning updated to provide for by-right approval of projects meeting the 20% affordable requirements on Housing Element "reuse sites."
Employee Housing Act <i>Amend the Zoning Code to allow housing for up to six employees, including farmworkers, to be treated as a single-family structure and permitted in the same manner as other dwellings of the same type in the same zoning district.</i>	Planning Division	General Fund	Concurrent with the comprehensive zoning update.	Update the Zoning Code to treat employee housing for up to six employees to be treated as a single-family structure and permitted in the same manner as other dwellings of the same type in the same zoning district.
City Owned Sites <i>Ensure compliance with all applicable Surplus Lands Act provisions</i>	Planning Division	General Fund	Prior to development of the Housing Successor Agency-Owned Parcels	Disposition of the Housing Successor Agency-Owned Parcels is consistent with all applicable Surplus Land Act provisions.

3.3.2 Housing Conservation Programs

Program	Responsible Agency	Funding Source(s)	Implementation Timing	Metrics
---------	--------------------	-------------------	-----------------------	---------

Rehabilitation <i>Continue to seek funding for a rehabilitation program. The City lacks the resources in its General Fund to finance new development.</i>	City of Maywood	Seek a partnership with a bank to provide low- or no-interest rehab loans to income-eligible homeowners as part of CRA bank activities – possibly with a neighboring city.	2021-2025 seek a CRA bank partnership.	Rehabilitate 5 -10 units during the Planning Period.
Energy and Water Conservation <i>Water Conservation: Continue regulating the time and duration of irrigation. Continue requirements for sprinklers, timers, and rain and moisture sensors in existing and future multi-family developments. Continue transition to low-flow toilets through the plan check process. Encourage use of drought tolerant landscaping through the plan check process.</i> <i>Renewable Energy. As part of the zoning code update process, ensure that there are no restrictions on solar powered equipment in zoning or other development standards. Provide incentives for the installation of photovoltaic/solar and solar water heating systems on residential projects that are new or constitute 50% or more of the structure.</i> <i>Update the City's website to include a discussion of water and energy conservation measures and devices that, in addition to saving energy, will also save the homeowner or renter money.</i>	Planning Division	General Fund Seek State and other funding annually to provide incentives for programs to support reductions in greenhouse gas emissions from buildings and cars through renewable energy.	By 2023, create an Energy and Water Conservation page on the City website with programs to save money while conserving. Make this information available to property owners at the Building Department. Update the City website annually at a minimum.	100 referrals
Preserve At-Risk Units	City of Maywood	General Fund	Ongoing	Preservation of affordable

<i>The City and its partners will continue to monitor and facilitate the preservation of at-risk affordable housing units.</i>				<i>housing units at-risk of conversion to market rate.</i>
--	--	--	--	--

Rehabilitation

A variety of funds may be available to support housing rehabilitation programs. Maywood is a participating city in the LA County Community Development Commission (LA County CDC) and receives Community Development Block Grant (CDBG) funds through this participation. The Federal HOME Program represents a major source of funds available to jurisdictions to assist affordable rental or homeownership housing through rehabilitation, reconstruction, construction and/or acquisition. The LA County CDC funds its Affordable Housing Programs with HOME funds to “provide financial and technical assistance to acquire sites and develop affordable housing or mixed-use projects through the provision of gap financing and other relevant subsidies.” In addition, the County offers the Affordable Homeownership Program and Rental Rehabilitation Loan Program. The City can negotiate with local banks to provide low- or no-interest rehabilitation loans to income-eligible homeowners as part of the banks’ Community Reinvestment Act (CRA) activities.

Energy and Water Conservation

An important element of any energy conservation measure will be to identify strategies for retrofitting energy conserving devices in both new residential development and in the rehabilitation of existing development. There are a number of programs that, in addition to providing for new opportunities for housing, also have the added benefit of promoting resource conservation. For example, the areas that have been identified for new infill residential development are located near arterial roadways that are currently serviced by public infrastructure. In addition, these sites are well-served by public transit, which could further reduce the use of single-occupant vehicles and potentially the overall annual vehicle miles traveled in the City. The City currently prioritizes permitting of renewable energy options and encourages property owners to install solar panels during housing rehabilitation or new construction.

3.3.3 Emergency Housing Programs

In May 2020, the Gateway Cities Council of Governments (GCCOG) entered into a Professional Services Agreement with a consultant to assist the City of Maywood in creating a homeless plan. This included a comprehensive assessment of homelessness in the City, an assessment of current resources available to address the challenge, and identification of opportunities. The Plan is designed to cover a five-year period from February 2021 to January 2026, with annual

reporting, reassessment and revision, making it responsive to changing conditions and honing the City's efforts. See Section 3.1.2 for more information.

Program	Responsible Agency	Funding Source(s)	Implementation Timing	Metrics
Homelessness Plan Implementation <i>Implement the Plan to Address and Prevent Homelessness (Homeless Plan) which includes actions to prevent homelessness; subsidize housing; increase income; provide case management and services; create a coordinated system; increase affordable and homeless housing.</i>	Planning Division	General Fund Apply annually for CDBG and/or other funding sources as identified in the Homeless Plan. Local fundraising.	Implement the Plan between 2021 and 2026.	Prepare annual Reports on implementation progress.
Transitional Housing <i>Amend zoning text to comply with State law regarding the provision of transitional housing so that transitional housing is considered a residential use in all zones that allow residential uses and subject only to those restrictions that are applicable to the other residential uses of the same type in the same zone.</i>	Planning Division	General Fund	Zoning text amendment to be completed and adopted in 2024	Text Amendment to Zoning Ordinance.
Supportive Housing <i>Amend zoning text to comply with State law regarding the provision of supportive housing (as defined in Section 65650) so that supportive housing is considered a residential use in all zones that allow residential uses and subject only to those restrictions that are applicable to the other residential uses of the same type in the same zone.</i>	Planning Division	General Fund	Zoning text amendment to be completed and adopted in 2024	Text amendment to zoning.
Low Barrier Navigation Centers	Planning Division	General Fund	Zoning text amendment to	Update Zoning Code to allow for Low

<i>Amend zoning text to allow for Low Barrier Navigation Centers as by right uses in mixed use and nonresidential zones permitting multifamily units, consistent with AB 101.</i>			be completed as part of comprehensive zoning update.	Barrier Navigation Centers as by right uses in mixed use and nonresidential zones permitting multifamily units.
---	--	--	--	---

3.3.4 Affirmatively Furthering Fair Housing Program

California's Department of Housing and Community Development (HCD) defines affirmatively furthering fair housing as "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a public agency's activities and programs relating to housing and community development."

The City of Maywood has a Fair Housing Program to provide services that include investigating complaints alleging housing discrimination, completing unsolicited audits, and providing landlord/tenant counseling and dispute resolution. The City utilizes the Los Angeles Housing Rights Center to resolve tenant and landlord conflicts and to investigate and document housing discrimination complaints. The Housing Rights Center provides several opportunities to educate individual residents and groups through a range of housing services, including:

- A monthly listing identifying available opportunities for affordable housing, senior housing, and veteran housing throughout Los Angeles County
- Online workshops offered weekly in English or Spanish on fair housing rights, fair housing law certification for landlords, and weekly updates on laws pertaining to COVID-19 tenant protection.
- Appointments available with Housing Counselors to confidentially discuss solutions relating to tenant-landlord rights and obligations, including topics like security deposits, evictions, repairs, rent increases, and harassment.

- Case Analysts to investigate allegations of housing discrimination and help victims of discrimination enforce their Fair Housing rights, including for tenants with disabilities asserting their right to request home accommodations.
- Annual Housing Summit (conducted online in 2021)

The City will continue to use the Housing Rights Center for referral assistance and education programs. The City's AFFH Program includes:

- *Outreach and enforcement:* The City posts information on its Fair Housing Program on the City website. The City will place brochures and flyers prepared by the Housing Rights Center in the City Hall lobby, the library, and at the Maywood YMCA Center. The City may also post this information in other locations. Enforcement actions will occur through the City's contract with the Housing Rights Center. **The City will expand outreach and education to landlords on source of income discrimination and voucher programs as well as other fair housing concerns.**
- *Segregation and Integration:* The City will continue to ensure that no local regulations or other conditions promote segregation and that City actions continue to support integration.
- *Racially/Ethnically Concentrated Areas of Poverty and Access to Opportunity:* The City will continue to endeavor to make opportunities equitably available to residents in all parts of the city.
- *Disproportionate Housing Needs:* City housing programs will continue to focus on expanding the inventory of affordable housing for extremely low-income and low-income residents, and for special needs groups.

3.3.5 Reasonable Accommodation Program

This program was a new program introduced during the Fifth Cycle. As mentioned previously, many households in Maywood include at least one member that has a disability. Not all of the disability categories require physical alterations to the housing unit to better accommodate the disabled resident(s). However, many residents could benefit from specific improvements to their homes to better accommodate a disabled person.

An amendment to the zoning ordinance will be adopted for reasonable accommodations for disabilities. The procedures related to the program's implementation will be ministerial in nature with minimal or no processing fee. Improvements may be approved by the Building and Planning Director as long as a number of criteria are met: 1) the request for reasonable accommodation must be used by an individual with a disability protected under fair housing laws; 2) the requested accommodation is necessary to make housing available to an individual

with a disability protected under fair housing laws; 3) the requested accommodation would not impose an undue financial or administrative burden on the City; and 4) the requested accommodation would not require a fundamental alteration in the nature of the City's General Plan and Zoning Ordinance.

Program	Responsible Agency	Funding Source(s)	Implementation Timing	Metrics
Reasonable Accommodation <i>Adopt a reasonable accommodation ordinance to provide exception in zoning and land use regulations for housing for persons with disabilities.</i>	Planning Division	General Fund	Ordinance to be completed in 2023.	Availability of reasonable accommodation on request for those who meet criteria.

3.4 QUANTIFIED PROGRAM OBJECTIVES

The goals, objectives, and programs of this Housing Element focus on affordable housing, housing rehabilitation programs, housing sites programs, affirmatively furthering fair housing, removing governmental constraints, and equal housing and energy conservation programs.

Table 16 provides a quantification of the program objectives that are envisioned as part of this Housing Element's implementation.

Table 16: Quantified Objectives of Maywood Housing Programs

Program	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income
6th Cycle RHNA	27	27	47	55	209
New Construction	--	--	28	--	149
Accessory Dwelling Units	--	--	--	55	60
Conservation / Preservation	47	47	14	--	--
Rehabilitation	--	--	5	--	--

3.5 REGIONAL HOUSING NEEDS

The Southern California Association of Governments (SCAG) has the responsibility and authority to determine housing needs for the various income groups for cities within Southern California pursuant to Section 65584 of the Government Codes. Housing needs are categorized as follows:

- **Very Low Income** households are those whose income does not exceed 50% of the Area Median Income (AMI) for the greater Los Angeles area
- **Low Income** households are those whose income is greater than 50% of AMI but less than 80% of AMI for the greater Los Angeles area
- **Moderate Income** households are those whose income is greater than 80% of AMI but less than 120% of AMI for the greater Los Angeles area
- **Above Moderate-Income** households are those whose income is greater than 120% of AMI for the greater Los Angeles area

The SCAG Regional Housing Needs Assessment (RHNA) for the Fourth Cycle was 22 units and the Fifth Cycle was 53 units. The Sixth (current) Cycle reflects a more than six-fold increase to 365 units (refer to Table 17). The housing needs for the selected income groups are shown on both tables. The planning periods for the three most recent RHNA cycles are as follows: Fourth Cycle (2006 - 2013), Fifth Cycle (2014 – 2021), and the current Sixth Cycle (2021 – 2029). Table 17 summarizes the City's RHNA by income threshold for each of the three most recent cycles.

Table 17: City of Maywood's RHNA Housing Allocation by Income Threshold

Income Category	Fourth Cycle (2006-2013)	Fifth Cycle (2014-2021)	Sixth Cycle (2021-2029)
Extremely Low-Income Households	n/a	n/a	27 units
Very Low-Income Households	5 units	13 units	27 units
Low Income Households	3 units	8 units	47 units
Moderate Income Households	4 units	9 units	55 units
Above Moderate-Income Households	10 units	23 units	209 units
Total Need – Future Housing	22 units	53 units	365 units

Source: Southern California Association of Governments

3.5.1 1233 RHNA Carryover

Section 65504.09 of the Government Code (implementing AB 1233) states that cities that failed to implement the adequate sites programs to make sites available in the planning period and failed to identify and make available adequate sites to accommodate a portion of the regional housing need must zone or rezone adequate sites to address the unaccommodated housing need, by income level, within the first year of the new planning period.

Table 18: Unmet RHNA 2014-2021 Planning Period

Income Category	RHNA 2014-2021	Units Provided	Remaining Need
-----------------	----------------	----------------	----------------

Extremely Low	6 units	0 units	6 units
Very Low Income Households	7 units	0 units	7 units
Low Income Households	8 units	0 units	8 units
Moderate Income Households	9 units	9 units	0 units
Above Moderate Income Households	23 units	2 units	21 units
Total Need – Future Housing	53 units	11 units	42 units

As explained below, during the brief period at the end of the 5th Cycle when Maywood was working to get in compliance, the City amended zoning in October 2019 to make a large number of sites available for housing to meet the 5th Cycle RHNA.

3.5.2 Credits Toward the Sixth Cycle RHNA

Maywood adopted zoning overlays in October 2019 to provide significant opportunities for additional housing development. The 76 identified sites could potentially provide an estimated 461 units, a number that far exceeds the number of units required to meet the Fifth and Sixth Cycle RHNA. One reason that so many sites with multiple owners were rezoned was in recognition of the fact that the City is essentially built out on relatively small lots, making redevelopment the only option for creation of new housing, but the City cannot predict exactly which privately-owned sites will ultimately be redeveloped. Except for several City-owned parcels which the City has been marketing for affordable housing development, redevelopment for new housing will depend to some degree on motivating private owners to consolidate sites and redevelop their properties. The City has now created a regulatory framework that permits the desired redevelopment and the City can encourage and incentivize this redevelopment. See Section 3.6 Available Housing Sites for New Residential Development and Table 19: Residential Sites Inventory for more information.

3.6 AVAILABLE HOUSING SITES FOR NEW RESIDENTIAL DEVELOPMENT

The lack of developable land and the market forces that affect housing construction in Maywood both impact the City's ability to accommodate RHNA. The City will revise the current General Plan and Zoning Land Use Designations (as amended in 2019) that are applicable to the residential neighborhoods. According to the General Plan, approximately fifty-seven (57) percent of the City's land area is designated for residential development. Concurrent with preparation of the 2019 Amendment to the Fifth Cycle Housing Element, the City adopted zoning measures to accommodate housing need.

It is important to recognize that Maywood does not have vacant land nor options for redevelopment that are more favorable than the parcels in these overlay districts. These properties are located on or very near the city's major corridors and bus lines, as well as walking distance to the city's core commercial district, which includes a supermarket. **These sites have been selected for rezoning and identification as future redevelopment opportunities because they are currently underutilized or vacant buildings. Maywood is built-out, so any and all additional housing units will be provided on currently nonvacant sites. The City works closely with project proponents to encourage mixed-use development that incorporates commercial spaces since most interest comes from proponents considering all-residential development. The existing uses are not an impediment to additional residential development because many have already been discontinued or are expected to be discontinued during the planning cycle. Interest is high in developing additional residential units in Maywood and the market supports residential development. As stated previously, there are no vacant sites within the City so all additional housing units (at all income levels) will be provided on currently nonvacant sites.** Redevelopment of privately-owned properties in the R-SA overlay zone parcels and target CM-zone for mixed use or affordable housing residential uses will require extra effort on the part of the City to communicate with property owners and monitor these parcels for opportunities. It is possible that proposed improvements linked to the Lower Los Angeles River Plan, such as Complete Streets redesign of Atlantic Avenue and improvements to Riverfront Park and Maywood Park, which are located in the eastern part of Maywood, could result in some new investment in this area accompanied by higher prices. Affordable housing projects put in place during the 6th Cycle Planning Period could dampen potential displacement by securing affordability in some locations.

The City of Maywood is comprised of small parcels. The most recent development has all occurred on small parcels. Maywood Villas is a mixed-use senior affordable housing development that was constructed in 2007 on a 0.48 acre lot and the City is currently working with developers to provide affordable housing on the Housing Successor Agency-Owned lots which are each less than 0.3 acres. Since very few parcels larger than a half-acre exist in the City, it is routine for redevelopment projects to occur and provide affordable housing units on parcels less than a half acre.

Senior and Affordable Housing Overlay (R-SA): The City amended the Zoning Code in 2019 to modify the then Specialty Housing Overlay (R-S) to become the Senior and Affordable Housing Overlay District (R-SA) with increased density. Three Housing Successor Agency-owned parcels (6313-001-900, 6313-001-901, and 6313-001-902) at 5102 – 5110 District Boulevard were designated as R-SA with higher densities, including potential density bonuses, as noted earlier. Combined, these three parcels total 0.56 acres. In addition, 12 parcels along 58th Street between Heliotrope and Woodlawn are also designated as Senior and Affordable Housing Overlay (R-SA). These parcels total 1.93 acres and could potentially accommodate 91 units.

- **City-Owned Properties:** The City has made the District Boulevard parcels and a city-owned parcel at 4801 Slauson Avenue available for affordable housing development. The City issued a Notice of Availability to solicit proposals with a declared preference for affordable housing development on July 2, 2021 for these sites. Four developers inquired about the properties. In Spring 2022, the City began negotiations with one of the respondents for development of an affordable housing project on the District Boulevard properties.

The City-owned 4801 Slauson Avenue at the corner of Heliotrope has a light manufacturing use in a building that could be renovated or replaced. The property is listed for sale or lease but has not yet attracted developer interest. The City is interested in the potential for a SRO project there and plans to solicit interest from groups that develop SROs for veterans.

- **Mixed-Use Development:** Selected properties along the Atlantic Boulevard and Slauson Avenue commercial corridors have been identified for mixed-use development. The mixed-use development could take several forms: stand-alone infill residential development or a combination of commercial and residential uses within the same parcel and/or structure. These areas are noted in Figure 22. A total of 52 parcels totaling 9.5 acres zoned CM have been identified as candidates for mixed-use development. These parcels are characterized by aging structures (the median year of construction is 1953). Most parcels also have a low Improvement to Land Value Ratio (ILR). Individually, some parcels are small and contain existing residential units and therefore may not appear to be viable properties for residential development. However, many parcels are contiguous and some have common ownership, making lot consolidation possible. If developed as mixed-use residential or stand-alone residential units, the maximum density is 20 units per acre. These parcels can accommodate 149 units (assuming development at 80% of the allowable density and excluding parcels that would not yield a net increase in units). Given Maywood's existing density (many residential neighborhoods have between 14 and 19 units per acre in single-family neighborhoods), redevelopment at 80% of allowable density is reasonable given redevelopment patterns in the community. The most recent large-scale, mixed-use development at 5601 and 5609 Atlantic Boulevard provides 100% of the maximum achievable density. Maywood Villas is all-affordable senior housing constructed above commercial space. This building provides 54 units of senior housing on just shy of 0.5 acres). Given preliminary conversations with potential developers and nonprofit partners, redevelopment projects are likely to propose at least 80% of maximum allowable density to make the projects feasible. Development trends in Maywood indicate that commercial parcels are likely to convert to residential uses. The City actively works with project proponents to encourage mixed-use development that provides first-floor commercial space with residential units above. This is consistent with large-scale projects that have occurred in the City to date.

During the Sixth Cycle Planning Period, the City will review the potential for expanding the R-SA Overlay District to include more properties for potential mixed-use renovation or redevelopment.

- **Accessory Dwelling Units (ADUs):** The potential for new ADUs is considerable given changes in State law, which require approval of most ADUs. As noted earlier, Accessory Dwelling Unit is a very common housing unit type in Maywood. In 2020 and 2021 (during the height of the Pandemic), the City permitted 13 ADUs. As of Spring 2022, the City has received and approved many new applications for ADUs and continues to receive 1-2 applications per week and work to bring existing, illegally-built ADUs into compliance. Based on this experience and the number of ADUs permitted in 2020 and 2021, the City's planner expects that a quantified planning objective for an additional 60 ADUs during the Sixth Cycle Planning Period can be achieved.

Figure 24: Residential Sites Inventory



Table 19: Residential Sites Inventory

Map ID	APN	Address	Acres	Existing Use	General Plan	Zoning (2019)	Estimated Units (Current)	Zoning (Current)	Estimated Units (Future)	Year Built	Building SF	Current ILR	Common Ownership	Affordability Level
Housing Successor Agency-Owned														
1	6313001902	5102 DISTRICT BLVD	0.28	Office	Industrial	R-SA	14	R-SA	14	1968	6844	-	City	Extremely, Very, and Low Income
2	6313001901	5110 DISTRICT BLVD	0.27	Office	Industrial	R-SA	13	R-SA	13	1971	7200	-	City	Extremely, Very, and Low Income
77	6313001900		0.01	Vacant	Industrial	R-SA	1	R-SA	1	0	0	-	City	Extremely, Very, and Low Income
	Subtotal		0.56				28		28					
Senior and Affordable Housing Overlay														
54	6314024011	4818 E 58TH ST	0.18	SF Residence	Residential	R-SA	8	R-SA	8	1930	1008	0.49		Extremely, Very, and Low Income
55	6314024010	4820 E 58TH ST	0.17	SF Residence	Residential	R-SA	8	R-SA	8	1930	1416	0.26		Extremely, Very, and Low Income
56	6314024009	4824 E 58TH ST	0.17	Duplex	Residential	R-SA	8	R-SA	8	1951	650	0.78		Extremely, Very, and Low Income
57	6314024008	4826 E 58TH ST	0.17	5+ Units	Residential	R-SA	8	R-SA	8	1960	4868	1.69		Extremely, Very, and Low Income
58	6314024007	4834 E 58TH ST	0.17	SF Residence	Residential	R-SA	8	R-SA	8	1923	1540	2.09		Extremely, Very, and Low Income
59	6314024006	4840 E 58TH ST	0.17	Duplex	Residential	R-SA	8	R-SA	8	1923	992	1.93		Extremely, Very, and Low Income
60	6314024005	4846 E 58TH ST	0.13	SF Residence	Residential	R-SA	6	R-SA	6	1965	1260	2.33		Extremely, Very, and Low Income
61	6314024004	4848 E 58TH ST	0.13	SF Residence	Residential	R-SA	6	R-SA	6	1937	1126	0.73		Extremely, Very, and Low Income
62	6314024003	4852 E 58TH ST	0.14	Duplex	Residential	R-SA	7	R-SA	7	1925	2078	1.48		Extremely, Very, and Low Income

CITY OF MAYWOOD - 6TH CYCLE 2021-2029 HOUSING ELEMENT –REVIEW DRAFT

63	6314024002	4584 E 58TH ST	0.33	Parking Lot	Residential	R-SA	16	R-SA	16	1977	14750	0.49	H	Extremely, Very, and Low Income
64	6314024026	5807 WOODLAWN AVE	0.09	Parking Lot	Residential	R-SA	5	R-SA	5	0	0	0.54	H	Extremely, Very, and Low Income
65	6314024027	5807 WOODLAWN AVE	0.07	Parking Lot	Residential	R-SA	3	R-SA	3	1977	3024	0.60	H	Extremely, Very, and Low Income
	Subtotal		1.93				91		91					
Mixed-Use Development														
6	6313019031	5351 1/2 ATLANTIC BLVD	0.47	Warehouse	Mixed Use	CM	8	R-SA`	23	1964	5537	0.48		Mixed/All Income Levels
8	6313004017	5268 ATLANTIC BLVD	0.12	Service, Repairs	Mixed Use	CM	2	R-SA	6	1946	2948	0.11		Mixed/All Income Levels
9	6313004018	5276 ATLANTIC BLVD	0.12	Warehouse	Mixed Use	CM	2	R-SA	6	1953	5252	2.13		Mixed/All Income Levels
10	6313006014	5306 ATLANTIC BLVD	0.24	Stores	Mixed Use	CM	4	R-SA	12	1939	3773	0.59		Mixed/All Income Levels
11	6313006015	5312 ATLANTIC BLVD	0.26	Store and Residential	Mixed Use	CM	4	R-SA	13	1945	2634	1.02		Mixed/All Income Levels
12	6313006031	5320 ATLANTIC BLVD	0.12	Light Manufacturin g	Mixed Use	CM	2	R-SA	6	1953	1224	1.19	A	Mixed/All Income Levels
13	6313006032	5326 ATLANTIC BLVD	0.12	Light Manufacturin g	Mixed Use	CM	2	R-SA	6	1964	2500	1.13	A	Mixed/All Income Levels
15	6313018002	5501 ATLANTIC BLVD	0.23	Stores	Mixed Use	CM	4	R-SA	11	1973	2080	1.13		Mixed/All Income Levels
16	6313018001	5515 ATLANTIC BLVD	0.10	Office	Mixed Use	CM	2	R-SA	5	1950	400	0.11		Mixed/All Income Levels
17	6313018027	5559 ATLANTIC BLVD	0.12	Stores	Mixed Use	CM	2	R-SA	6	1938	2545	1.05		Mixed/All Income Levels
18	6313007008	5502 ATLANTIC BLVD	0.07	Auto Service, Body Shop	Mixed Use	CM	1	R-SA	3	1945	1988	2.30	B	Mixed/All Income Levels
19	6313007009		0.10	Vacant	Mixed Use	CM	2	R-SA	5	0	0	-	B	Mixed/All Income Levels
20	6313007010	5510 ATLANTIC BLVD	0.10	Vacant	Mixed Use	CM	2	R-SA	5	0	0	-	B	Mixed/All Income Levels
21	6313007011	5516 ATLANTIC BLVD	0.10	Restaurant	Mixed Use	CM	2	R-SA	5	1950	2000	0.17	B	Mixed/All Income Levels
22	6313007012		0.10	Parking Lot	Mixed Use	CM	2	R-SA	5	2001	4400	0.15	B	Mixed/All Income Levels

CITY OF MAYWOOD - 6TH CYCLE 2021-2029 HOUSING ELEMENT –REVIEW DRAFT

24	6313007014	5556 ATLANTIC BLVD	0.10	Service, Repairs	Mixed Use	CM	2	R-SA	5	1959	2400	0.56	C	Mixed/All Income Levels
26	6313008016	5630 ATLANTIC BLVD	0.14	Stores	Mixed Use	CM	2	R-SA	7	1947	1620	0.60	C	Mixed/All Income Levels
27	6313016028	5701 ATLANTIC BLVD	0.35	Store and Office	Mixed Use	CM	6	R-SA	17	1930	7356	1.72		Mixed/All Income Levels
28	6313016024		0.12	Parking Lot	Mixed Use	CM	2	R-SA	6	1984	4400	0.06	D	Mixed/All Income Levels
29	6313016023	5729 ATLANTIC BLVD	0.24	Restaurant	Mixed Use	CM	4	R-SA	11	1941	6923	1.77	D	Mixed/All Income Levels
30	6313009024	5700 ATLANTIC BLVD	0.25	Service Station	Mixed Use	CM	4	R-SA	12	1964	600	0.15		Mixed/All Income Levels
31	6313009025	5714 ATLANTIC BLVD	0.13	Medical, Dental	Mixed Use	CM	2	R-SA	6	1948	1432	0.85		Mixed/All Income Levels
33	6314010012	4600 SLAUSON AVE	0.28	Office	Mixed Use	CM	5	R-SA	14	1953	688	0.25	E	Mixed/All Income Levels
34	6314010028	4610 SLAUSON AVE	0.12	Stores	Mixed Use	CM	2	R-SA	6	1941	2038	0.97	E	Mixed/All Income Levels
35	6314010029	4618 SLAUSON AVE	0.17	Office	Mixed Use	CM	3	R-SA	8	1959	2024	0.96	E	Mixed/All Income Levels
36	6314010010	4622 SLAUSON AVE	0.07	Auto Service, Body Shop	Mixed Use	CM	1	R-SA	3	1958	940	0.83		Mixed/All Income Levels
37	6314010009	4626 SLAUSON AVE	0.07	Office	Mixed Use	CM	1	R-SA	3	1953	600	1.42		Mixed/All Income Levels
39	6314014015	4701 SLAUSON AVE	0.18	Office	Mixed Use	CM	3	R-SA	9	1980	546	1.24		Mixed/All Income Levels
40	6314014016	4707 SLAUSON AVE	0.18	SF Residence	Mixed Use	CM	3	R-SA	8	1921	792	0.58	E	Mixed/All Income Levels
41	6314014017	4715 SLAUSON AVE	0.18	SF Residence	Mixed Use	CM	3	R-SA	9	1921	628	0.05	E	Mixed/All Income Levels
42	6314014018	4717 SLAUSON AVE	0.18	Auto Service, Body Shop	Mixed Use	CM	3	R-SA	9	1989	1281	1.50		Mixed/All Income Levels
43	6314014019	4727 SLAUSON AVE	0.18	Service, Repairs	Mixed Use	CM	3	R-SA	9	1957	1456	1.50		Mixed/All Income Levels
44	6314014020	4735 SLAUSON AVE	0.18	Club, Lodge	Mixed Use	CM	3	R-SA	9	1958	6851	0.16		Mixed/All Income Levels
45	6314014021	4741 SLAUSON AVE	0.18	Vacant	Mixed Use	CM	3	R-SA	9	0	0	-		Mixed/All Income Levels
47	6314014023	4751 SLAUSON AVE	0.18	Light Manufacturin g	Mixed Use	CM	3	R-SA	9	1967	3936	1.22		Mixed/All Income Levels
48	6314014024	4755 SLAUSON AVE	0.05	Light Manufacturin g	Mixed Use	CM	1	R-SA	2	1955	1220	1.03	F	Mixed/All Income Levels

CITY OF MAYWOOD - 6TH CYCLE 2021-2029 HOUSING ELEMENT –REVIEW DRAFT

49	6314014025	4755 SLAUSON AVE	0.13	Office	Mixed Use	CM	2	R-SA	6	1955	3180	1.39	F	Mixed/All Income Levels
50	6314013017	4700 SLAUSON AVE	0.33	Service Station	Mixed Use	CM	5	R-SA	16	1986	2540	0.29		Mixed/All Income Levels
51	6314013016	4722 SLAUSON AVE	0.28	Restaurant	Mixed Use	CM	4	R-SA	13	1969	1097	1.38	G	Mixed/All Income Levels
52	6314013004	4728 SLAUSON AVE	0.35	Light Manufacturin g	Mixed Use	CM	6	R-SA	17	1952	7080	0.68	G	Mixed/All Income Levels
53	6314013018	4756 SLAUSON AVE	0.52	Church	Mixed Use	CM	8	R-SA	25	1937	3708	1.89		Mixed/All Income Levels
66	6314024900	4801 SLAUSON AVE	0.36	Light Manufacturin g	Mixed Use	CM	6	R-SA	17	1956	8188	-	City	Mixed/All Income Levels
67	6314024012	4815 SLAUSON AVE	0.14	SF Residence	Mixed Use	CM	2	R-SA	7	1922	900	0.26	I	Mixed/All Income Levels
68	6314024013	4819 SLAUSON AVE	0.15	Warehouse	Mixed Use	CM	2	R-SA	7	1923	872	1.17	I	Mixed/All Income Levels
69	6314024014	4825 SLAUSON AVE	0.12	Duplex	Mixed Use	CM	--	R-SA	6	1942	937	1.43		Mixed/All Income Levels
70	6314024030	4829 SLAUSON AVE	0.11	Duplex	Mixed Use	CM	--	R-SA	5	1923	576	1.04		Mixed/All Income Levels
71	6314024028	4833 SLAUSON AVE	0.12	Store and Residential	Mixed Use	CM	2	R-SA	6	1967	480	0.74		Mixed/All Income Levels
72	6314024017	4837 SLAUSON AVE	0.14	Triplex	Mixed Use	CM	--	R-SA	7	1926	831	2.34	J	Mixed/All Income Levels
73	6314024018	4843 SLAUSON AVE	0.15	SF Residence	Mixed Use	CM	2	R-SA	7	1945	1152	1.17	J	Mixed/All Income Levels
74	6314024019	4847 SLAUSON AVE	0.13	Fourplex	Mixed Use	CM	--	R-SA	6	1955	946	0.70		Mixed/All Income Levels
75	6314024020	4851 SLAUSON AVE	0.10	Store and Residential	Mixed Use	CM	2	R-SA	5	1961	450	0.89		Mixed/All Income Levels
76	6314024021	4869 SLAUSON AVE	0.48	Stores	Mixed Use	CM	8	R-SA	23	1960	1800	1.35		Mixed/All Income Levels
	Subtotal		9.50				149		461					

APPENDIX A

Proof of Publication





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

WEDNESDAY, SEPTEMBER 28, 2022 AT 7:00 PM

I. CALL TO ORDER/ROLL CALL

Mayor Marquez called to order at approximately 7:05 p.m.

II. CITY OFFICIALS

MAYOR

Heber Marquez (present)

CITY CLERK

Andrea Aguilar (present)

MAYOR PRO TEM

Frank Garcia (teleconference)

CITY TREASURER

Mary Mariscal (teleconference)

COUNCIL MEMBERS

Eduardo De La Riva (present)

Ricardo Lara (present)

Jessica Torres (teleconference)

CITY MANAGER

Jennifer E. Vasquez (present)

CITY ATTORNEY

Roxanne Diaz (teleconference)

STAFF PRESENT:

Steve Fowler, Director of Building and Planning (present)

Anthony Rainey, Interim Finance Director (present)

Karen Iniguez, Community Development Analyst (present)

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: 871 5100 7135 Passcode: 408602

or <https://us02web.zoom.us/j/87151007135?pwd=YnVkU2tjc3FjTkkrSHlqSFR5cVprZz09>
Passcode: 408602

Live real-time verbal public comments were made by members of the public joining the meeting

via the Zoom platform.

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

Mayor, Council Members and City Manager provided community updates.

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

The following spoke on Agenda items:

- 1) David Perez (via teleconference)
- 2) Veronica Guardado (via teleconference)
- 3) Carmen Perez (via teleconference)

VI. PRESENTATIONS

METRO PRESENTATION REGARDING THE 710 SOUTH CORRIDOR
INVESTMENT PLAN

Robert Calix from the Metropolitan Transportation Authority gave a
presentation on the 710 South Corridor Investment Plan.

VII. PUBLIC HEARING

1. CONTINUANCE OF THE CONSIDERATION OF A RESOLUTION ADOPTING THE
6TH CYCLE (2021-2029) GENERAL PLAN HOUSING ELEMENT AND MAKING A
FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY
ACT (CEQA)
Motion to continue Public Hearing to the City Council Meeting on October
12, 2022 at 7:00 p.m. for the Consideration of a Resolution adopting the
6th Cycle (2021-2029) General Plan Housing Element and making a finding
of exemption under the California Environmental Quality Act (CEQA) by De
La Riva. Second by Mayor Pro-Tem Garcia. AYES: De La Riva, Lara, Torres,
Garcia, Marquez . PASSES

VIII. CONSENT CALENDAR

2. MINUTES OF SEPTEMBER 14, 2022 CITY COUNCIL MEETING
Motion to approve the Minutes of September 14, 2022 City Council Meeting
by Mayor Pro-Tem Garcia. Second by Lara. AYES: De La Riva, Lara, Torres,
Garcia, Marquez . PASSES
3. 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
Motion to receive, approve and file the warrant registers, wire transfers
dated September 6, 2022 through September 20, 2022, net payrolls dated
August 28, 2022 through September 10, 2022 and adopt Resolution No.

6266 approving the warrants for payment by Mayor Pro Garcia. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez . PASSES

4. REVENUE REPORT JULY - AUGUST 2022

Motion to receive and file the Revenue Report from July - August 2022 by Mayor Pro-Tem Garcia. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez . PASSES

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

Motion to to make the findings 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 County of Los Angeles officials continue to recommend residents to get vaccinated and continue the measures to promote social distancing and therefore, the legislative body meetings of the City shall continue in a virtual teleconference format in compliance with Government Code Section 54953(e) and directed staff to report back with the meeting options of in-person, hybrid, or virtual by Mayor Marquez. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

Item #5 was pulled for further discussion.

IX. DISCUSSION/ACTION ITEMS

6. CONSIDERATION OF ADOPTING RESOLUTION NO. 6267 APPROVING THE CITY OF MAYWOOD LOCAL ROADWAY SAFETY PLAN (LRSP).

Motion to receive and file the presentation on the City's Local Road Safety Plan and adopt Resolution No. 6267 approving the City of Maywood Local Roadway Safety Plan by Lara. Second by Mayor Pro-Tem Garcia. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

7. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM RIVER IN ACTION IN THE AMOUNT OF \$10,000.

Motion to approve the Community Benefit Fund Application from River in Action in the amount of \$10,000 by Lara. Second by De La Riva. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

8. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM THE CSU FULLERTON/CSFU PHILANTHROPIC FOUNDATION IN THE AMOUNT OF \$10,000.

Motion to approve the Community Benefit Fund Application from CSU Fullerton/CREAL/CSFU Philanthropic Foundation in the amount of \$10,000 by De La Riva. Second by Mayor Pro-Tem Garcia. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

X. **CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATOR, GOVERNMENT CODE SECTION 54957.6: CITY NEGOTIATOR: JENNIFER VASQUEZ, CITY MANAGER;
EMPLOYEE ORGANIZATIONS:
AMERICAN FEDERATION of STATE, COUNTY & MUNICIPAL EMPLOYEES (AFSCME) DISTRICT COUNCIL 36, LOCAL 4319, MAYWOOD EMPLOYEES ASSOCIATION

No Reportable Action

CONFERENCE WITH LEGAL COUNSEL, EXISTING LITIGATION, GOVERNMENT CODE SECTION 54956.9(D)(1); *JOSE MENDOZA AND LA LABS, INC. V. CITY OF MAYWOOD, ET. AL.*, LOS ANGELES COUNTY SUPERIOR COURT CASE NO. 20NWCV00592

No Reportable Action

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

The following spoke on Non-Agenda items:

1) David Perez (via teleconference)

XII. **ADJOURNMENT**

Meeting adjourned at approximately 9:49 p.m. to the next meeting of the Maywood City Council, Wednesday, October 12, 2022 at 7:00 p.m.

Heber Marquez, Mayor

ATTEST:

Andrea Aguilar, City Clerk

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 4.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ANTHONY RAINEY, DIRECTOR OF FINANCE

SUBJECT: RESOLUTION NO. 6270 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT

RECOMMENDATION:

It is staff's recommendation that the City Council receive, approve and file the warrant registers, wire transfers dated September 23, 2022 through October 4, 2022 and net payrolls dated September 11, 2022 through September 24, 2022 and adopt Resolution 6270 approving Warrants for Payment

BACKGROUND:

Staff provides warrant registers and wire transfers to City Council as part of Management Controls, which as a whole are the policies, procedures, and practices conceived and put in place to assure the following:

- the economical, efficient, and effective achievement of the City's objectives.
- adherence to laws, regulations, rules for policies;
- the safeguarding of assets and information;
- the prevention and detection of fraud and error; and
- the quality of accounting records and the timely production of reliable financial and management information.

Furthermore, Internal Controls are a set of rules, procedures, and practices developed and employed to facilitate the safeguarding of the City's assets, be they liquid (cash or investments) or fixed (infrastructure or equipment), or intangible (credit rating or information).

The City utilizes resolutions for approving warrants for payment to comply with Section 3-2.06 of the Municipal Code regarding Warrants for Payments. Exhibit A entitled Summary of Warrants and Wire Transfers/Automated Clearing House (ACH) Transactions serves as a Management Control for complying with Section 3-2.06. Exhibit B entitled Detail of Warrants serves as evidence of Internal Controls utilized by City Finance staff that support these Management Controls for payments made by the City. These controls are carried out through the submission of all required documents supporting the invoices submitted for payment. Prior to payment, the Finance staff reviews all disbursement documents to ensure that they meet the approval requirements.

DISCUSSION:

A - PAYMENT APPROVAL - Pursuant to paragraph 37202 of the California Government Code, demands (called *Warrant Demand*) against the City for payment shall be audited and thereafter submitted to the City Council for approval or rejection prior to payment, either separately or in a register of audited demands and shall have attached thereto affirmation of the City Treasurer and City Finance Director certifying the accuracy of the demands and the availability of funds for payment. This is accomplished using:

A1 - Warrants Registers or checks certified or approved by the City Treasurer and Finance Director as conforming to authorized expenditures set forth in the City Council adopted City Budget.

A1.1 Prepayments – pre-paying allows the City to take advantage of allowable prompt payment discounts and make payments on due dates of invoices. This involves the issuance of checks prior to final warrant approval. *Automated Clearing House* (ACH) transactions are made using a network that electronically moves money between the City's bank accounts to a payee's bank account. This is reflected in the **Summary Warrants for Payment and Wire Transfers/ACH Transactions as Accounts Payable prepaid warrants for payment**. Wire Transfer is a method of electronic funds transfer from the City of Maywood to one person or organization (payrolls and fees for electronic transfers).

A1.2 Regular Payment – To avoid late fees for payments made beyond due dates of invoices, checks are prepared prior to final warrant approval by the City Council. This is reflected in the **Summary Warrants for Payment and Wire Transfers/ACH Transactions as Accounts Payable regular warrants for payment**. After City Council approval, the checks are signed and distributed.

B - DOCUMENTATION – The City uses a Management Control by producing a *summary document* (Exhibit A - Summary Warrants for Payment and Wire Transfers/ACH transactions) that represents the cash disbursements required and the City uses an Internal Control by producing a detailed document (Exhibit B – Detail Warrants for Payment) that details information about each check issued for Prepaids and or to-be-paid for Regular Payments. These “disbursements” are accounted for in the FY 2022-23 budget.

B1 – SUMMARY WARRANTS FOR PAYMENT AND WIRE TRANSFERS/ACH TRANSACTIONS provide an accounting of the Accounts Payable Registers, wire transfers (*method of electronic funds transfer from the City of Maywood to one person or organization*), and Automated Clearing House (ACH) transactions.

B2 – DETAIL WARRANTS FOR PAYMENTS provides the detailed information of approved payments made to the City's vendors and contractors by check number, identification of prepaid, date of warrant, vendor name, check amount, transaction description, and fund source. Wire transfers also enable the City to send electronic funds to the bank accounts of the City's vendors and contractors. The warrant registers, wire transfers, and net payrolls reflect the financial obligations of the City for the above-referenced dates.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Total warrants, transfers, and wires issued (net of any voided payments) during the period of September 29, 2022 through October 12, 2022 are \$970,866.89.

F.Y. 22-23 Impact: \$970,866.89	Current F.Y. Budget:
Fund Impacted: 100 - General Fund 212 - Gas Tax Fund 222 - Proposition C Fund 243 - Community Development	Budget adjustment requested: NA

Block Grant Fund (CDBG) 251 - Street Lighting Fund a) Accounts Payable: \$834,652.52 b) Wire Transfers/ACH Transactions: \$136,214.37 c) Total (a plus b) \$970,866.89	
Source of funds: Taxes, fees, intergovernmental revenues	Updated Account Budget: NA
Account Number: Various	For fiscal year: NA

ATTACHMENT(S)

1. Exhibit A Summary Warrant Demand 10.12.22
2. Exhibit B Warrant Register Detail 10.12.22

RESOLUTION NO. 6270

**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 \$970,866.89 are hereby ratified:

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

PASSED, APPROVED AND ADOPTED THIS 12TH day of OCTOBER, 2022.

Heber Marquez, Mayor

ATTEST:

APPROVED AS TO FORM:

Andrea Aguilar, City Clerk

Roxanne Diaz, City Attorney

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

I, Andrea Aguilar , City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6270 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 12th day of October, 2022 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Andrea Aguilar, City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, October 12, 2022

Accounts Payable

	Amount
Accounts Payable prepaid warrants for payment: Checks No. 090059 - 090065	\$ 46,266.71
Accounts Payable regular warrants for payment: Checks No. 090066 - 090104	\$ 788,385.81
Sub-total	\$ 834,652.52

Wire Transfers/ACH Transactions

09/23/22 ADP Payroll Fees	\$ 303.96
09/23/22 CalPERS Employer Contribution 8/14/2022 - 8/27/2022	\$ 7,172.07
09/27/22 State Compensation Insurance Fund - Workers Comp Ins Surcharge Policy 9143213	\$ 5,181.33
09/27/22 CalPERS Employer Contribution 8/28/2022 - 9/10/2022	\$ 7,322.95
09/29/22 Payroll Pay Period 9/11/2022 - 9/24/2022	\$ 77,712.80
10/03/22 US Bank - Merchant Fees	\$ 815.22
10/04/22 CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees - October 2022	\$ 9,872.83
10/04/22 CalPERS Health Premium October 2022	\$ 27,833.21
Sub-total	\$ 136,214.37

Total Demands	\$ 970,866.89
----------------------	----------------------

**City of Maywood
Detail Warrants for Payment
Warrants No. 090059 to 090104**

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090059	P	9/29/2022	Benefit Coordinators Corporation (BCC)	2,236.80	Dental and Vision Insurance - October 2022	General Fund - 100 CDBG - 243
090060	P	9/29/2022	Bruce Leflar	1,043.41	Retiree Medical Reimbursement - October 2022	General Fund - 100
090061	P	9/29/2022	Jennifer E. Vasquez	51.80	Supplies for Regional Public Safety Mtg	General Fund - 100
090062	P	9/29/2022	MV Cheng & Associates Inc.	11,120.00	Senior Acct/Acct Tech Consult Services for Aug 2022	General Fund - 100
090063	P	9/29/2022	Shirley Quinones	843.39	Mileage Reimbursement 9-21-22 Reimbursement for Lodging/Training	General Fund - 100
090064	P	9/29/2022	Southern California Edison	24,103.95	5916 King/5913 Mayflower PED 08/09/22 to 09/07/22 Acct#700405141156 8/1/22 to 8/31/22 Acct#700405260081 8/1/22 - 8/31/22 5317 Atlantic PED 8/16/22 to 9/14/22	General Fund - 100 Gas Tax Fund - 212 Street Lighting Fund - 251
090065	P	9/29/2022	U.S. Bank Corporate Payment System	6,867.36	Acct#4246044555755283 Credit Card 8/16/22 to 9/15/22	General Fund - 100
090066		10/12/2022	ACC Business	824.22	Internet Services 8/11/22 to 9/10/22	General Fund - 100
090067		10/12/2022	Alta Environmental	1,075.78	Professional Services for Ms4 Permit Support - August 2022	General Fund - 100
090068		10/12/2022	Amazon Capital Services	121.73	Credit for Return - Planning Div Floor Mats Office Supplies	General Fund - 100
090069		10/12/2022	Amigos Del Los Rios	3,029.00	Watering/Riverfront Park Tree Services 7-1-22 to 7-31-22 Watering/Street Tree Services 7-1-22 to 7-31-22	General Fund - 100 Gas Tax Fund - 212
090070		10/12/2022	Bordin Semmer LLP	4,950.00	Claims Legal Expense for C Lomeli	General Fund - 100
090071		10/12/2022	County of L.A. Dept. of Animal Control	11,809.46	Animal Control Services for August 2022	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090059 to 090104

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090072		10/12/2022	Crosstown Electrical & Data Inc.	4,897.91	Atlantic & 60th - NWC Blacked out City Hall Parking Lot - Repaired Flickering Parking Lot Light Everett & 57th - All Four Beacons Need Batteries Everett & 58th - NWC/NEC - Replaced Batteries Loma Vista & 57th - SEC Replace batteries Loma Vista & 58th - Flashing Beacons/Replace batteries Preventative Maintenance - August 2022 Slauson & E/B Speed Limit Sign - Radar Speed Sign Not Working Slauson & Gifford - Street Pole Knocked Down Slauson & Loma Vista - SB SEC Countdown /Dont Walk PED Repair Slauson & Maywood - SWC Blacked out Green Light	Street Lighting Fund - 251
090073		10/12/2022	Daily Journal Corporation	90.00	Publication for Notice of Nominees Election	General Fund - 100
090074		10/12/2022	Dapeer, Rosenblit & Litvak, LLP	1,493.21	Code Enforcement Legal Services - August 2022	General Fund - 100
090075		10/12/2022	Dave and Frank Automotive	217.91	Vin#1N4BZ0CPXHC308395 - Replace Windshield Wiper Blades VIN#1N4BZ0CPXHC308459 - Repl Wiper Blades/Tire Repair	General Fund - 100
090076		10/12/2022	Diana Cho & Associates	6,160.00	CDBG Code Enforcement Consulting Serv-July 2022 CDBG FY20-21 Sidewalk Rehab Proj - July 2022 CDBG FY21-22 Sidewalk Rehab Proj - August 2022 CDBG Code EnforcementConsult Serv-August 2022 CDBG FY 21-22 Sidewalk Rehab Proj - July 2022 CDBG FY20-21 Sidewalk Rehab Proj - August 2022	CDBG - 243
090077		10/12/2022	Marco Tulio Mancia Caballero dba Elim HVAC	101.97	AC Repairs	General Fund - 100
090078		10/12/2022	Expert Building Maintenance LLC	9,175.00	City Hall/Police Dept Additional Janitorial Services - August 2022 City Hall/Police Dept and Parks Janitorial Services - September 2022 City Hall/Police Dept Additonal Janitorial Services - September 2022	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090059 to 090104

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090079		10/12/2022	Graffiti Protective Coatings	40,694.80	Graffiti Removal Bus Shelters - August 2022 Citywide Graffiti Removal - August 2022 Citywide Graffiti Removal - July 2022	General Fund - 100
090080		10/12/2022	Hinderliter de Llamas & Assoc.	6,000.00	Cannabis Mgmt Prog for August 2022	General Fund - 100
090081		10/12/2022	Ice Machine Sales and Service Co.	6,416.70	Replacement Ice Machine at YMCA	General Fund - 100
090082		10/12/2022	Innovative Fence Inc.	7,872.53	Fence Work Gate Repair	General Fund - 100
090083		10/12/2022	Inspector Playground	5,200.00	Playground Inspections	General Fund - 100
090084		10/12/2022	Intelligent Var Technology dba Intelli-Tech	1,095.00	Fortinet Indoor Wireless AP	General Fund - 100
090085		10/12/2022	Interwest Consulting Group	6,444.43	Building & Safety Plan Review Services for August 2022 Building & Safety Plan Review Services for July 2022 Plan Review Services for August 2022	General Fund - 100
090086		10/12/2022	L.B. Johnson Hardware #1	881.21	Anchor bolts and Locks Batteries and Locks Bolts and Ext Cord Bolts and Nuts Cement Bags Door knob and spray paint Drill bit Epoxy Ext Cord and door stoppers Paint material PW Supplies Water Line Repairs	General Fund - 100
090087		10/12/2022	LACMTA FILE #54924-0	1,804.00	August 2022 Metro TAP Cards	Prop C Fund - 222
090088		10/12/2022	LGP Equipment Rentals	405.14	Sinkhole job at 6110 Pine Ave	General Fund - 100
090089		10/12/2022	Quadient Leasing USA Inc.	989.66	Postage Machine Lease 10/22/22 to 1/21/23	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090059 to 090104

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090090		10/12/2022	Maywood Car Wash	395.56	Fuel and Car Wash for City Vehicles - August 2022	General Fund - 100
090091		10/12/2022	Metropolitan Transportation Commission	2,000.00	Annual Subscription Street Saver10/31/22 to 10/31/23	Prop C Fund - 222
090092		10/12/2022	Modern Glass & Mirror Works	735.00	Glass Door Replacement	General Fund - 100
090093		10/12/2022	Susan Contreras dba Municipal Waste Solutions	3,515.00	Solid Waste Consulting Services for August 2022	General Fund - 100
090094		10/12/2022	North Star Landcare	25,550.50	Landscape Maintenance Services - August 2022 Landscape Maintenance Services - September 2022 August 2022 Grid Tree Maintenance Services Weed Abatement	General Fund - 100 Gas Tax Fund - 212
090095		10/12/2022	Phoenix Group Information Systems	3,313.17	August 2022 Citation Processing Fee August 2022 Citation Processing FTB Intercept Letters	General Fund - 100
090096		10/12/2022	Public Restroom Company	147,302.00	Prog Pmt #3 Baseball Field Restroom Project	General Fund - 100
090097		10/12/2022	Roadline Products Inc.	5,627.20	Paint and Stencils Stop Bar Paint Stencil	General Fund - 100
090098		10/12/2022	Richards Watson & Gershon	19,158.91	General Legal Services - August 2022 Legal Services - Bell Gardens Ave - August 2022 Legal Services - Cannabis Business Writ Lawsuits - August 2022 Legal Services - Commercial Waste Services - August 2022 Legal Services - Jose Mendoza - August 2022	General Fund - 100
090099		10/12/2022	SHERIFF'S DEPT COUNTY OF LOS ANGELES	440,169.24	Public Safety Services for August 2022 Public Safety Services Special Events for July 2022	General Fund - 100
090100		10/12/2022	Sprint	456.73	Cell Phone Service - 08/24/22 to 09/23/22	General Fund - 100
090101		10/12/2022	Staples Business Advantage	221.91	Office Supplies	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090059 to 090104

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090102		10/12/2022	Transtech Engineers Inc	17,407.50	Building and Safety Staff Services - July 2022 City Engineering Services - July 2022 Encroachment Permits - July 2022 Misc Traf, Eng, Studies, Req, Reviews - July 2022 PW Encroachment Permit Insp Serv - July 2022	General Fund - 100
090103		10/12/2022	ULINE INC.	142.17	Dog Waste Bags	General Fund - 100
090104		10/12/2022	Zumar Industries Inc.	<u>641.26</u>	Signs	General Fund - 100
TOTAL				<u>834,652.52</u>		

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 5.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: SHIRLEY QUINONES, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

SUBJECT: RECEIVE AND FILE THE 2022 BIENNIAL NOTICE FOR THE REPORTING OF THE CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT

RECOMMENDATION:

Staff recommends that the City Council receive and file the 2022 Local Agency Biennial Notice for the City of Maywood's Conflict of Interest Code pursuant to the Political Reform Act.

BACKGROUND:

On December 9, 2020, the City Council amended the City's then Conflict of Interest Code, which updated the Code and also added the positions of a) Code Compliance/ Enforcement Officer, b) Parking Enforcement Officer I/II and c) the Building Inspector as designated positions in its biennial review.

The purpose of the Political Reform Act (Government Code Sections 81000 et seq.) is to prevent conflicts of interest through disclosure and disqualification. To facilitate this goal, the Political Reform Act requires that public officials disclose their personal financial interests upon assuming office, annually while serving in office, and again upon leaving office. Disclosure is made on a form called a "Statement of Economic Interests" (Form 700). Filed forms are public documents that must be made available to anyone who requests them. Government Code Section 87200 requires that City officers file Statements of Economic Interests with the City Clerk.

DISCUSSION:

The Political Reform Act requires every local government agency to review its Conflict of Interest Code at least every even-numbered year. The City is now on the biennial cycle and after review has determined that no amendments are necessary to the Conflict of Interest Code. Therefore, the City Council is requested to receive and file the 2022 Biennial Notice as required by the FPPC.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact if the City Council receives and files the report.

ATTACHMENT(S)

1. Maywood 2022 Biennial Notice - Conflict of Interest
2. Reso. No. 6153 - City of Maywood Conflict of Interest Code

2022 Local Agency Biennial Notice

Name of Agency: City of Maywood
Mailing Address: 4319 E. Slauson Avenue, Maywood, CA 90270
Contact Person: Shirley Quinones Phone No. 323-562-5714
Email: shirley.quinones@cityofmaywood.org Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

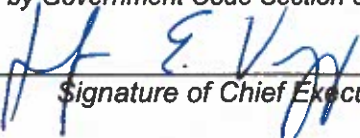
- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☒ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

10/7/2022
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPFC.

RESOLUTION NO. 6153

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, ADOPTING AN AMENDED CONFLICT OF INTEREST CODE CONTAINING REVISED DESIGNATED POSITIONS AND REPEALING RESOLUTION NO. 6023

Section 1. The Political Reform Act, Government Code Sections 81000, et seq., requires the City to adopt a Conflict of Interest Code for each department of the City.

Section 2. The Fair Political Practices Commission has adopted a standard model Conflict of Interest Code. The standard model code is codified at 2 California Code of Regulations Section 18730 and can be incorporated by reference by the City as the City's Conflict of Interest Code.

Section 3. Pursuant to Resolution No. 6023, the City last amended its Conflict of Interest Code in 2019, updating designated positions and disclosure categories for certain departments of the City. By this Resolution, the City is adopting a new updated Conflict of Interest Code incorporating revisions to Regulation 18730 including updating the gift limit as well as adding additional designated positions to Appendix A.

Section 4. The standard Conflict of Interest Code adopted by the Fair Political Practices Commission ("FPPC") attached hereto as Exhibit A, as amended by the FPPC from time to time, and Appendix A which sets forth the designated positions, and Appendix B which sets forth the disclosure categories for each City department, is hereby adopted and shall constitute the Conflict of Interest Code for the City of Maywood.

Section 5. Persons holding designated positions listed in Appendix A shall file statements of economic interest pursuant to Section 4 of the Conflict of Interest Code.

Section 6. The City Council hereby directs the City Clerk and City Attorney to coordinate the preparation of a revised Conflict of Interest Code in succeeding even-numbered years in accordance with the requirements of Government Code Sections 87306 and 87306.5. The revised Code should reflect any changes in department or employee designations. If no revisions to the Code are required, the City Clerk shall submit a report no later than October 1st of the same year, stating that amendments to the Code are not required.

Section 7. Resolution No. 6023 of the City Council is hereby repealed in its entirety.

Section 8. This Resolution shall be effective immediately upon its passage and approval.

Section 9. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

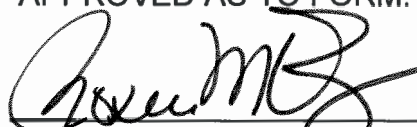
PASSED, APPROVED AND ADOPTED this 9TH DAY OF DECEMBER, 2020.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6153 was adopted at a regular meeting of the City Council of the City of Maywood held on the 9TH day of December, 2020 by the following vote:

AYES: MARQUEZ, LARA, DE LA RIVA

NOES:

ABSTAIN:

ABSENT:


Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

EXHIBIT A
Conflict of Interest Code
Regulation 18730

EXHIBIT A

CITY OF MAYWOOD CONFLICT OF INTEREST CODE (Incorporating Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

§ 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies.

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.¹

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to

¹ See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure. When an investment or an interest in real property² is required to be reported,³ the statement shall contain the following:

² For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

³ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However,

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported⁴, the statement shall contain:

1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported⁵, the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁴ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁵ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$500⁶.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$500⁷ in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

⁶ The annual gift limit amount will increase to \$520 on January 1, 2021.

⁷ This amount shall be increased to \$520 on January 1, 2021 through December 31, 2022.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of \$100 or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$500 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 82019 and 87200-87210, Government Code.

APPENDIX A

<u>Designated Position</u>	<u>Disclosure Categories</u>
City Council Member	1
City Manager	1
City Clerk	2, 3, 4, 5
Deputy City Clerk	2, 3, 4, 5
City Attorney	1
Assistant City Attorney	2, 3, 4, 5
City Treasurer	1
Finance Director	2, 3, 4, 5
Director of Building and Planning	2, 3, 4, 5
Planning Commissioners	1
City Engineer	2, 3, 4, 5
Consultant	6
Code Compliance/Enforcement Officer	2, 3, 4, 5
Parking Enforcement Officer I/II	2, 3, 4, 5
Building Inspector	2, 3, 4, 5

APPENDIX B

DISCLOSURE CATEGORIES

1. Disclosure is required on FPPC Form 700 pursuant to Government Code Section 87200. No additional disclosure is required by this Conflict of Interest Code.
2. Reportable interests in real property in the jurisdiction. (FPPC Form 700, Schedule B).
3. Reportable income, loans and business positions. (FPPC Form 700, Schedule C.)
4. Reportable investments. (FPPC Form 700, Schedules A-1 and A-2).
5. Reportable gifts and travel payments, advances and reimbursements. (FPPC Form 700, Schedules D and E).
6. For consultants who serve in a staff capacity with the City, the consultant shall disclose based on the disclosure categories assigned elsewhere in this Conflict of Interest Code for that staff position. For consultants who do not serve in a staff capacity for the City, the following disclosure categories shall be used:

Persons required to disclose in this category shall disclose pursuant to categories A, B, C and D below unless the City Manager determines in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in categories A, B, C and D. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

- A. Reportable interests in real property in the jurisdiction. (FPPC Form 700, Schedule B.)
- B. Reportable income, loans and business positions. (FPPC Form 700, Schedule C.)
- C. Reportable investments. (FPPC Form 700, Schedules A-1 and A-2.)
- D. Reportable gifts and travel payments, advances and reimbursements. (FPPC Form 700, Schedules D and E).

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 6.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MIGUEL LEON, ADMINISTRATIVE ANALYST

SUBJECT: RECEIVE AND FILE THE LA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT MEASURE A TECHNICAL ASSISTANCE PROGRAM (TAP) MASTER AGREEMENT

RECOMMENDATION:

It is recommended that the City Council affirm the execution by the City Manager and receive and file the master agreement for the LA County Measure A Technical Assistance Program in the amount of \$285,000 for the use of professional services on an eligible project to be determined by the City Council at a later date.

BACKGROUND:

The Los Angeles County Regional Park and Open Space District (RPOSD) is responsible for implementing and administering the Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A). Los Angeles County voters approved Measure A, authorizing dedicated local funding for the park, recreation, and open space projects and their maintenance through an annual special tax on real property in the County. Measure A makes funding available to eligible applicants for projects that repair and upgrade parks and recreational facilities; create new parks; preserve and protect open spaces and beaches; support recreational programming.

On September 14, 2022, the Master Agreement for Technical Assistance was executed to access TAP (Technical Assistance Program) funds for eligible City proposed projects including community outreach, planning, design, grant writing, project, and project and construction management. With voter-approved funding from Measure A the LA County Safe, Clean Neighborhood Parks and Beaches Measure of 2016, RPOSD established TAP to assist agencies and organizations develop eligible park projects and help communities create multi-benefit park projects and programs throughout L.A. County.

DISCUSSION:

Measure A specifically sets aside technical assistance funds to be allocated periodically for High and Very High Need areas, as defined by the 2016 Park Needs Assessment. RPOSD created the Technical Assistance Program (TAP) to assist with the expenditure of these funds. The City of Maywood has been identified as a Very High Need area. The goal of TAP is to achieve park and open space equity by supporting the development of TAP requests that result in the development of new parks, improved access, or increased park acreage in communities that have been identified as "High-Need" or "Very-High-Need" according to the Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment.

RPOSD developed TAP to help ensure that eligible agencies can access funding and successfully compete for

existing Measure A competitive grant programs or other funding opportunities including local, state, federal, and private funding, so long as a nexus to Measure A exists.

The execution of the Measure A Technical Assistance Program (TAP) Master Agreement between the City of Maywood and RPOSD allows accessing TAP funds for eligible projects, and is in effect for five years, with the option to renew for an additional five years unless terminated. The City of Maywood was awarded a total of \$285,000 to provide professional services for Measure A projects.

Examples of technical assistance projects which may be funded by the 2022 allocations include:

- To explore the feasibility of acquiring new land for park use, exploring the feasibility of securing land or land access through a long-term joint-use agreement with public or private bodies
- To conduct planning and feasibility studies including land inventories for future land acquisition for new parks and open space
- To complete components of a real estate transaction resulting in the acquisition of park land.

Staff recommends that City Council receive and file the executed Measure A Technical Assistance Program Master Agreement in the amount of \$285,000 for the future use of professional services for Measure A projects.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact associated with receiving and filing this Measure A Technical Assistance Program Master Agreement. The \$285,000 RPOSD TAP grant was not allocated as part of the FY 2022-23 budget since the award was not made at the time of the budget preparation. The \$285,000 grant will be reflected in the FY 2022-23 midyear budget.

F.Y. 22-22 Impact:	\$285,000	Current F.Y. Budget: \$0.0
Fund Impacted: 272 Measure A Parks Fund		Budget adjustment requested: NA
Source of funds:REVENUE: Los Angeles County Regional Park and Open Space District (RPOSD) CITY FUND ACCOUNT: 221 - Proposition A Transit Fund		Updated Account Budget: NA
Account Number: \$285,000 within expenditure General Ledger Accounts will be specified during the MidYear Budget.		For fiscal year:

ATTACHMENT(S)

1. City of Maywood (TMA) TAP Master Agreement

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

Measure A Technical Assistance Program Master Agreement

PARTIES TO AGREEMENT

RPOSD:

Los Angeles County
Regional Park and Open Space District
1000 South Fremont Avenue, Unit #40
Building A-9 East, Ground Floor
Alhambra, CA 91803

GRANTEE:

City of Maywood
4319 E. Slauson
Maywood, CA 90270

RECITALS

The Grantee (“Grantee”) and the Los Angeles County Regional Park and Open Space District (“RPOSD”) do hereby enter into this Agreement and under the terms and conditions of this Agreement. Grantee agrees to complete TAP Services as described in any future Notice(s) to Proceed (“NTP”) issued by RPOSD, acting through the Director of the County of Los Angeles Department of Parks and Recreation and pursuant to Measure A.

DEFINITIONS

Indirect/Overhead Costs – Indirect/Overhead costs are costs not usually identified specifically with the grant, contract, or activity, but are necessary for the general operation of the grantee/organization.

NTP (Notice to Proceed) – The formal notification issued by RPOSD that directs the Grantee to immediately, or as of the date contained in the notice to begin work on the Project.

NTP Budget - Budget submitted by Grantee which provides the cost of the TAP Services being provided.

NTP Completion Date – The date TAP Services will be completed according to the approved timeline submitted by the Qualified Vendor.

Qualified Vendor – Parkland development consultants and service providers included on RPOSD’s TAP Qualified Vendor list.

TAP Services – Technical Assistance Program services provided by a Qualified Vendor through a NTP process.

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

Article 1: TAP Services

The Grantee shall provide all necessary and qualified personnel, equipment, material, and facilities to complete TAP Services as described in the NTP(s) and incorporated by reference herein.

TAP Services provided under this Agreement will be performed by Qualified Vendors through an NTP and the Grantee shall submit to RPOSD the names, description of work to be performed, contract amount, executed contract agreement and certificate of insurance of the Qualified Vendor that the Grantee contracts with.

Article 2: Term of Agreement

The term of this Agreement begins when it is fully executed ("Effective Date"). The term of the agreement shall remain in effect for five years from the effective date unless renewed, terminated or cancelled by either party as provided in Article 3: Option to Renew and Article 11: Early Termination, Suspension, and Failure to Perform, below.

Article 3: Option to Renew

Provided that Grantee is not, and at no time has been, in default during the Term under any of the terms, conditions, and provisions of this Agreement, then Grantee shall have the option to renew this Agreement, for one five (5) year option period, provided that, in order to exercise this Option to Renew (Option), Grantee is required to give to RPOSD written notice thereof not less than three (3) months prior to the date of expiration of this Agreement.

Article 4: NTP Performance Period

The NTP performance period for each NTP shall be the period of time starting on the date of NTP execution and ending on the performance period end date as defined in the NTP. NTP costs must be incurred within the NTP Performance Period to be eligible for reimbursement.

Article 5: Counterparts and Electronic Signatures

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The facsimile, email or electronic signature of the parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals.

RPOSD and Grantee hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments and received via communications facilities (facsimile, email or electronic signature), as legally

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

sufficient evidence that such legally binding signatures have been affixed to Amendments to this Agreement.

Article 6: Compensation

Grantee will not be entitled to any payment by RPOSD under this Agreement except pursuant to a validly executed NTP. Grant funds will be disbursed in accordance with the NTP Budget defined in the NTP(s), subject to the provisions of this Agreement. Grantee will use the grant funds solely for the purposes described in this Agreement, the resultant NTP and detailed in RPOSD's approved electronic GMS application. Grantee may not combine or carryover funds remaining in one NTP to another. Grantee understands that grant funds are not a gift and agrees that RPOSD is granting funds for Grantee to complete the work outlined in the NTP.

Article 7: Overhead or Indirect Costs

Grantee's overhead or indirect costs are not reimbursable.

Article 8: Expenditure of Funds and Allocation of Funds Between Budget Items

The total grant amount of any future NTP(s) may not be increased. The Grantee shall expend funds consistent with the approved NTP Budget. Any revisions to the NTP Budget that attempts to shift funds from approved budget items into a different category, must be identified in a revised budget within RPOSD's grants management system and approved in advance by RPOSD. RPOSD may withhold payment for items which exceed the amount allocated in the NTP budget which have not received the approval required herein. Any RPOSD approved increase in the funding for any budgeted item shall result in a corresponding decrease in the funding for one or more other budgeted items.

Article 9: Project Costs and Reimbursements

RPOSD shall reimburse to the Grantee, in accordance with the approved NTP Budget, a total amount not to exceed the amount of the NTP, as follows:

RPOSD shall reimburse funds for eligible costs incurred to date, up to 90% of the grant amount, upon the Grantee's satisfactory progress under the NTP and upon submission of an electronic claim form, which shall be submitted no more frequently than monthly. RPOSD shall disburse the final 10% held in retention, upon the Grantee's satisfactory completion of the TAP Services, submission of required documentation and upon RPOSD's acceptance of the project. Project costs must be incurred within the NTP Performance Period to be eligible for reimbursement.

The Grantee shall request reimbursements by submitting a claim to RPOSD through the GMS and complete all forms and requirements of the claim process. RPOSD will only reimburse for

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

actual costs incurred. The form shall also indicate cumulative expenditures to date and expenditures during the reporting period.

An authorized representative of the Grantee shall sign the claim. Each claim form shall be accompanied by:

1. All receipts and any other source documents for direct expenditures and costs that the Grantee seeks reimbursement for;
2. Invoices from Qualified Vendor(s) that the Grantee engaged to complete any portion of the work funded under this Agreement and any invoices and any other source documents for costs incurred and expenditures by any such Qualified Vendor(s), unless RPOSD makes a specific exemption in writing; and
3. A supporting progress report summarizing the current status of the work and comparing it to the status required by the NTP (budget, timeline, tasks, etc.), including written substantiation of completion of the portion of the project for which the Grantee is requesting reimbursement, as requested by RPOSD.

RPOSD, in its sole discretion, may deny reimbursement requests that do not comply with the any requirements, including failure to submit a signed payment request or attaching supporting documents.

Article 10: Advancing of Funds

The Grantee may request an advance of grant funds for an amount equaling up to 20% of the grant amount. Grantees must setup a separate fund or account for RPOSD funds approved for advance payment. RPOSD funds must be deposited into an interest-bearing account insured by the FDIC. All interest earned belongs to RPOSD and must be returned to RPOSD prior to final payment. Please refer to the Grant Administration Manual for eligibility and qualification requirements to receive advances.

Grantee shall submit proof of expenditures using advanced funds. The grantee must use or return all advanced funds before requesting for reimbursement of additional expenses from the grant award. Only one request for advance funds, at the initiation of the grant, will be allowed per grant. In addition, Grantee shall return advanced funds paid to Grantee that RPOSD, in its sole discretion, deems ineligible.

Article 11: NTP Completion

The Grantee shall complete the TAP Services by the NTP Completion date provided in the GMS. Upon completion of the NTP the Grantee shall provide RPOSD with evidence of completion by submitting:

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

1. All Deliverables specified in the NTP, each in a format(s) approved by RPOSD (for example, paper, digital, photographic);
2. Electronic submission of final payment request; and
3. Letter of Completion.

Article 12: Early Termination, Suspension, and Failure to Perform

If there are no pending incomplete NTP Projects, either party may terminate this Agreement for any reason by providing the other party with a minimum of thirty (30) days written notice.

If there are pending incomplete NTP Projects, RPOSD may terminate or suspend this Agreement for any reason by providing the Grantee with written notice. Upon receipt of such notice, Grantee shall immediately cause all work under the Agreement to stop and take all reasonable measures to prevent incurring further costs. RPOSD may reimburse eligible, reasonable and non-cancelable obligations incurred by the Grantee in the performance of this Agreement prior to the date of the notice to terminate or suspend, but only up to the undisbursed balance of grant funding authorized in this Agreement and only if Grantee is in compliance with all terms and conditions of this Agreement and any outstanding NTPs. Any notice suspending NTP's under this Agreement shall remain in effect until written notice from RPOSD authorizes the NTP to resume.

If there are pending incomplete NTP Projects, Grantee may terminate this Agreement for any reason by providing RPOSD with a thirty (30) day notice in writing and repayment to RPOSD of all amounts disbursed by RPOSD for any pending and incomplete NTP(s) issued under this Agreement.

On or before the date of termination of the Agreement under this section, whether terminated by the Grantee or RPOSD, the Grantee shall provide RPOSD with all work, material, data, information, and written, graphic or other work produced, developed or acquired that was to be delivered under this Agreement (whether completed or partial), in appropriate, readily useable form.

Grantee expressly agrees to waive, release and relinquish the recovery of any consequential damages that may arise out of the termination or suspension of this Agreement under this section.

RPOSD is not responsible for any obligations of Grantee that may be impacted by termination of this Agreement, including contracts with Qualified Vendors.

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

Article 13: Severability

If any provision of this Agreement is found or deemed by a court of competent jurisdiction to be invalid or unenforceable, it shall be considered severable from the remainder of the Agreement and shall not cause the remainder to be invalid or unenforceable.

Article 14: Copyright and Work Products

Grantee may copyright protect original works developed under this Agreement. All such copyrighted works will be in the name of the Grantee. Grantee grants to RPOSD an irrevocable and royalty-free right and license to use, reproduce, prepare derivative works, distribute copies, and perform and display publicly any copyrighted material developed and/or delivered under this Grant.

Article 15: Liability Insurance

Prior to starting any Work, Grantee shall (a) secure and continuously carry insurance meeting the requirements set forth and acknowledged in RPOSD's electronic GMS application for this grant, and (b) provide RPOSD with evidence of such insurance. Grantee agrees to promptly provide evidence of insurance required under this Section at any time during the term of the Agreement upon request by RPOSD or a third party engaged by RPOSD to manage and administer the insurance requirements under this Section. Grantee shall also require its sub-contractors to adhere to these insurance requirements.

Article 16: Indemnification and Hold Harmless

Grantee shall indemnify, defend and hold harmless RPOSD, its officers, employees, and agents from and against any and all liability to any third party for or from loss, damage or injury to persons or property in any manner arising out of, or incident to, the performance of this Agreement or the planning, arranging, implementing, sponsoring or conducting of Projects or any other operation, maintenance or activity by the Grantee. Grantee agrees to defend and indemnify RPOSD, its officers, employees, and agents from all costs and expenses, including attorney's fees, in any action or liability arising under this Agreement or the planning, arranging, implementing, sponsoring or conducting of Projects or any other operation, maintenance or activity by the Grantee.

RPOSD shall have no liability for any debts, liabilities, deficits or cost overruns of the Grantee.

Grantee and RPOSD agree that the liability of RPOSD hereunder shall be limited to the payment of the funds pursuant to the terms and conditions of this Agreement. Any contracts entered into, or other obligations or liabilities incurred by, the Grantee in connection with any Project or otherwise relating to this Agreement shall be the sole responsibility of the Grantee, and RPOSD shall have no obligation or liability whatsoever thereunder or with respect thereto.

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

The obligations in this “Indemnification and Hold Harmless” section shall survive termination of this agreement.

Article 17: Amendments

As provided herein, no amendment (including without limitation, deletions) of any of the terms or conditions of the Agreement will be effective unless provided in writing signed by all parties. It is the responsibility of the Grantee to ensure that any person who signs an amendment on its behalf is duly authorized to do so, and such signature shall be binding to RPOSD. No oral understanding or agreement not incorporated in this agreement shall be binding on any of the parties.

Article 18: Compliance with Laws

Grantee shall at all times comply with all applicable federal, state and local laws, statutes, rules, regulations and ordinances. This Agreement is governed by the laws of the State of California, and the parties agree that the enforcement of the Agreement, and the resolution of any disputes arising out of or related to the subject matter of the Agreement, shall be resolved by arbitration conducted by a private arbitration service under the laws of the State of California.

Article 19: Notices

All notices permitted or required to be given under this Agreement shall be in writing and shall be deemed given: (i) if entered and/or uploaded to RPOSD’s electronic GMS system; (ii) if delivered by courier, on receipt by the intended recipient or on the date of delivery (as confirmed by, if delivered by courier, the records of such courier); (iii) if mailed, on the date of delivery as shown by the return receipt; (iv) if by email, on the date officially recorded as delivered, according to return receipt or other record of delivery. Notices shall be addressed to the RPOSD Grants Officer assigned to this grant in the grants management system.

Article 20: Audits, Accounting, Records

Grantee agrees to maintain satisfactory financial accounts, documents and records for each NTP issued under this Agreement and to make them available to RPOSD for auditing at reasonable times. Grantee also agrees to retain such financial accounts, documents and records for a minimum of five (5) years following each NTP termination or completion.

Grantee and RPOSD agree that during regular office hours, each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Agreement or matters related thereto. Grantee agrees to maintain, and make available for RPOSD inspection, accurate records of all its costs, reimbursements and receipts with respect to its activities under this Agreement.

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

Grantee agrees to use an accounting system that complies with generally accepted accounting principles.

At any time during the term of this Agreement or at any time within five years after the expiration or prior termination of this Agreement, authorized representatives of RPOSD may conduct an audit of Grantee for the purpose of verifying appropriateness and validity of expenditures that Grantee has submitted to RPOSD for reimbursement under the terms of this Agreement.

Grantee, within thirty (30) days of notification that an audit has resulted in the exception of expenditures, may dispute the audit findings in writing to RPOSD and provide RPOSD with records and/or documentation to support the expenditure claims. RPOSD shall review this documentation and make a final determination as to the validity of the expenditures.

If Grantee has received all grant monies prior to the audit, or if remaining grant monies are insufficient, and if said audit reveals expenditures that cannot be verified or that were paid in violation of the terms of this Agreement, the Measure or the Measure A Grants Administration Manual, Grantee shall pay RPOSD an amount equal to these expenditures within sixty (60) days after receiving written notification of the expenditures disallowed and the reason for the disallowance.

Article 21: Computer Software

The Grantee certifies that it has instituted and will employ systems and controls appropriate to ensure that, in the performance of this Agreement, RPOSD funds will not be used for the acquisition, operation or maintenance of computer software in violation of copyright laws.

Article 22: Nondiscrimination

During the performance of this Agreement, the Grantee shall not discriminate against any person on the basis of race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or mental handicap, medical condition, or place of residence.

Article 23: Independent Capacity

The Grantee, and the agents and employees of the Grantee, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of RPOSD.

Article 24: Assignment

Grantee shall not assign, exchange, transfer, or delegate its rights or duties under this Agreement, whether in whole or in part, without the prior written consent of RPOSD, in its discretion.

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

Article 25: Good Standing

Good Standing is when an agency or organization is in compliance with all requirements stated in the guidelines, policies, and procedures of RPOSD for both Proposition A and Measure A. Good Standing is required of Grantees to receive any grant funds and processing of claims from RPOSD.

Article 26: Timeliness

Time is of the essence in this agreement.

Article 27: Authorization Warranty

Grantee represents and warrants that the person executing this Agreement for Grantee is an authorized agent who has actual authority to bind Grantee to each and every term, and condition, and obligation of this Agreement and that all requirements of the Grantee have been fulfilled to provide such actual authority.

Article 28: Conflict of Interest

No RPOSD employee whose position with RPOSD enables such employee to influence the award of this Agreement or any subsequent NTP, and no spouse or economic dependent of such employee, shall be employed in any capacity by Grantee or have any other direct or indirect financial interest in this Agreement. No officer or employee of Grantee who may financially benefit from the performance of work hereunder shall in any way participate in RPOSD's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence RPOSD's approval or ongoing evaluation of such work.

Grantee shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. Grantee warrants that it is not now aware of any facts that create a conflict of interest. If Grantee hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to RPOSD. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Article 27 shall be a material breach of this Agreement.

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

Article 29: Validity

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

Article 30: Waiver

No waiver by RPOSD of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of RPOSD to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Article shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

IN WITNESS WHEREOF, Grantee and RPOSD have caused this Agreement to be executed by their duly authorized representatives as of the latter day, month and year written below.

GRANTEE:

By: *Jennifer E. Vasquez*
Jennifer E. Vasquez (Sep 14, 2022 17:14 PDT)

Signature of Authorized Representative

Name: Jennifer E. Vasquez

Title: City Manager

Date: Sep 14, 2022

LOS ANGELES COUNTY
REGIONAL PARK AND OPEN SPACE DISTRICT:

By: *Christina Angeles*
Christina Angeles (Sep 12, 2022 11:41 PDT)

Director / Administrator

Date: Sep 12, 2022

Agreement No. TMA

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation
Measure (Measure A), approved by voters on November 8, 2016

Date

Grantee Information

Dear

NOTICE TO PROCEED
REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)
AGREEMENT NO. (ENTER NUMBER)
(ENTER NAME OF TAP SERVICES)

Your application for Technical Assistance Program funds for the above TAP Services has been approved subject to the terms and conditions of Agreement No. (Enter Number) dated (Enter Date). This Notice to Proceed (NTP) covers the work listed in the attached Bid from Consultant dated (Enter Date).

TAP services shall be completed by (Enter Date here) for a not-to-exceed fee of (Enter Amount), including related reimbursable expenses as specified. Any work exceeding these fees will require prior written authorization from RPOSD.

Please ensure that Agreement No. (Enter Number) appears on your invoices when billing RPOSD. If you have any questions regarding this NTP, please contact (Enter Contact) at (626) 588-XXXX or (Enter Email Address). Please coordinate with (Enter coordinate name) at (Enter Email Address) to initiate work on this NTP.

Sincerely,

Name of RPOSD Rep
Rep's Title

Measure A Technical Assistance Program Master Agreement

Final Audit Report

2022-09-15

Created:	2022-09-09
By:	Stephanie Valdez (sgarcia@rposd.lacounty.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJmchPlp7THazg-GtKKww7bT9Vz9v2uS7

"Measure A Technical Assistance Program Master Agreement" History

-  Document created by Stephanie Valdez (sgarcia@rposd.lacounty.gov)
2022-09-09 - 1:11:41 AM GMT- IP address: 209.160.244.86
-  Document emailed to Christina Angeles (cangeles@rposd.lacounty.gov) for signature
2022-09-09 - 1:12:32 AM GMT
-  Document emailed to jennifer.vasquez@cityofmaywood.org for signature
2022-09-09 - 1:12:32 AM GMT
-  Email viewed by Christina Angeles (cangeles@rposd.lacounty.gov)
2022-09-12 - 6:41:36 PM GMT- IP address: 173.196.252.147
-  Document e-signed by Christina Angeles (cangeles@rposd.lacounty.gov)
Signature Date: 2022-09-12 - 6:41:44 PM GMT - Time Source: server- IP address: 173.196.252.147
-  Email viewed by jennifer.vasquez@cityofmaywood.org
2022-09-15 - 0:12:22 AM GMT- IP address: 12.150.134.74
-  Signer jennifer.vasquez@cityofmaywood.org entered name at signing as Jennifer E. Vasquez
2022-09-15 - 0:14:02 AM GMT- IP address: 12.150.134.74
-  Document e-signed by Jennifer E. Vasquez (jennifer.vasquez@cityofmaywood.org)
Signature Date: 2022-09-15 - 0:14:04 AM GMT - Time Source: server- IP address: 12.150.134.74
-  Agreement completed.
2022-09-15 - 0:14:04 AM GMT

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 7.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MIGUEL LEON, ADMINISTRATIVE ANALYST

SUBJECT: AWARD OF CONTRACT IN THE AMOUNT NOT-TO-EXCEED \$134,310 FOR ENTERPRISE ARCHITECTURAL REVIEW AND INFORMATION TECHNOLOGY SUPPORT SERVICES TO ADVANCED MICROCOMPUTING CONCEPTS (AMC) MODERN IT FOR A THREE YEAR TERM

RECOMMENDATION:

Staff recommends that the City Council award the attached contract to Advanced Microcomputing Concepts (AMC) Modern IT, for the City of Maywood Enterprise Architectural Review and Information Technology Support Services, for the amount not-to-exceed \$134,310 for a three-year term.

BACKGROUND:

On August 11, 2022, the City issued a Request for Proposals (RFP) for an Enterprise Architectural Review and Information Technology (IT) Support Services. The purpose of this Request for Proposals (RFP) was to select the most qualified Consultant to provide an independent comprehensive both an Enterprise Architecture Review as well as the provision of Information Technology Support Services for the City.

The City sought to obtain an Enterprise Architectural (EA) Review to design, implement, and maintain a framework to recommend a common approach for the City's integration of strategic, business and technology management through its "enterprise "architecture" (hardware; applications; infrastructure like supporting voice, data, video and mobile components; security; and data). The City also sought to improve current (IT) Support Services for operating, managing and maintaining the City's computer network and systems hardware, software, and network connectivity services under a Professional Services Agreement. The City received three proposals by September 8, 2022, and by the 4:00 pm deadline. Staff have reviewed the proposals and determined that Advance Microcomputing Concepts (AMC) meets the needs of the City.

The City's existing contract for information technology support services will expire on October 31, 2022.

DISCUSSION:

At the September 08, 2022, deadline, three proposals were received for the Enterprise Architectural Review and Information Technology Support Services, and the results of the proposals are summarized as follows:

Firm Name	Monthly Rate	Annual Cost
1. Advanced Microcomputing Concepts (AMC) Modern IT	\$3,630	\$43,560
2. LKMB Technologies	\$7,220	\$86,640
3. HB Computers	\$7,660	\$91,200

Staff thoroughly reviewed the proposals and found that Advanced Microcomputing Concepts (AMC) Modern IT submitted the lowest bid, fulfilling the specifications and providing optimal (IT) services defined by the current and evolving needs of the City. Based upon the AMC Modern IT proposal, the agency displays an understanding of supporting the City's (IT) needs in areas such as the help desk and support, modernization process, comprehensive monitoring, and the City's wireless network and security. AMC Modern IT demonstrates a clear understanding of the City's requirements to support essential services on account of relying heavily on technology, its (IT) infrastructure, cyber security, and the conditions and functionality of our network systems that have become ever-more necessary.

AMC Modern IT presents comprehensive standards and methods and has a history of assisting various organizations, which include municipalities in Southern California and private-sector and non-profit sector organizations like the Southern California Golf Association (SCGA), Rust-Oleum, Eastman Music company and the California Interscholastic Federation (CIF) Southern Section. Therefore, staff is recommending that the City enter into the agreement with AMC Modern IT for the following services called for in the RFP:

- Task 1: Assessing the "As Is" current technology environment of the City of Maywood.
- Task 2: Providing "End User Services" (EUS) such as desktop support, on-premise or cloud server administration services, network administration services, and network security services as further described in the RFP.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The costs associated with this agreement will not exceed a) \$43,560.00 annually for information technology support services and b) \$3,630 for a one-time, flat fee for the enterprise architectural review totaling a) + b) = \$47,190 for the first year. The total cost for a three-year contract for the enterprise architectural review and information technology support services is \$134,310.00. Taking the Annual Information Technology Support Service of \$47,190 and dividing it by 12 months, yields a monthly rate of \$3,630 per month. As services will commence from October 2022 through June 2023, equaling 9 months. 8 months times \$3,630 equals \$32,670 plus an additional \$3,630 for the AMC Modernization Process (Task 1 in the Discussion section of this Agenda Item) equals \$36,300.

F.Y. 23-23 Impact: \$32,670	Current F.Y. Budget:
Fund Impacted: 100 - General	Budget adjustment requested:
Source of funds: 410- Administration	Updated Account Budget:
Account Number: 6502 - Information Technology Hardware / Equipment	For fiscal year:

ATTACHMENT(S)

1. RFP Bid Opening Sheet - Enterprise Architectural Review and Information Technology Support Services
2. AMC Modern IT (Proposal) - Enterprise Architectural Review and Information Technology Support Services
3. Professional Services Agreement - AMC Modern IT

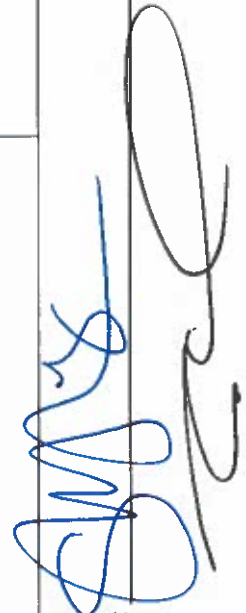
CITY OF MAYWOOD



Enterprise Architectural Review and Information Technology Support Services RFP BID OPENING

Bid Closed on: 9/8/2022 at 4:00 p.m.

Name of Contractor	Received Date & time	Representative's Name/Email	Phone Number	Bid Amount
1 AMC Modern IT	9/8/22 at 10:53 am	Anthony Chiappetta	909-592-0224	\$43,560 annually
2 LKMB Technologies	9/7/22 at 3:57 pm	Carlos Tejada	949-245-6964 x101	\$86,640 annually
3 HB Computers	9/7/22 at 1:15 pm	Amir Rajput	714-969-3001	\$91,200 annually
4				
5				
6				
7				
8				
9				
10				

Opened by:  DATE: 9/12/22

Verified by:  Date: 9/12/22



RFP Response

Enterprise Architecture Assessment and Technology Support Services

City of Maywood
City Clerk's Office
Attention: Shirley Quinones
4319 Slauson Avenue
Maywood, CA 90270



www.amcmoernit.com

MAKING PEOPLE MORE PRODUCTIVE AT
WORK SO THEY CAN GET MORE OUT OF LIFE

City of Maywood
City Clerk's Office
Attention: Shirly Quinones
4319 Slauson Avenue
Maywood, CA 90270

To Whom it May Concern:

AMC Modern IT is excited to submit a proposal in response to the City of Maywood RFP for Enterprise Architectural Review and Information Technology Support Services.

After reviewing all elements of the RFP, the services requested in this proposal are exactly where our competencies lie, and we would welcome the opportunity to work with the City to meet and exceed the needs identified in the request for proposal.

Although we have a team approach to creating the successful outcomes identified in the RFP, it will be my privilege to serve as the primary point of contact for the City of Maywood on behalf of our organization.

Sincerely,



Anthony Chiappetta
CEO
2100 Arrow Hwy
La Verne, Ca 91750
tony@amcmmodernit.com
909.592.0224



www.amcmmodernit.com

MAKING PEOPLE MORE PRODUCTIVE AT
WORK SO THEY CAN GET MORE OUT OF LIFE

CONTENTS

Experience and Qualifications	3
I. Company Information and Qualifications	3
III. References.....	5
City of South El Monte	5
City of Covina.....	5
California Custom Fruits and Flavors (CCFF)	6
IV. Qualifications of Staff	6
The Modern IT Manager – Matthew Maranan	6
The AMC Director of Operations – Marissa Chiappetta	7
V. Organizational Chart.....	7
VI. Proof of Required Licenses.....	7
Approach to Scope Services	7
Cost Proposal	13
Acceptance of Conditions	15

EXPERIENCE AND QUALIFICATIONS

I. COMPANY INFORMATION AND QUALIFICATIONS

For over 20 Years (since 2002), AMC Modern IT has been providing IT services to organizations with headquarters in Southern California and remote offices throughout the world.

AMC Modern IT delivers identical services to those requested in this RFP to 50 clients.

AMC Modern IT has 3 public sector clients and leads a peer group with 7 other City IT Managers in the San Gabriel Valley. The purpose of the group is to leverage the knowledge and experience of fellow IT professionals that work in municipalities to deal with increase security risks while making more efficient use of annual budgets.

AMC is located in La Verne, Ca and has over 35 full time employees.

Our organizational structure is based on the following 6 delivery areas where team members are dedicated to the roles outlined in each of the 6 boxes of the following image. Each delivery areas has process, metrics and is positioned with the capacity necessary to provide the services detailed under this RFP from the first day at the start of the work.

Help Desk and Support

- Understanding and Managing Expectations
- Provide unlimited IT support
- On-boarding and off-boarding of users
- Assistance with 3rd party line of business (LOB) software and vendors
- Documenting Changes
- Microsoft 365 Monitoring and Alert Remediation

Centralized Services

- 24x7x365 Server and Network Monitoring
- Patch Management
- Endpoint Protection Management
- Checking Backups and Alerts
- Alert Tuning to fork out all the noise

Alignment Engineer

- Alignment with standards and best practices to meet your compliance needs
- Responsible for driving down distracting, chronic tech issues
- Delivers your systems audits to the Modern IT Manager
- New and updated documentation to track your systems and processes

Dedicated Modern IT Manager

- Technology strategy and consulting based on your current and future needs
- A comprehensive outline of current IT standards that puts you first
- Alignment between technology and your business goals
- Risk and security review
- Budgets and lifecycle management

Modern Education Manager

- Provide weekly live, instructor led training for all staff
- Manage the Enablement and Security Platforms to upgrade your staff's skills
- Provides individualized training sessions

vCIO

- Bringing true innovation to your business via Microsoft Power Platform
- Improve Organization Decision Making with real time dashboards / business intelligence
- Automate Mundane Processes to reduce errors and improve staff efficiency

AMC is a Microsoft Gold Partner and Tier One Cloud Services Partner – the highest designation a Cloud Services Partner can achieve. This designation requires months of undergoing a rigorous audit and interviewing process with Microsoft. As such we have a direct relationship with Microsoft and the highest level of direct support available.

AMC team members all have a career path with Microsoft Certification paths tied to their promotions. We have over 30 certified staff members ranging from Microsoft Teams Adoption Specializations to Microsoft Enterprise Architects. Detailed certifications of each employee are available upon request in a manner that keeps their personal identifiable information both respected and confidential.

AMC has great people, amazing technology, solid company culture and adherence to client centric core values, but the reason the company is positioned to be successful in both the assessment phase and the ongoing support services phase of this RFP is because of its process or what we call The Modernization Process.

The Modernization Process is our methodology for providing Enterprise Architectural Reviews and IT Support Services for all of our clients. It is a proven framework and guarantees successful outcomes for the services outlined in this RFP.

III. REFERENCES

CITY OF SOUTH EL MONTE

AMC is proud to provide the City of South El Monte with Managed IT Services. They are similar to the City of Maywood in size of staff (they have 80 users) and number of locations.

Some of the work we have performed during our tenure:

- Currently Implementing Modern IT Services using Microsoft Government Cloud
- Consolidated servers from 16 to 4
 - o Working to have zero servers onsite in the next year
- Designed and implemented Wireless network that covers all City Buildings and Parks
- Replaced City phone system and network without any out of pocket expense while reducing monthly costs
- Provide immediate and timely support for staff 24x7
 - o They came from a traditional managed services model that had an IT person onsite once per week with backup helpdesk and weren't getting the level of support they were hoping to achieve

Contact Information for the City of South El Monte:

Rene Salas - City Manager - 626.579.6540 rsalas@soelmonte.org

We provide 100% of IT management, strategy and budget for the City of South El Monte along with CJIS compliant cloud based disaster recovery for all servers.

CITY OF COVINA

As part of our efforts in municipalities, we work with local City IT Managers to collaborate. Because of the City of Covina's current Managed IT service model and agreement with their current vendor, there is no process for ongoing strategy and budget development. As such, we have helped them develop strategies for their managed printer and telecommunications strategies.

Contact information for the City of Covina:

Angel Carrillo – Assistant to City Manager – (626) 384-5410 – acarrillo@covina.gov

CALIFORNIA CUSTOM FRUITS AND FLAVORS (CCFF)

CCFF is a highly regarded manufacturing firm in the city of Irwindale with a staff of approximately 150 users and a network consisting of over 120 managed endpoints. CCFF operations demand highly available systems and 24/7 support for the multiple shifts of staff that operate around the clock. CCFF leverages AMC's Modern IT Services to outsource all of its Information Technology Management and Support. The scope of the relationship requires AMC to create a strategy for and manage all technical elements of the organization, which include, but are not limited to:

- Manage VMWare Virtualized Environment with Redundant iSCSI Network Infrastructure and Storage Area Networks (SANs)
- Migrate Server Infrastructure to Azure Enterprise Cloud
- Security Awareness Training to continuously educate staff on how to protect themselves and the company
- VoIP and Telecom Services Management
- Disaster Recovery Preparation Planning and Maintaining

Currently, a rolling 5-year budget is in place for all capital expenditures and AMC is 100% responsible to manage and maintain an IT budget of over \$3 million.

Contact Information for CCFF:

Jason Kim-Rastello - Director of Operations - 626.384.4688 – jkimrastello@ccff.com

AMC provides 100% of the IT management, strategy and support for CCFF along with Microsoft Enterprise Cloud and Security services.

IV. QUALIFICATIONS OF STAFF

We have resumes available upon request as there are multiple people fulfilling different (but clearly defined) roles, but here is a summary of two primary team members that be working for the City:

THE MODERN IT MANAGER – MATTHEW MARANAN



Matt has a well-rounded set of experience: he has worked directly for Municipalities as Internal IT Staff in the past, most recently at the City of Glendora as part of their internal IT team. Matthew understands the “People Impact” of IT in a City, along with the fiscal impact of each IT decision. He can discuss complex topics in plain English and build meaningful strategies with clients as a result.

Matthew would work with the other areas of the Modern IT Team to be heavily involved in the project of onboarding the City of Maywood to the AMC Managed IT Services program as well as the Modernization Process that would achieve the results requested as part of the Enterprise Architecture Review and strategy implementation.

THE AMC DIRECTOR OF OPERATIONS – MARISSA CHIAPPETTA



Marissa initially began professional career as a teacher with the Charter Oak School District nearly 20 years ago. She utilizes her multiple degrees in Economics and Counseling Psychology to improve the processes, efficiencies, and team management of two Fortune 500 companies.

Marissa manages all technical resources at AMC for the best client experience and most efficient outcome.

V. ORGANIZATIONAL CHART

In an effort to protect the confidentiality of our people and intellectual property, we will gladly provide this in private as part of an interview or other more personalized discussion. Each delivery areas has multiple people in the roles and success is not tied to or dictated by a single team member.

This team approach is accomplished by our process for documentation. Our documentation is standardized so that no client data or information is the tribal knowledge of an individual, instead it is blended across our departments using or proprietary documentation framework and systems.

VI. PROOF OF REQUIRED LICENSES

The company shall furnish all necessary proof of insurance and licenses as requested by the City.

APPROACH TO SCOPE SERVICES

The first 30 days will consist of multiple AMC personnel onsite as we perform a complete discovery of the City of Maywood's IT Environment, Vendors, and Contracts. We call this the 'Modernization Process' it results in a thorough Enterprise Architectural Review and is what allows us to create a comprehensive strategy for each item requested in the City's RFP and more.

The process is part of our Onboarding and it is how we start our engagement and begins our IT Support Services.

We find that most organizations have many different vendors for different IT services. These individual vendors provide 'islands' of point solutions in IT the each have their own set of requirements, training and do not always integrate and work well with each other.

The Many Islands of Point Solutions in IT



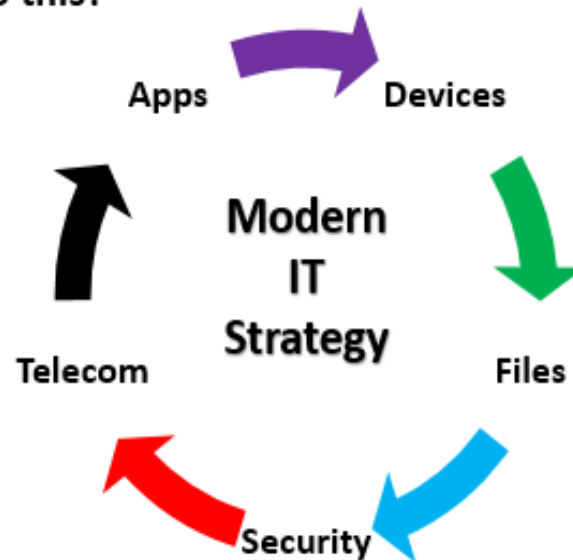
The Challenge of Many Islands

- Complexity
 - Time Consuming to Manage
 - Little Synergy Between Systems
 - Although Islands Work Together, but are not Integrated and sometimes overlap
 - Potential for Conflict
 - Finger Pointing puts YOU in the Middle of Endless Loop
 - Difficult to train and onboard staff members to fully utilize on so many systems
- Cost
 - Individual Vendors Each Cost More
 - Human Capital Costs for Onboarding and Leveraging Disparate Systems
- Opportunity exists to Consolidate
 - Reduce complexity and costs
 - Increase stability, productivity and security with local hands-on support and partnership

So how do we go from this?

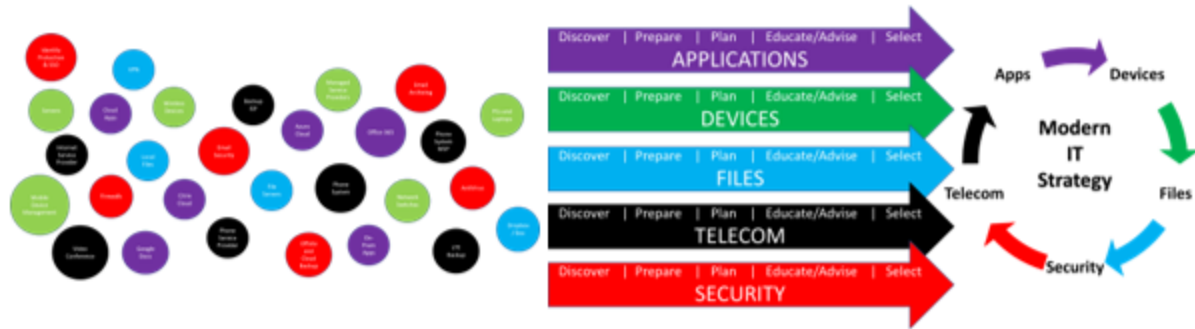


To this?

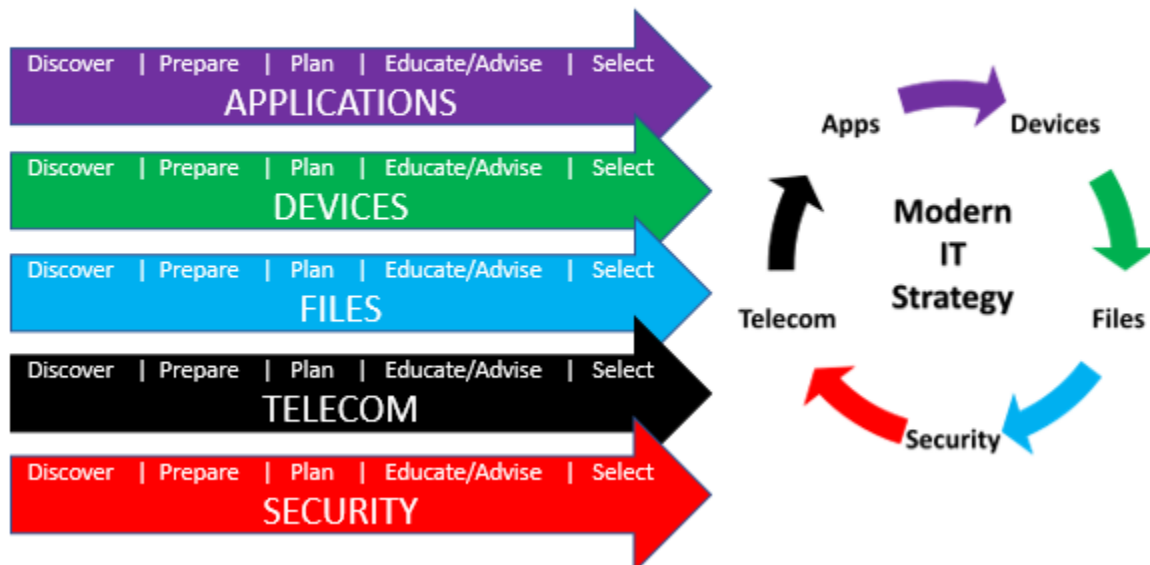


A COHESIVE STRATEGY WITH LESS VENDORS, COMPLEXITY, AND COSTS TO PROVIDE BETTER STABILITY, SECURITY, PRODUCTIVITY AND SUPPORTABILITY

With a Proven Process



How the Process Works



The AMC Modernization Process consists of these 8 components:

1. The Modern IT Cloud Strategy
2. The Modern IT Helpdesk
3. The Cloud Security System
4. The Cloud Management System
5. The Secure Onboard/Offboard Process
6. The Modern Team Enablement
7. The Technology Strategist
8. Cloud Services powered by the Microsoft Cloud

The Modern IT Strategy

1. Complete discovery of both the organization and how it uses technology – we look in every nook and cranny of your environment and typically find stuff that you don't even know is there! This discovery allows us to create the perfect plan for both execution AND communication.
2. Remove as many servers (virtual/physical/onsite/offsite) as possible from your system.
3. If you have servers hosting email and files – move them to the cloud.
4. If you have Windows apps that are not web-based – move them to the cloud (it is not hard).
5. If you have a hodge-podge of cloud services – consolidate them under a single cloud system.
6. Move your phone system to the cloud as soon as possible.
7. Update your local area network: your ISP router, firewall, switch and wireless access points older than 5 years.
8. Replace your computers older than 5 years, preferably laptops for business continuity planning.
9. Update all of your computers to the latest build of Windows 10, preferably the Enterprise edition.
10. Update Microsoft Office to the latest version.
11. Setup connect/sync/copy controls for all computers, devices and apps accessing company data.
12. Setup compliance controls for computers, devices and apps requiring a baseline security standard prior to permitting connect/copy/sync access to company data.
13. Manage company data so it doesn't leave when an employee leaves on their personal devices.
14. Quickly and continuously update your team's skills in an exciting and fun way to drive collaboration, efficiency and innovation – as they don't know what they don't know until learn.
15. Reduce emails, meetings, and stress, increase uninterrupted focus time, team collaboration and job satisfaction.

The Modern IT Helpdesk: smart support to get your users unstuck and enlightened

1. Unlimited IT on all users, on all their computers, mobile devices, mobile apps, web apps, phones (if applicable) connecting into our cloud services 365 days a year.
2. When a reboot or a quick Google search won't solve a computer problem, give all your users the ability to call computer experts who do this work all day long.
3. Stop inefficient work by having users slowly trying to solve computer problems themselves for which they have no training or little experience.
4. Stop a single computer issue from dragging two employees when one calls the other to fix a problem.
5. Give your users access to trained/certified/experienced computer support resources than can show them better more efficient way to do things – in addition to solving their computer problem.
6. Free up your full-time in-house IT professionals to work on higher-value business projects instead of constant distraction of helpdesk issues.
7. Increase security by reducing the number of internal employees that have administrative access to IT systems.

The Cloud Management System: your system is talking to you, are you listening?

1. Cloud services throw off hundreds of alerts monthly and must be monitored and reviewed with ticketed process to prevent unexpected changes which can negatively impact users and create unplanned work.
2. Cloud services require logging into many different portal dashboards (similar to logging into individual servers) and must be reviewed on a ticketed routine basis with a checklist template for each client every month.
3. Cloud service portal dashboards to manage: service health or degradation alerts, plan for changes alerts, prevent and fix alerts, device compliance failure alerts, device configuration failure alerts.
4. Dashboards are NEVER green across the board – they always have issues to tend to.
5. Alerts that simply fire off emails are useless and only create noise.
6. Experienced alert management means critical/meaningful alerts are converted to tickets and reviewed and remediated while noisy alerts are ignored.
7. Cloud service management is a two ticket process: one cloud engineer reviews the portal dashboards for items that need action and closes the ticket, while another cloud engineer remediates the issues.

The Cloud Security System: keeping your data secure, protected, private and under your control.

1. Cloud security systems are extremely advanced, have lots of options and toggles, and create lots of warning and alerts.
2. Cloud security systems must be methodically monitored and reviewed in a ticketed process to prevent or remediate security breaches which can hurt your business.
3. Many different portal dashboards must be reviewed on a routine basis with a checklist template for each client every month.
4. Cloud security services to manage: identity threat alerts, suspicious device threat alerts, suspicious device or user access alerts, suspicious data access threat alerts, device compliance failure alerts, unusual copy/delete/sharing alerts.
5. Not all alerts can be automatically turned into ticket - some systems need to be manually reviewed.
6. One cloud engineer runs the checklist review process ticket, and one cloud engineers remediate the issues.
7. Enabling and managing multi-factor authentication for all users.
8. Enabling Windows Enterprise OS upgrade if licensed to reduce dependence firewalls, antivirus, spam filters and protect that computer properly no matter where it goes.

The Secure Onboard/Offboard Process: impress new hire and keep data secure.

1. Ticketed checklist template process to smartly and securely setup new employees on a new or existing computer, with the apps they need, connected to the system they need, but only to what they need, and an orientation and training to get them working productively straight away.
2. Ticketed checklist template process to securely turn off employee's access to company IT resources and ensure no data stays with the employee on any personal devices.

The Modern Team Enablement ™: technology tools without training means little will change.

1. Updating technology tools without updating user technology skills is meaningless.
2. Your users don't know what they don't know – let's change that.
3. Fun and exciting "quick-hit"/"a-ha" short video sequences to quickly increase the user's technology skills.
4. Every few short videos, users must pass a short quiz to make sure they weren't spacing out.
5. Users earn badges based on how much of the system they use, not based on videos they watch.
6. Users are ranked on a scoreboard based on points.
7. Training managers easily identify who is taking training seriously and who needs a nag.
8. Increased skills mean increased confidence, smarter work and increased collaboration.
9. Modern collaboration increases innovation and creates a better product for customers.

The Business Technology Strategist: is IT leadership in your business strategy meetings?

1. Unlimited Virtual Chief Technology Officer for your business.
2. Meet with your leadership team at least annually.
3. Understand dangers that must be eliminated, opportunities that must be captured, strengths that must be maximized and how to align your business technology with your business goals.

Cloud Services powered by The Microsoft Cloud: the business technology leader.

1. The technology power behind the AMC Modern IT Solution is the Microsoft Cloud.
2. Microsoft is the #1 technology company and modern IT platform for businesses and municipalities in the world.
3. AMC enjoys a direct and privileged relationship with Microsoft as a Tier 1 cloud solutions partner.
4. All AMC engineers are required to pass a heavy sequence of training and certifications around Microsoft cloud technology.

As we achieve the above modernization, the City will operate on a reliable, secure, scalable foundation. When the City is running securely and reliably, it will not be spending it's time dealing with issues, downtime or security responses.

This creates the space needed for the City to then turn its attention to improving efficiency with the staff and City applications. This is where the promise of Microsoft Robotic Process Automation and PowerBI Dashboard development which will allow the City to do more for it's residents without increasing headcount by:

- **Automating processes and tasks to reduce mundane, error prone work**
- **Creating dashboards to turn City data into information that allows it to make better decisions**

By adopting the above frameworks to improve the productivity of staff, **the City will save on average 4-9 hours per person, per week.**

We welcome the opportunity to discuss interactively if afforded the opportunity to interview.

COST PROPOSAL

We operate only in flat fees to make our pricing model as predictable as possible.

AMC is pleased to propose a monthly flat rate of \$165 per user to cover all day to day IT Management and Support related services for the City of Maywood.

Based on 22 users at \$165 per month, the flat fee, not to exceed budget is \$3,630 monthly or \$43,560 annually.

Additionally, a flat fee equivalent to one month of service is requested for the AMC Modernization Process (\$3,630) so we may satisfy all aspect of the Enterprise Architectural Review noted in the RFP and prepare a detailed proposal for the City based on the many specifics of the City's needs.

Note: A user is deemed as any employee, elected official, intern or contractor who utilizes a City owned or leased microcomputer and/or has a City email address.

The per user, flat rate above is based upon a minimum of 22 users and additional users can be added as necessary at a rate of \$165 per month. This flat rate incorporates all proactive management and support activity associated with day to day operations, **THERE ARE NO ADDITIONAL CHARGES FOR ANY AFTER-HOURS OR OTHERWISE NECESSARY LABOR**, unless it is agreed upon in the strategic budget.

This flat rate includes:

- **Unlimited 24/7 Onsite and Remote Reactive Support** by an entire team of IT professionals
- A full day per month of proactive service visits
- Unlimited management of daily disaster recovery and network monitoring/alerting tasks
- Quarterly and ad-hoc as desired Strategic IT Meetings with the City Department Heads

The benefit of a flat fee, user-based pricing model is many fold:

- City Staff can easily forecast the IT budget as they know how many staff members are on payroll
- A staff member can have multiple machines, laptops, workstations, phones and they are all supported without a need to adjust the agreement or services (saving on hard costs and the high administrative overhead of agreement component and pricing audits)
- Public use machines such as the library workstations or units in the police vehicles are included without having to incorporate additional charges
- An unlimited number of servers and other network devices (such as firewalls, SANs, Wireless Devices) can be supported and added without impacting monthly IT Management and Support costs to the City

Labor costs associated with the strategic budget will be in the form of flat fee projects associated with capital expenditures. These projects are required to be agreed upon via the strategic IT Budget that we will help the City of Maywood create. This budget will be built as a rolling 3-5 year plan and will be presented by the Strategist for discussion as part of the regularly scheduled Strategic Quarterly Meeting with City Staff. During these meetings, the Modern IT Manager will explain the status of any technology or policy that is outside of best practice.

Based on risk to the organization, if it makes sense for the City to align themselves into a best practice we add the agreed upon amount into the budget during a time frame that is desirable. Until that time, AMC Modern IT absorbs all technology related risks associated with the environment and will cover the City of Maywood with all labor necessary to support the IT environment as part of the flat monthly amount.

The Managed Services Onboarding project will require the effort of several staff members to be onsite for a minimum of one month. During this time, we will work to get ahead of reactive support by documenting the environment, comparing the environment against our '400+ point assessment' process, and performing the work to align the City to all tasks that are considered simple changes. Because of the labor-intensive nature of the onboarding process, there is a charge equivalent to 1 month of service associated with an onboarding project.

AMC's service delivery model has given us the ability to provide all requests and end results that the City of Maywood has outlined in the RFP for Enterprise Architectural Review and Information Technology Support Services. Through our discipline to the Modernization Process, we have been able to turn IT Management into a science that allows us to minimize and predict the average amount of reactive support that will be required per endpoint (an endpoint is defined as either a server or workstation).

ACCEPTANCE OF CONDITIONS

AMC Modern IT accepts the conditions of this RFP and the City's Professional Services Agreement. AMC Modern IT is willing and able to execute the contractual requirements of the agreement with City of Maywood.

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated October 13, 2022 ("Effective Date") and is between the City of Maywood, a California municipal corporation ("City") and Advanced Microcomputing Concepts (AMC) Modern IT ("Consultant"). City and Consultant are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

A. City desires to utilize the services of Consultant as an independent Contractor to perform an Enterprise Architectural Review and Information Technology Support Services set forth in the Agreement.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Consultant's Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services (the "Services"), attached as **Exhibit A**. City may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be Tony Chiappetta (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's Services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

C. Time for Performance. Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like

professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through October 13, 2025, unless sooner terminated as provided in Section 12 of this Agreement or extended.

3. Compensation.

A. Compensation. As full compensation for Scope of Services satisfactorily rendered, City agrees to compensate Consultant, and Consultant agrees to accept in full satisfaction for the services required by this Agreement, an amount not exceed \$43,560.00 annually for Services described as IT Management and Support related services and \$3,630 for the Services described as an Enterprise Architectural Review, as more particularly described in **Exhibit B** ("Compensation"). Said Compensation shall constitute reimbursement of Consultant's fee for the services as well as the actual cost of any staff time, other direct or indirect costs or fees, including the work of employees, consultants and subcontractors, equipment, materials, and supplies necessary to provide the service (including all labor, materials, delivery, tax, assembly, and installation, as applicable). In no event shall the Consultant be paid more than \$ 134,310.00, which includes expenses and additional services (if any) during the term of this Agreement ("Maximum Compensation").

B. Expenses. The City will not reimburse Consultant for any expenses, unless expenses are agreed upon in advance in writing by both parties and/or set forth in **Exhibit B**.

C. Unauthorized Services and Expenses. City will not pay for any services not specified in the Scope of Services, unless the City Council or the City Representative, if applicable, and the Consultant Representative authorize such services in writing prior to Consultant's performance of those services or incurrence of additional expenses. Any additional services or expenses authorized by the City Council, or the City Representative shall be compensated at the rates set forth in

Exhibit B, or, if not specified, at a rate mutually agreed to by the Parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Consultant in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement or within such other reasonable time dependent on the City's warrant run procedures. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. Notwithstanding the preceding sentence, if Consultant is a nonresident of California, City will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement available during Consultant's regular working hours to City for review and audit by City.

5. Independent Contractor. Consultant is, and shall at all times remain as to City, a wholly independent Contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City.

6. Information and Documents.

A. Consultant covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Consultant without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. Consultant, its officers, employees, agents, or subconsultants shall not without written authorization from the City Manager or unless requested in writing by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to

any project or property located within the City. Response to a subpoena or court order shall not be considered “voluntary,” provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City may, but has no obligation to, represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City’s right to review any such response does not imply or mean the right by City to control, direct or rewrite the response.

C. All Data required to be furnished to City in connection with this Agreement shall become City’s property, and City may use all or any portion of the Data submitted by Consultant as City deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become City’s sole property and may be used, reused or otherwise disposed of by City without Consultant’s permission. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

D. Consultant’s covenants under this Section shall survive the expiration or termination of this Agreement.

7. Conflicts of Interest. Consultant and its officers, employees, associates and subconsultants, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant’s Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar Services for other clients, but Consultant and its officers, employees, associates and subconsultants shall not, without the City Representative’s prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section into any subcontract that Consultant executes in connection with the performance of this Agreement.

8. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnities.

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent Consultants in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent Consultant relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subconsultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual,

alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subconsultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subconsultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Consultant's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

9. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$1,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$1,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall provide insurance in the amount required by California law.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

4) Cyber Liability Insurance. Consultant shall procure and maintain Cyber Liability insurance with a minimum limit of \$1,000,000.00 per occurrence/loss which shall include the following coverage:

- Liability arising from theft, dissemination and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination or use of confidential information.
- Network security liability arising from the unauthorized use of access to or tampering with computer systems.
- Liability arising from the failure of technology products (software) required under the contract for Consultant to properly perform the services intended.
- Electronic Media Liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper dee-linking of framing, and infringement or violation of intellectual property rights.
- Liability arising from the failure to render professional services.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer authorized to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide or such other rating as approved by the City Manager. Self insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The general liability policy shall contain an endorsement naming City and its elected and appointed officials, officers, employees, agents and volunteers as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Consultant and Consultant's employees, agents or

subconsultants from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Consultant shall, within two Business Days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Consultant shall furnish City's Risk Manager or such other official designed by the City Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 8 of this Agreement.

K. SubConsultant Insurance Requirements. Consultant shall require each of its subconsultants that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

10. Mutual Cooperation.

A. City's Cooperation. City shall provide Consultant with all pertinent Data, documents and other requested information as is reasonably available for Consultant's proper performance of the Services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

11. Records and Inspections. Consultant shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

12. Termination of Agreement.

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least ten calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the Services required by this Agreement. Consultant shall have no other claim against City by reason of such termination, including any claim for compensation.

13. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

14. Default.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 12, if the City Manager determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall serve Consultant with written notice of the default. Consultant shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, City may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

15. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to City:
Attn: City Manager
City of Maywood
4319 East Slauson Ave
Maywood, California 90270

If to Consultant:
Attn: Anthony Chiappetta
AMC Modern IT
2100 Arrow Hwy
La Verne, California 91750
Telephone: (877) 715-5262

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subconsultant or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to

ensure that subconsultants and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third-Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subconsultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, subconsultants and agents.

21. Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction may be made by City, and the cost thereof shall be charged to Consultant. In addition to all other available remedies, City may deduct the cost of such correction from any retention amount held by City or may withhold payment otherwise owed Consultant under this Agreement up to the amount of the cost of correction.

22. Non-Appropriation of Funds. Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Consultant's proposal, the provisions of this Agreement shall control.

24. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

25. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

26. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

27. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

28. Business Days. "Business days" means days Maywood City Hall is open for business.

29. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over the City of Maywood.

30. Attorneys' Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

31. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

32. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

33. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Maywood,
a California municipal corporation

Consultant:

Advanced Microcomputing Concepts
(AMC) Modern IT

By: _____
Heber Marquez
Mayor of the City of Maywood

By: _____
Name: Anthony Chiappetta
Title: CEO/President

ATTEST:

By: _____
Andrea Aguilar, City Clerk

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, City Attorney

EXHIBIT A

SCOPE OF SERVICES

THE AMC DIRECTOR OF OPERATIONS – MARISSA CHIAPPETTA



Marissa initially began professional career as a teacher with the Charter Oak School District nearly 20 years ago. She utilizes her multiple degrees in Economics and Counseling Psychology to improve the processes, efficiencies, and team management of two Fortune 500 companies.

Marissa manages all technical resources at AMC for the best client experience and most efficient outcome.

V. ORGANIZATIONAL CHART

In an effort to protect the confidentiality of our people and intellectual property, we will gladly provide this in private as part of an interview or other more personalized discussion. Each delivery areas has multiple people in the roles and success is not tied to or dictated by a single team member.

This team approach is accomplished by our process for documentation. Our documentation is standardized so that no client data or information is the tribal knowledge of an individual, instead it is blended across our departments using or proprietary documentation framework and systems.

VI. PROOF OF REQUIRED LICENSES

The company shall furnish all necessary proof of insurance and licenses as requested by the City.

APPROACH TO SCOPE SERVICES

The first 30 days will consist of multiple AMC personnel onsite as we perform a complete discovery of the City of Maywood's IT Environment, Vendors, and Contracts. We call this the 'Modernization Process' it results in a thorough Enterprise Architectural Review and is what allows us to create a comprehensive strategy for each item requested in the City's RFP and more.

The process is part of our Onboarding and it is how we start our engagement and begins our IT Support Services.

We find that most organizations have many different vendors for different IT services. These individual vendors provide 'islands' of point solutions in IT the each have their own set of requirements, training and do not always integrate and work well with each other.

The Many Islands of Point Solutions in IT



The Challenge of Many Islands

- Complexity
 - Time Consuming to Manage
 - Little Synergy Between Systems
 - Although Islands Work Together, but are not Integrated and sometimes overlap
 - Potential for Conflict
 - Finger Pointing puts YOU in the Middle of Endless Loop
 - Difficult to train and onboard staff members to fully utilize on so many systems
- Cost
 - Individual Vendors Each Cost More
 - Human Capital Costs for Onboarding and Leveraging Disparate Systems
- Opportunity exists to Consolidate
 - Reduce complexity and costs
 - Increase stability, productivity and security with local hands-on support and partnership

So how do we go from this?

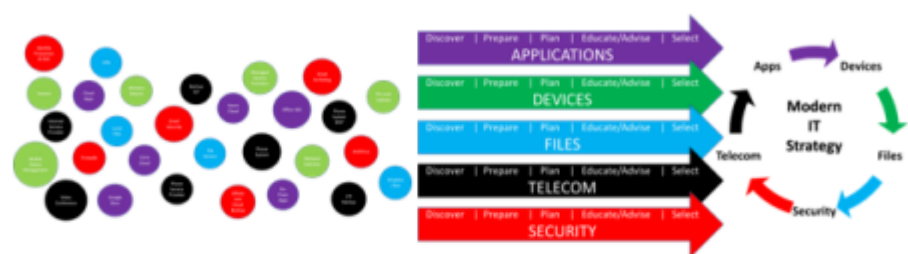


To this?

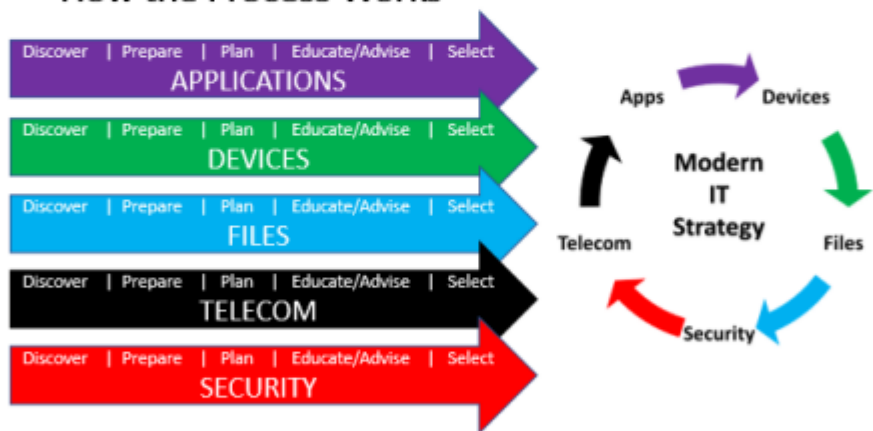


A COHESIVE STRATEGY WITH LESS VENDORS, COMPLEXITY, AND COSTS TO PROVIDE BETTER STABILITY, SECURITY, PRODUCTIVITY AND SUPPORTABILITY

With a Proven Process



How the Process Works



The AMC Modernization Process consists of these 8 components:

1. The Modern IT Cloud Strategy
2. The Modern IT Helpdesk
3. The Cloud Security System
4. The Cloud Management System
5. The Secure Onboard/Offboard Process
6. The Modern Team Enablement
7. The Technology Strategist
8. Cloud Services powered by the Microsoft Cloud

The Modern IT Strategy

1. Complete discovery of both the organization and how it uses technology – we look in every nook and cranny of your environment and typically find stuff that you don't even know is there! This discovery allows us to create the perfect plan for both execution AND communication.
2. Remove as many servers (virtual/physical/onsite/offsite) as possible from your system.
3. If you have servers hosting email and files – move them to the cloud.
4. If you have Windows apps that are not web-based – move them to the cloud (it is not hard).
5. If you have a hodge-podge of cloud services – consolidate them under a single cloud system.
6. Move your phone system to the cloud as soon as possible.
7. Update your local area network: your ISP router, firewall, switch and wireless access points older than 5 years.
8. Replace your computers older than 5 years, preferably laptops for business continuity planning.
9. Update all of your computers to the latest build of Windows 10, preferably the Enterprise edition.
10. Update Microsoft Office to the latest version.
11. Setup connect/sync/copy controls for all computers, devices and apps accessing company data.
12. Setup compliance controls for computers, devices and apps requiring a baseline security standard prior to permitting connect/copy/sync access to company data.
13. Manage company data so it doesn't leave when an employee leaves on their personal devices.
14. Quickly and continuously update your team's skills in an exciting and fun way to drive collaboration, efficiency and innovation – as they don't know what they don't know until learn.
15. Reduce emails, meetings, and stress, increase uninterrupted focus time, team collaboration and job satisfaction.

The Modern IT Helpdesk: smart support to get your users unstuck and enlightened

1. Unlimited IT on all users, on all their computers, mobile devices, mobile apps, web apps, phones (if applicable) connecting into our cloud services 365 days a year.
2. When a reboot or a quick Google search won't solve a computer problem, give all your users the ability to call computer experts who do this work all day long.
3. Stop inefficient work by having users slowly trying to solve computer problems themselves for which they have no training or little experience.
4. Stop a single computer issue from dragging two employees when one calls the other to fix a problem.
5. Give your users access to trained/certified/experienced computer support resources than can show them better more efficient way to do things – in addition to solving their computer problem.
6. Free up your full-time in-house IT professionals to work on higher-value business projects instead of constant distraction of helpdesk issues.
7. Increase security by reducing the number of internal employees that have administrative access to IT systems.

The Cloud Management System: your system is talking to you, are you listening?

1. Cloud services throw off hundreds of alerts monthly and must be monitored and reviewed with ticketed process to prevent unexpected changes which can negatively impact users and create unplanned work.
2. Cloud services require logging into many different portal dashboards (similar to logging into individual servers) and must be reviewed on a ticketed routine basis with a checklist template for each client every month.
3. Cloud service portal dashboards to manage: service health or degradation alerts, plan for changes alerts, prevent and fix alerts, device compliance failure alerts, device configuration failure alerts.
4. Dashboards are NEVER green across the board – they always have issues to tend to.
5. Alerts that simply fire off emails are useless and only create noise.
6. Experienced alert management means critical/meaningful alerts are converted to tickets and reviewed and remediated while noisy alerts are ignored.
7. Cloud service management is a two ticket process: one cloud engineer reviews the portal dashboards for items that need action and closes the ticket, while another cloud engineer remediates the issues.

The Cloud Security System: keeping your data secure, protected, private and under your control.

1. Cloud security systems are extremely advanced, have lots of options and toggles, and create lots of warning and alerts.
2. Cloud security systems must be methodically monitored and reviewed in a ticketed process to prevent or remediate security breaches which can hurt your business.
3. Many different portal dashboards must be reviewed on a routine basis with a checklist template for each client every month.
4. Cloud security services to manage: identity threat alerts, suspicious device threat alerts, suspicious device or user access alerts, suspicious data access threat alerts, device compliance failure alerts, unusual copy/delete/sharing alerts.
5. Not all alerts can be automatically turned into ticket - some systems need to be manually reviewed.
6. One cloud engineer runs the checklist review process ticket, and one cloud engineers remediate the issues.
7. Enabling and managing multi-factor authentication for all users.
8. Enabling Windows Enterprise OS upgrade if licensed to reduce dependence firewalls, antivirus, spam filters and protect that computer properly no matter where it goes.

The Secure Onboard/Offboard Process: impress new hire and keep data secure.

1. Ticketed checklist template process to smartly and securely setup new employees on a new or existing computer, with the apps they need, connected to the system they need, but only to what they need, and an orientation and training to get them working productively straight away.
2. Ticketed checklist template process to securely turn off employee's access to company IT resources and ensure no data stays with the employee on any personal devices.

The Modern Team Enablement™: technology tools without training means little will change.

1. Updating technology tools without updating user technology skills is meaningless.
2. Your users don't know what they don't know – let's change that.
3. Fun and exciting "quick-hit"/"a-ha" short video sequences to quickly increase the user's technology skills.
4. Every few short videos, users must pass a short quiz to make sure they weren't spacing out.
5. Users earn badges based on how much of the system they use, not based on videos they watch.
6. Uses are ranked on a scoreboard based on points.
7. Training managers easily identify who is taking training seriously and who needs a nag.
8. Increased skills mean increased confidence, smarter work and increased collaboration.
9. Modern collaboration increases innovation and creates a better product for customers.

The Business Technology Strategist: is IT leadership in your business strategy meetings?

1. Unlimited Virtual Chief Technology Officer for your business.
2. Meet with your leadership team at least annually.
3. Understand dangers that must be eliminated, opportunities that must be captured, strengths that must be maximized and how to align your business technology with your business goals.

Cloud Services powered by The Microsoft Cloud: the business technology leader.

1. The technology power behind the AMC Modern IT Solution is the Microsoft Cloud.
2. Microsoft is the #1 technology company and modern IT platform for businesses and municipalities in the world.
3. AMC enjoys a direct and privileged relationship with Microsoft as a Tier 1 cloud solutions partner.
4. All AMC engineers are required to pass a heavy sequence of training and certifications around Microsoft cloud technology.

As we achieve the above modernization, the City will operate on a reliable, secure, scalable foundation. When the City is running securely and reliably, it will not be spending it's time dealing with issues, downtime or security responses.

This creates the space needed for the City to then turn its attention to improving efficiency with the staff and City applications. This is where the promise of Microsoft Robotic Process Automation and PowerBI Dashboard development which will allow the City to do more for it's residents without increasing headcount by:

- **Automating processes and tasks to reduce mundane, error prone work**
- **Creating dashboards to turn City data into information that allows it to make better decisions**

By adopting the above frameworks to improve the productivity of staff, **the City will save on average 4-9 hours per person, per week.**

We welcome the opportunity to discuss interactively if afforded the opportunity to interview.

EXHIBIT B

COMPENSATION

The Business Technology Strategist: is IT leadership in your business strategy meetings?

1. Unlimited Virtual Chief Technology Officer for your business.
2. Meet with your leadership team at least annually.
3. Understand dangers that must be eliminated, opportunities that must be captured, strengths that must be maximized and how to align your business technology with your business goals.

Cloud Services powered by The Microsoft Cloud: the business technology leader.

1. The technology power behind the AMC Modern IT Solution is the Microsoft Cloud.
2. Microsoft is the #1 technology company and modern IT platform for businesses and municipalities in the world.
3. AMC enjoys a direct and privileged relationship with Microsoft as a Tier 1 cloud solutions partner.
4. All AMC engineers are required to pass a heavy sequence of training and certifications around Microsoft cloud technology.

As we achieve the above modernization, the City will operate on a reliable, secure, scalable foundation. When the City is running securely and reliably, it will not be spending it's time dealing with issues, downtime or security responses.

This creates the space needed for the City to then turn its attention to improving efficiency with the staff and City applications. This is where the promise of Microsoft Robotic Process Automation and PowerBI Dashboard development which will allow the City to do more for it's residents without increasing headcount by:

- Automating processes and tasks to reduce mundane, error prone work
- Creating dashboards to turn City data into information that allows it to make better decisions

By adopting the above frameworks to improve the productivity of staff, the City will save on average 4-9 hours per person, per week.

We welcome the opportunity to discuss interactively if afforded the opportunity to interview.

COST PROPOSAL

We operate only in flat fees to make our pricing model as predictable as possible.

AMC is pleased to propose a monthly flat rate of \$165 per user to cover all day to day IT Management and Support related services for the City of Maywood.

Based on 22 users at \$165 per month, the flat fee, not to exceed budget is \$3,630 monthly or \$43,560 annually.

Additionally, a flat fee equivalent to one month of service is requested for the AMC Modernization Process (\$3,630) so we may satisfy all aspect of the Enterprise Architectural Review noted in the RFP and prepare a detailed proposal for the City based on the many specifics of the City's needs.

Note: A user is deemed as any employee, elected official, intern or contractor who utilizes a City owned or leased microcomputer and/or has a City email address.

13 | Page

RFP for Enterprise Architectural Review and IT Support Services

The per user, flat rate above is based upon a minimum of 22 users and additional users can be added as necessary at a rate of \$165 per month. This flat rate incorporates all proactive management and support activity associated with day to day operations, **THERE ARE NO ADDITIONAL CHARGES FOR ANY AFTER-HOURS OR OTHERWISE NECESSARY LABOR**, unless it is agreed upon in the strategic budget.

This flat rate includes:

- **Unlimited 24/7 Onsite and Remote Reactive Support** by an entire team of IT professionals
- A full day per month of proactive service visits
- Unlimited management of daily disaster recovery and network monitoring/alerting tasks
- Quarterly and ad-hoc as desired Strategic IT Meetings with the City Department Heads

The benefit of a flat fee, user-based pricing model is many fold:

- City Staff can easily forecast the IT budget as they know how many staff members are on payroll
- A staff member can have multiple machines, laptops, workstations, phones and they are all supported without a need to adjust the agreement or services (saving on hard costs and the high administrative overhead of agreement component and pricing audits)
- Public use machines such as the library workstations or units in the police vehicles are included without having to incorporate additional charges
- An unlimited number of servers and other network devices (such as firewalls, SANs, Wireless Devices) can be supported and added without impacting monthly IT Management and Support costs to the City

Labor costs associated with the strategic budget will be in the form of flat fee projects associated with capital expenditures. These projects are required to be agreed upon via the strategic IT Budget that we will help the City of Maywood create. This budget will be built as a rolling 3-5 year plan and will be presented by the Strategist for discussion as part of the regularly scheduled Strategic Quarterly Meeting with City Staff. During these meetings, the Modern IT Manager will explain the status of any technology or policy that is outside of best practice.

Based on risk to the organization, if it makes sense for the City to align themselves into a best practice we add the agreed upon amount into the budget during a time frame that is desirable. Until that time, AMC Modern IT absorbs all technology related risks associated with the environment and will cover the City of Maywood with all labor necessary to support the IT environment as part of the flat monthly amount.

The Managed Services Onboarding project will require the effort of several staff members to be onsite for a minimum of one month. During this time, we will work to get ahead of reactive support by documenting the environment, comparing the environment against our '400+ point assessment' process, and performing the work to align the City to all tasks that are considered simple changes. Because of the labor-intensive nature of the onboarding process, there is a charge equivalent to 1 month of service associated with an onboarding project.

AMC's service delivery model has given us the ability to provide all requests and end results that the City of Maywood has outlined in the RFP for Enterprise Architectural Review and Information Technology Support Services. Through our discipline to the Modernization Process, we have been able to turn IT Management into a science that allows us to minimize and predict the average amount of reactive support that will be required per endpoint (an endpoint is defined as either a server or workstation).

ACCEPTANCE OF CONDITIONS

AMC Modern IT accepts the conditions of this RFP and the City's Professional Services Agreement. AMC Modern IT is willing and able to execute the contractual requirements of the agreement with City of Maywood.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 8.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: STEVE FOWLER, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: CONSIDERATION OF APPOINTING PLANNING COMMISSIONER ANGELINA MARTINEZ TO SERVE AS A MEMBER ON THE ECO-RAPID TRANSIT BOARD

RECOMMENDATION:

Staff recommends that the City Council appoint Maywood Planning Commissioner Angelina Martinez who has indicated interest, to serve as a member on the Eco-Rapid Transit Board.

BACKGROUND:

Eco-Rapid Transit, formerly known as the Orangeline Development Authority, is a joint powers authority (JPA) created to pursue development of a transit system that moves as rapidly as possible, uses grade separation as appropriate, and is environmentally friendly and energy efficient. The system is designed to enhance and increase transportation options for riders of this region utilizing safe, advanced transit technology to expand economic growth that maximizes ridership in Southern California.

Eco-Rapid Transit consists of 13 members:

1. City of Artesia
2. City of Bell
3. City of Bell Gardens
4. City of Bellflower
5. City of Cudahy
6. City of Downey
7. City of Glendale
8. City of Huntington Park
9. City of Maywood
10. City of Paramount
11. City of South Gate
12. City of Vernon
13. Burbank-Glendale-Pasadena Airport Authority

With supporting agencies that include Caltrans, District 7, Metropolitan Transportation Authority (Metro), Gateway Cities Council of Governments, Southern California Association of Governments (SCAG), San Fernando Valley Council of Governments and Golden State Gateway Coalition

DISCUSSION:

The current Maywood representative for the Board was former Commissioner Reyna Mendez and the alternate is Commissioner Raul Rodriguez. Although it is customary that member agencies appoint City Council members to serve on such boards, the Eco-Rapid Transit Board meets at 6:30 pm on the second Wednesday of each month. This is in direct conflict with the Maywood City Council meetings and thus, necessitates the involvement of Maywood Planning Commissioners.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

ATTACHMENT(S)

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 9.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: KAREN INIGUEZ, COMMUNITY DEVELOPMENT ANALYST

SUBJECT: CONSIDERATION OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT WITH NATIONWIDE ENVIRONMENTAL SERVICES, A DIVISION OF JOE'S SWEEPING, INC. TO AMEND THE AGREEMENT TO REVISE THE SCOPE OF SERVICES AND INCREASE THE MONTHLY COMPENSATION BY ONE HUNDRED AND TWENTY-SEVEN DOLLARS (\$127.00)

RECOMMENDATION:

Staff recommends that the City Council approve the first amendment to the Professional Service Agreement with Nationwide Environmental Services a division of Joe's Sweeping, Inc. to amend the agreement to revise the scope of services and increase the compensation by an additional monthly amount of One Hundred and Twenty-Seven Dollars (\$127.00).

BACKGROUND:

The City of Maywood is responsible for the street sweeping maintenance of approximately 53 curb miles within the community. These curb miles include, but are not limited to; residential streets, commercial streets, arterial, collector, and median curbs. The State of California Clean Water laws require municipalities to clean and sweep their public streets to ensure that trash and debris do not flow from the street into the storm drain system and ultimately to the US/Los Angeles River waterways.

The City of Maywood contracted with Nationwide Environmental Sweeping Services (NES) in July of last year for street sweeping services. NES provides street sweeping maintenance throughout the City's curb miles. These curb miles include arterial, collector, industrial, residential, commercial, cul-de-sacs, median curbs, alleys, and public parking lots. NES allows the City to stay in compliance with the State of California Clean Water laws that require municipalities to clean and sweep their public streets, ensuring that all trash and debris does not flow from the street into the storm drain system and ultimately to the US/Los Angeles River waterways. NES is currently utilizing a map with a street sweeping schedule for the City. However, staff recommends updating the map schedule route to include District Blvd.

DISCUSSION:

The proposed amendment will update the map schedule of the new proposed areas that the City is requesting to provide sweeping services. This amendment will allow for District Blvd, an industrial area, to be added to the weekly street sweeping contract. Therefore, the new added scope will allow for this section to be swept on Mondays between 3:30 and 4:30 am, along with Randolph from District to Alamo.

NES is requesting a \$127.00 increase to its monthly retainer - October 2022 through June 2023 = 9 months times \$127.00 = \$1,143.00. The new retainer will increase from \$7,410.00 to \$7,537.00 a month. This will increase the yearly not-to-exceed to a total of \$90,444.00 for the remainder of the professional service agreement.

This increase will allow for NES to expand its maintenance route and target more areas in the City.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The funding source will be derived from the following.

F.Y. 22-23 Impact:	\$1,143.00	Current F.Y. Budget:
Fund Impacted: Clean Water	280 - Measure W Safe Program Fund	Budget adjustment requested:
Source of funds: Planning	501 - Building and	Updated Account Budget:
Account Number: Service	6115 - Contractual	For fiscal year:

ATTACHMENT(S)

1. First Amendment to the Professional Service Agreement with Nationwide Environmental Services

FIRST AMENDMENT TO THE STREET SWEEPING AGREEMENT BETWEEN THE CITY OF MAYWOOD AND NATIONWIDE ENVIRONMENTAL SERVICES

This Amendment to the Street Sweeping Agreement is entered into as of October 12, 2022 ("Amendment") and amends the Street Sweeping Agreement by and between the City of Maywood, a municipal corporation ("City") and Nationwide Environmental Services, a division of Joe's Sweeping, Inc. ("Contractor") dated June 9, 2021 ("Agreement").

RECITALS

A. City and Contractor entered into the Agreement for Street Sweeping Services.

B. City and Contractor desire to amend the Agreement to expand the scope of services to update the map schedule and amend the compensation for these additional services.

NOW THEREFORE, it is mutually agreed by and between the City and Contractor as follows:

Section 1. Additional Services. Contractor shall provide the City with additional street sweeping services on the streets and times as is more particularly described in Exhibit A-1 to this Amendment ("Additional Services"). The Additional Services shall be provided pursuant to the terms of the Agreement.

Section 2. Compensation. For the Additional Services, City agrees to compensate Contractor an additional \$127.00 a month which will be added to the currently monthly rate for a total not to exceed amount of \$7,537.00 per month beginning in October 2022.

Section 3. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

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

CITY OF MAYWOOD:

CONTRACTOR:

Nationwide Environmental Services, a
Division of Joe's Sweeping, Inc,

By: _____
Heber Marquez, Mayor

By: _____

Name: Ani Samuelian

Title: President

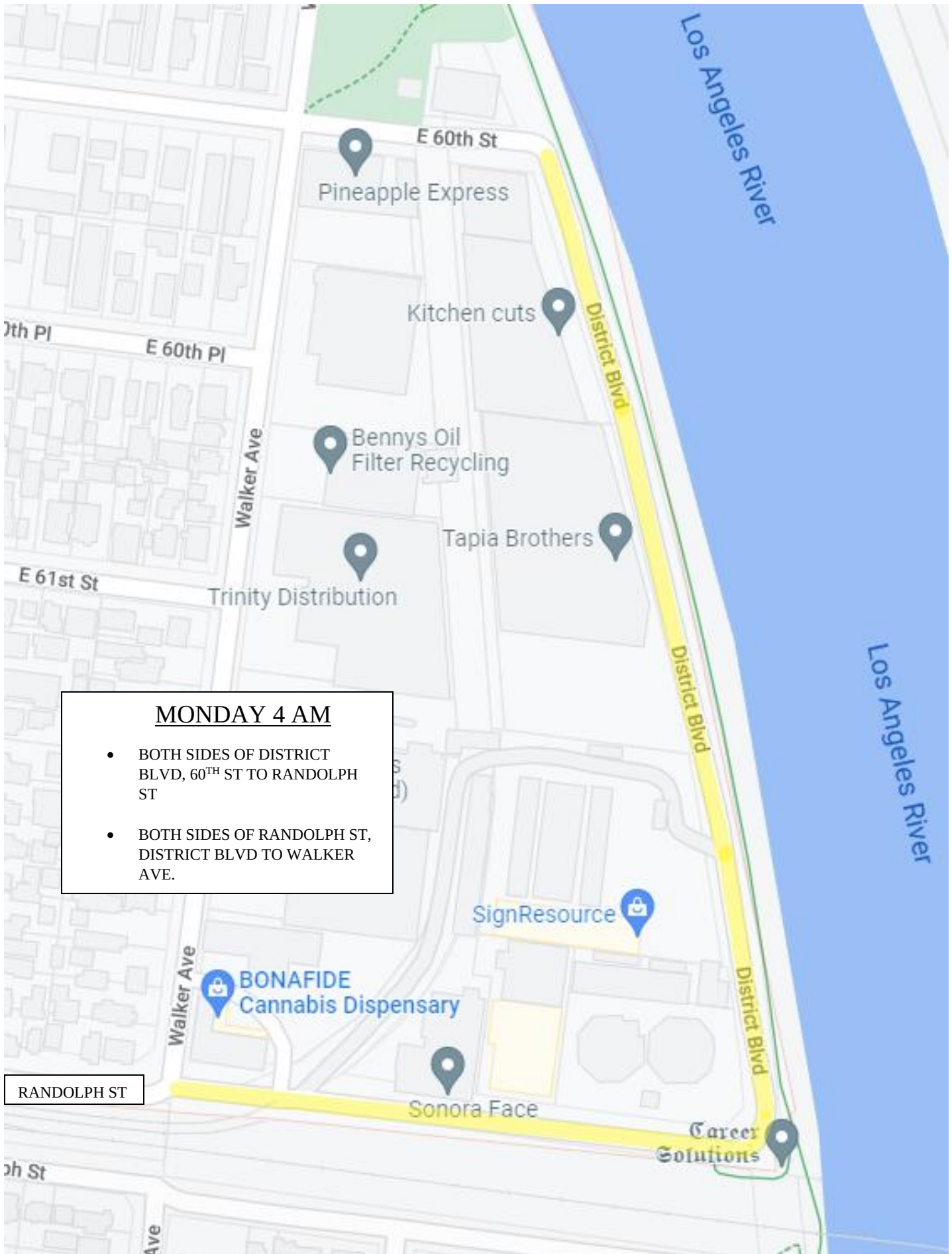
ATTEST:

By: _____
Andrea Aguilar, City Clerk

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, City Attorney

EXHIBIT A-1
ADDITIONAL SERVICES



MONDAY 4 AM

- BOTH SIDES OF DISTRICT BLVD, 60TH ST TO RANDOLPH ST
- BOTH SIDES OF RANDOLPH ST, DISTRICT BLVD TO WALKER AVE.

MAYWOOD ADDITIONS

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 10.

DATE: October 12, 2022

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 MAYWOD CENTER FOR ENRICHED STUDIES (MACES) IN THE AMOUNT OF \$9,800.

RECOMMENDATION:

Staff recommends that the City Council approve the Community Benefit Fund Application from MaCES in the amount of \$9,800.

BACKGROUND:

The Maywood Center for Enriched Studies (MaCES) provides students in grades 6th through 12th with a rigorous curriculum and humanistic school environment with personalization between teachers, students, and parents. Courses are aligned to develop academic abilities, artistic talents, leadership and athletic skills. Students experience breadth and depth within their academic course of study and enhance their experience with elective courses in the arts. MaCES ensures all students take an intensive and rigorous A-G course load that will prepare them to apply and make a smooth transition to a four-year college/university and careers in the 21st Century global economy.

The Application is dated September 28, 2022 and was received by email from 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.

In 2021, MaCES received \$8,900 to support the Jaime Escalante summer math program, band camp and attendance awards and recognition program.

DISCUSSION:

MaCES is requesting a \$9,800 grant to be used for the funding of the following student campus programs:

A - MACES Marching Band Camp for our students: \$6,500

Supports the development and showcase of the 78 members of the MaCES Band and Orchestra Program via public performances, showcases, and parades representing the City of Maywood and Los Angeles Unified School District. In addition, this will allow MaCES to hire support staff dedicated specifically to sections of the ensemble in order to better develop student musicianship and performance abilities.

The attendance incentive program will promote and provide incentives to create a school environment where students feel safe, welcomed, and excited to be physically in school learning.

MaCES has been in existence since August of 2017, and is a school located in the City, that provides education to students in grades 6-12th, with 80% of the student body being residents of the City. MaCES meets all the grant requirements.

LEGAL REVIEW:

FISCAL IMPACT:

F.Y. 22-23 Impact: \$9,800	Current F.Y. Budget: \$75,000
Fund Impacted: General Fund 100 -	Budget adjustment requested: \$0
Source of funds: General Ledger (GL) Account = 6301 - Community Benefit	Updated Account Budget: \$28,000
Fund	
Account Number: 100-302-0000-6301-9999 Fund = 100 General Fund Department = 302 Community Services GL Account = 6301 Community Development Fund Project = 9999 Non-Project	For fiscal year: 2022/2023

1. MaCES_CBF_APP2022-October
2. MaCES Funding report 2022_2023
3. 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: 9/28/2022

- ☐ Q1: July 1 – September 30
☒ Q2: October 1- December 31
☐ Q3: January 1 - March 30
☐ Q4: April 1 - June 30

Amount Requested: \$9,800

Organization Name: Maywood Center for Enriched Studies (MaCES)	Phone Number: 323-210-1412
Street Address: 5800 King Avenue	Fax Number: 323-773-3001
City, State, Zip: Maywood, CA 90270	Federal EIN: 95-6001908
Contact Person: Gabriel Duran, Principal	
Contact Email Address: gduran@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.

Public School in LAUSD serving 1,150 students in grades 6-12th with 80% of student body being residents of the City of Maywood.

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)? August of 2017

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

920 of the 1,150 students are current residents of the City of Maywood and they receive tutoring, and participate in the Beyond the Bell youth sports and clubs' program for middle school and high school sanctioned sports programs and/or band programs.

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

See attached detailed breakdown of bands that will be used to support the school music band program and in-seat student attendance campaigns, celebrations, and student recognition.

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

Fall and Spring Semester of the school year 2022-23

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

All school allocated funds are restricted in that they must be used only for educational purpose and may not be used for incentives and/or program enrichment.

Type text here

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

The majority of students at MaCES do not take part in enrichment programs and/or specialty camps. With the support of the funds, we can offer students the opportunity to participate in music enrichment programs or camps while at the same time rewarding those students who make every effort to be in school daily learning and taking advantage of the learning opportunities at MaCES.

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

The attendance incentive program has one goal, 100% student graduation that can only be accomplished and supported with students being in school and class daily learning the course materials needed to pass their A-G high school graduation requirements needed to fulfill the school goal of having every student be a high school graduate.

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

Daily attendance taking college level courses, honors classes, and being a part of enrichment programs like the school band will help develop the skills that will enhance the lives of the youth of Maywood via their school experience as they get recognized for their attendance efforts and enrichment programs the Maywood Community supports.

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

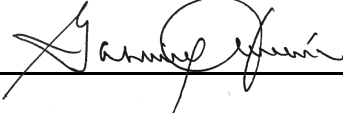
Yes ☒ No ☐ If yes, identify the use of the funds, total amount, and fiscal year in which the funds were received.

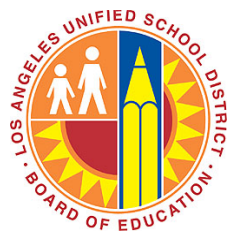
In 2021, the math, music and attendance program were awarded \$8,900 which was used to support the Jaime Escalante summer math program, band camp, and attendance awards and recognition.

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.

Mayor Heber Marquez is an Intervention (teacher) employee full time at MaCES.

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

Date: 9/28/2022	Signature: 			
Print Name and Title:				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded



Los Angeles Unified School District

Ma.C.E.S.
Maywood Center for Enriched Studies
Magnet School Grades 6-12

5800 King Avenue • Maywood, CA 90270
Telephone: 323-210-1412 • Fax: 323-773-3001

Alberto M. Carvalho
Superintendent

Jose P. Huerta
Local District East Superintendent

Gabriel Durán
Principal

Myriam Carmona
Assistant Principal SCS

To: City of Maywood Community Benefit Fund Application

FROM: Gabriel Duran, Principal

SUBJECT: MaCES Magnet Fund Request

Maywood Center for Enriched Studies, would like to be considered for the funding of the following student campus programs.

MACES Marching Band Camp for our students: \$6,500

Objective: Support the development and showcase of the 78 members of the MaCES Band and Orchestra Program via public performances, showcases, and parades they represent the City of Maywood and Los Angeles Unified.

The MACES Band & Orchestra programs are ensemble programs at the school meant to provide students with in-depth performance experiences with string, brass, woodwind, and percussion instruments. The ensembles include chamber orchestra, symphonic orchestra, marching band, concert band, and drumline. Students gain real-life experience with performances including concerts, festivals, parades, galas, and community events.

The MACES Orchestra & Band programs are made up of MACES students, many of whom are local Maywood residents. In addition, many of our performances are through the city's community events including the Tree Lighting Ceremony, The Veterans Ceremony, the Baseball Field Dedication Ceremony, and many others.

We are requesting funds to be used to further support and develop our programs. This year, we are hoping to attend more parades, clinics, and festivals. In addition, we are hiring support staff dedicated specifically to sections of the ensemble in order to better-develop student musicianship and performance abilities.

Students in our organization would gain far more specific support in their music development with specialized instructional staff. They would gain exposure to different parts of LA County through

participation in festivals, clinics, and performance opportunities. In addition, we would love to begin a partnership with local elementary schools to increase young students' music development.

With this funding, we would be able to participate in more local events and increase the level of performance at such events. This funding would provide our members with greater musical development. Because we perform at the city's events regularly, the quality of performance would increase as well.

Expenses Projected:

- Bus Transportation
- Band T-shirts
- Music Folders
- Support Staff
- Meals for students
- Water and Snacks

MACES Student Attendance Incentive Funds: \$3,300

Objective: Improve Chronic Student Absences

Regular and punctual school attendance is expected of all Maywood Center for Enriched (MaCES) students. LAUSD's current goal is to ensure outstanding attendance to support consistent in class learning and for all students to maintain a **Proficient/Advanced** attendance rate of 96% (Less than 7 absences per school year).

Unfortunately, as a result of the pandemic and students adjusting to the new norm, the chronic absenteeism rate has increased, and many students are still struggling to engage in school consistently. However, MaCES is committed in creating a school environment where students feel safe, welcomed, and excited to be physically in school learning.

MaCES currently has 1,150 enrolled students, we have 45.58% (565 students) that are not meeting the district goal of 96% attendance; hence we need to provide extra support to these students to ensure we meet the district goal of 100% attendance and 100% graduation. The goal for MaCES is to continue our attendance incentive program for all students, including recognition events, attendance celebrations every 25 days, and spirit days. Please see below the proposed timeline:

Milestone Dates	Incentives & Messages	Instructional Day	LESS THAN 91% CHRONIC	92 - 95% (Basic)	96 - 99% (Proficient)
September 20, 2022	Poster Contest <i>Instagram your way into school</i>	25	3 or more	2	1
October 28, 2022	Superhero T-Shirt Day <i>Thanks for saving the day and coming to school every day!</i>	50	5 or more	3-4	1-2
December 13, 2022	Winter festival <i>Come chill out at MACES</i>	75	7 or more	4-6	1-3

February 8, 2023	CHURROS <i>Thanks, a sweet bunch for your great attendance</i>	100	9 or more	5-8	1-4
March 17, 2023	College T-Shirt Day <i>Attend today and achieve great things</i>	125	11 or more	6-10	1-5
May 3, 2023	Popcorn <i>Your attendance is popping!</i>	150	13 or more	7-12	1-6
June 8, 2023	Raspados <i>Here's some ice to cool your excellent super-hot attendance!</i>	175	15 or more	8-14	1-7
June 15, 2023	End of the year festival	180	15 or more	8-14	1-7

Our attendance incentive program at MACES is critical to help our students recover by promoting and providing incentives to creating a school environment where students feel safe, welcomed, and excited to be physically in school learning.

Expenses Projected: student recognition for 25th, 50th, 75th, 100th, 150th and 180th attendance celebrations.

- School Supplies
- Student Prizes
- Incentive Prizes
- Gift Cards
- Stickers
- T-shirts
- Wrist Bands

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>
Quarter 1:	July 1 - September 30	June 1
Quarter 2:	October 1 - December 31	September 1
Quarter 3:	January 1 - March 30	December 1
Quarter 4:	April 1 - June 30	March 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: October 12, 2022

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 THROUGH THEIR FISCAL SPONSOR FULCRUM ARTS IN THE AMOUNT OF \$2,500.

RECOMMENDATION:

Staff recommends that the City Council approve the Community Benefit Fund Application from Budding Artists in the amount of \$2,500.

BACKGROUND:

The Application is dated September 23, 2022 and was received by email from 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.

In 2021, Budding Artists received \$2,500 to provide a virtual 2022 Winter Exploration Program for Maywood residents.

DISCUSSION:

Budding Artists has been in existence since October 12, 2018, and serves the Los Angeles County community by providing under-resourced preschool children with transformative process-focused art experiences.

Budding Artists is requesting a \$2,500 grant to be used to provide arts education to the youngest constituents, which will support their mental health, social and emotional learning, language and literacy development, cognitive development, and physical development. The applicant explains that data has shown even short interactions with art can have a significant impact in these areas.

Funds from this grant will be utilized to provide Maywood residents with an in-person 4-course winter workshops series, designed for children ages 3 -5. This program will be free of charge to the first fifteen (15) participants and include all required art materials. The total cost for the 4-Course Winter Workshop Series is \$6,667.00; this includes \$1,667.00 for art materials, teaching artists fees, technical/administrative costs. Budding Artist has secured \$4,167.00 from the California Arts Council for this workshop. The requested \$2,500 will close the gap in needed funds to bring this program to the residents of Maywood.

Qualification Review

Budding Artist, a non-profit agency, provides programs or services to residents of the city. The Eligible Organization was in existence prior to submitting this application and has a record of successfully providing the services for which funding is requested. In addition, per the Grant guidelines, the maximum amount will be no more than \$5,000. The applicant is requesting funding within this maximum award amount.

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 proposed workshops will provide educational opportunities for young people between the ages of 3-5.

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 2022/2023. To date, \$48,000 has been spent from this account. Therefore, there is adequate budget and no additional budget appropriation is needed. Fund = 100 – General Fund; Department = 302 – Community Services; General Ledger (GL) account = 6301 – Community Benefit Fund Expenditures; Project Code = 9999 - Other

F.Y. 20-21 Impact: \$2,500	Current F.Y. Budget: \$75,000
Fund Impacted: 100 - General Fund	Budget adjustment requested: \$0
Source of funds: Account = 6301 - Community Benefit Fund	Updated Account Budget: \$28,000
Account Number: 100-302-0000-6301- 9999 Account Number: 100-302-0000-6301-9999 Fund = 100 General Fund Department = 302 Community Services GL Account = 6301 Community Development Fund Project = 9999 Non-Project	For fiscal year: 2022/2023

ATTACHMENT(S)

1. 2023 Budding Artists CBF_App
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: 9/23/2022

- ☐ Q1: July 1 – September 30
☐ Q2: October 1- December 31
☒ Q3: January 1 - March 30
☐ Q4: April 1 - June 30

Amount Requested: \$2,500.00

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. Winter of 2022 we provided a three week virtual winter exploration program with funds from our budget and from the community benefit fund.

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

Funds from this grant will be utilized to provide Maywood residents with a in person 4-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. 15 children per class. See attached syllabus used during our summer exploration program 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

4-Course Winter Workshop Series: \$6,667.00 - Budding Artists funds from California Arts Council: \$4,167.00 Requested Amount: \$2,500.00

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 2, 2023
Registration opens January 6, 2023 - January 16, 2023
Classes begin every Saturday, February 4 - 25, 2023 at Maywood YMCA

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

With the support of the California Arts Council we've recently received the Creative Youth Development funding to support our winter exploration program at \$4,167.00 for two years (2023 and 2024), we hope the City of Maywood will continue to support the arts and connect us to the local YMCA so we can provide in-person workshops in the city and continue investing in arts education in the 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 programming providing critical social emotional support and so much more. Some Maywood residents participated in our Summer Exploration Program and note "There are not many programs in the area that serve the ages 3-5. We have attended past classes, and I knew that this program would be of excellent quality. I appreciate the opportunity to enroll our daughter. She loves art!" - Parent 2022 Summer Exploration Program

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 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.
Budding Artists received \$2,500 in January 2021 to provide our virtual 2022 Winter Exploration Program to Maywood Residents

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: September 23, 2022	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

2022 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.



Budding Artists

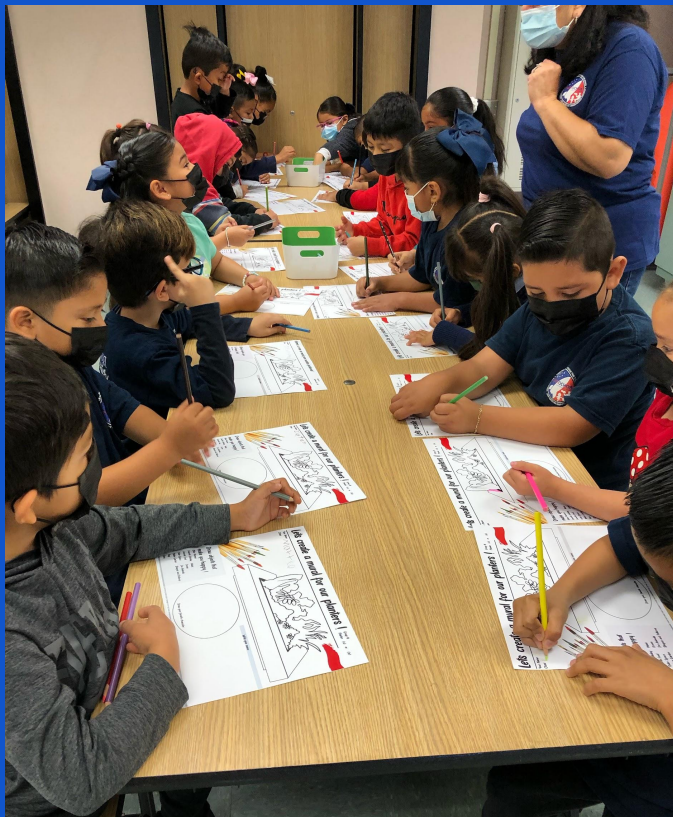
Budding Artists partnered with South Gate Museum inaugural Cuídate / Take Care of Yourself Exhibition to facilitate two free introductory photography workshops, March 12 & 19, 2022. Young artists documented the environment using a point and shoot camera as an introduction to therapeutic photography while learning about the basic science and physics of photography and engaging in storytelling. We partnered with the Eastside Shutter Brigade to give away four new cameras.





Budding Artists

Budding Artists activated over 150 kindergarten children at Ellen Ochoa Learning Center (Cudahy, CA) in partnership with Turnaround Arts to create over 8 murals that were conceptualized, designed and painted by the students. Planters will be filled with ornamental and edible plants. Project was completed June 8, 2022.





Budding Artists

Budding Artists created 400 Drawing Art Kits designed for young children ages 3-5 which includes art materials for three activities: sandpaper art, resist watercolor painting and shape exploration. All activities are linked to VAPA learning standards. This project was funded by the California Arts Council, volunteer support from T'ena Health and Helping Hands Coffee. These art kits were donated in April 2022 to various schools and community centers in Maywood, South Gate, Lynwood, Compton, and Inglewood.



Drawing Art Kit



How This Arts Nonprofit Offers Free, Bilingual Arts Education to Southeast L.A. Kids

By Michelle Poveda

March 10, 2022

As an educator, classical pianist and Lynwood native, Dakota McMahannd knows how important arts education is and how few opportunities exist for families of color to access it in southeast Los Angeles.

"Systemic structural racism in our primarily Black and Brown working-class communities has left families with little to no options to provide quality arts education for their young children," she says.

That's why she founded [Budding Artists](#), a nonprofit arts organization that provides free, high-quality, process-based arts education to families with kids ages 0-5.

As one of the only Black-founded and people of color-led childhood arts nonprofit organizations in the "vibrant and resilient" southeast Los Angeles community, Budding Artists serves more than 2,500 children and adults who, McMahannd says, deal with poverty, food insecurity, health disparities, the digital divide and little to no arts programs for young children.

"There are no major museums in our community, as the closest major museums are located in downtown Los Angeles or downtown Long Beach, which are both far away and not easily accessible, as many members rely heavily on public transportation," McMahannd says. "Our community has no local arts council, few nonprofit art spaces, galleries, and very limited art education programs. Local schools have become incredibly reliant on external organizations to provide free or low-cost arts programming for their students."



A child paints on a piece of paper at a Budding Artists event. | Courtesy of Budding Artists

McMahannd got her start in the arts at 13 years old, taking piano lessons at the [Watts Towers Arts Center Campus](#). This initial exposure helped shape her academic and professional career as a performing and visual artist, educator and nonprofit founder. McMahannd's experience came full circle when the Department of Cultural Affairs hired her for her first job as a piano instructor at the Watts Towers Arts Center Campus, where she took lessons when she was younger.

She reflects on how important mentorship has been for her at Budding Artists.

"It's amazing to see how many years later [Glenna Avila] not only was a powerful mentor in my life, she has supported my vision to expand arts programming to young children as a founding board member of Budding Artists," McMahannd says of Glenna Avila, an artist and artistic director who created the Community Arts Partnership, a California Institute of the Arts program. Avila now works with Budding Artists.

McMahannd started Budding Artists in 2018 as a passion project inspired by the transformative power that the arts had in her life. The organization is a response to a void she saw in her community.



Dakota McMahannd, founder of Budding Artists. | Courtesy of Budding Artists

"Our philosophy is making sure the child is central to their own learning," McMahannd explains, "to follow their own interests, not some guided or scripted project."

She says process-based learning helps the child develop their own set of skills and their self-confidence. Rather than focusing on the end goal of creating an artful masterpiece, Budding Artists focuses on the whole child. Programming aligns with California Visual and Performing Arts Standards (VAPA).

"The Budding Artists education team designs 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," McMahannd says.

Implementing critical arts pedagogy, culturally responsive teaching and student empowerment is key. Cultural relevance and community representation are highlighted in curriculum and staffing, according to the founder. For example, all instruction and written materials in the program are provided in English and Spanish to support the community's bilingual members and amplify the benefits of bilingual and biliterate education.

CONTINUED ON BACK

"Developing a child's native language helps to nurture a foundation for reading and writing, which is essential for young learners," McMahon says.



Children express themselves and make silly faces at a Budding Artists event. | Courtesy of Budding Artists

Hiring people of color is a priority for the organization, as shown in personnel and through the paid mentorship programs for high school and college students that Budding Artists offers. McMahon wants to create pipelines for her community to explore future careers in the arts.

"It is vital that children see artists who look like them reflected in all aspects of the work we do," she says.

Budding Artists also creates programming that exposes children to literacy development and emotional, physical and cultural development. Their programs have helped children process their emotions and help reduce anxiety, which [has risen sharply in children and adults since 2020](#).

"Art is therapeutic and healing; we have received feedback from numerous parents over the years indicating that the classes have brought their child happiness, joy and confidence," says McMahon.

She says one parent, in reference to an online program offered in December 2020, said, "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!"

One of the organization's major programs is the [Summer Exploration Program](#), which became virtual in 2021 due to COVID-19. The six-week, tuition-free initiative provides learning experiences where 3-5-year-old students make art to create meaning and build a new understanding of STEAM disciplines. The program culminates with an exhibition that features live music, a silent auction, a maker space and more. The 2021 exhibition also went virtual with [Magic of Play](#), where a total of 24 young artists ages 3-5 created 54 pieces around the theme of what happens when children are given a chance to exercise creativity.

In addition to the Summer Exploration Program, Budding Artists has led several community-based art initiatives, including a curated installation of physical artwork that people can find at the Rancho Los Amigos Rehabilitation Center to help support patients who have experienced trauma or life-changing illness. The organization also offers [adult art workshops](#).

McMahon says Budding Artists has contributed to a positive movement in the area.

"For the past few years, the area of southeast Los Angeles has undergone a renaissance period in which many local creatives are creating their own spaces, programming, expanding public art and exhibitions to uplift our community," she says. "The arts have been critical in lifting the spirits of our citizens and supporting its social and emotional health and wellbeing."



1/6 A child holds a sculpture made out of purple and green play dough in his hand. | Courtesy of Budding Artists

In addition to McMahon balancing the time and funding constraints of running Budding Artists and her full-time job in administration at a local college, external factors have taken a toll on the group's mission. COVID-19 has impacted one in every six residents near the organization's primary location in Lynwood. Last week, the Hawthorne Arts Complex, where the organization has one of its studio spaces, announced it would be closing in 30 days, displacing Budding Artists and more than 100 artists housed there.

"This is a grassroots organization, it was created as a way to give back to our community, and unfortunately, with the pandemic, this small, community-led group faced hard funding issues," she says.

McMahon says she hopes to continue doing Budding Artists' work despite challenges.

"Last month the organization received two grants from the California Arts Council, which included a Arts & Cultural Organizations General Operating Relief grant intended to provide relief funding to arts and cultural organizations who have experienced economic hardships due to the COVID-19 pandemic," she says. "We're grateful for that state funding; without it, we would have had to close our doors. We hope the future comes with more funding!"

She invites individuals to learn more about ways to get involved with Budding Artists by signing up for any of the workshops below, volunteering and supporting the organization's membership program at [Budding-Artists.org](#) and on Instagram [@BuddingArtistsLA](#).



2022 Summer Exploration Program: Exploring Art through our Five Senses

Location: Lucy Avalos Community Center, 11832 Atlantic Ave. Lynwood, CA 90262

This syllabus is subject to change due to class needs as judged by the instructors.

Educational Designer: Dakota McMahan, MA
Instructor: Bryan Arellano, BFA & Harriet Bailey, BFA
Email: education@budding-artists.org
Class Days/Time: Every Saturday, July 23 to August 27, 2022, 1pm - 2pm, 6-week program
Classroom: Community Room 3

Program Description

The purpose of the Summer Exploration Program is to expose young students to process-based art as a pipeline to science, technology, engineering and mathematics (STEM) disciplines. The programs will advance knowledge, creativity, innovation, kinesthetic skills, and social-emotional assets linked to success; increase young learners' knowledge in the art, and enrich participants' learning in other academic disciplines while implementing National Core Arts Standards and California Arts Standards for Public Schools. This year's program theme is the five senses and at the conclusion of the program, students should be able to explain the five senses and share an experience using each one.

Learning Outcomes

Students will explore their surroundings through inquiry-based studio practice from the lens of all five senses: touch, taste, smell, sight, and hearing through various art forms as a STEAM practice.

Young artists will explore the sensuality and beauty of color, texture, movement, lines and curves, and space through encounters with a wide range of art media and materials.

Young artists will be able to describe all five senses through experiences throughout the summer program. A litany of questions and provocations will be asked of the young artists for them to explore answers to which include:

- What does that "art material" feel like? -*Touch*
- Can you describe the smell of these flowers? -*Smell*
- Look at how the colors mix together! What do you see happening? -*Process*
- What sound does the art material make when you use them? - *Hearing*
- While you're taking photos what do you see around you? - *Sight*
- What possible flavors do these colors represent? - *Taste*

Young artists will experience the warmth and beauty of arts education through the following developmental areas:

1. *Social and emotional development* - children relax, focus, feel a sense of accomplishment, feel successful, and are allowed and encouraged to express their feelings
2. *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*); exposure to new words through weekly art book readings and discussions.
3. *Cognitive development* - children compare, predict, plan, design, and problem solve



4. *Physical development* - children use small motor skills to paint, write, glue, use clay, use scissors, and make collages.

Required Materials

Young artists will be provided with all required art materials free of charge, which is a part of our mission to ensure arts education is accessible to all. Caregivers will be asked to purchase a Budding Artists t-shirt which will function as a smock. The purchase of the t-shirt is not a required item.

Classroom Protocol

Young artists are expected to arrive on time, be potty trained, and dressed in clothing which is safe for messy work. Parents/guardians will be asked to allow children to work independently in the studio at the start of the second session.

To complete program registration, parents/guardians will be required to fill out the documents listed below and submit them via email at info@budding-artists.org or in-person 20 minutes before the first day of class.

Additional Registration Documents:

- *Participant Waiver*
 - *Includes Media Release* – To ensure our program remains tuition-free, we ask that all parents/guardians give Budding Artists permission to document their child's summer experience. Our pictures and video footage will be shared with potential donors and used in our marketing materials for program funding.
- *Additional Parent/Guardian Pick-up Form (optional)*

Drop-off and Pick-up Policy

All participants must be dropped off 10 minutes before the beginning of each class. Parents/Guardians will be required to sign their child in and out of the program for each session. We will only release your child to the person designated in our registration system. To permit additional people to pick up your child, please complete the additional parent/guardian pick-up form. Participants must be picked up **on time**, no later than 5 minutes after the class has ended or there will be a penalty late charge of \$5.00 for every 5 minutes that your child remains in our care.

Attendance

The Summer Exploration program is six weeks in length. It is imperative that your child arrives on time and attends each session. If an unforeseen circumstance arises in which your child will not be able to participate in a class session, please call us as soon as possible at (562)774-1563. Additionally, if your child misses more than two class sessions, your child will be dropped from the program.

Location Policies

Parking is free and available. Security and city staff will be available and on site during the duration of the program. For more information about the location, please visit:

<https://www.cityofinglewood.org/Facilities/Facility/Details/Rogers-Park-10>

Accommodations

Budding Artists is committed to creating a learning environment that meets the needs of its diverse young artists. If you anticipate your child may have any issue related to the format, materials, or requirements of the program, please contact us at (562)774-1563, so we can explore potential options. Students with disabilities are encouraged to participate in our programming and we are happy to discuss a range of options to remove any barriers in the program.

Projects

Young artists will complete photography and collage work, experiment with clay, create clay sculptures/push pots, and create sun prints. Student work will be exhibited during our annual culminating exhibition.

Daily Outline

Week #	Date	Topic / Activities	Parent/Guardian Engagement Notes
One	Saturday, July 23, 2022 at 10am	Introduction to Sight: Photography - Explore the environment using a point and shoot camera as an introduction to therapeutic photography. Participants will learn about the basic science and physics of photography and engage in storytelling. - BIPOC Artist: Star Montana - Book Reading: - Baby Loves the Five Senses: Sight! By Ruth Spiro - Maker Space: Magnetic tiles, Microscope, and other STEAM explorations	<u>Photography For Kids: What Kids Learn When They're Behind The Camera</u>
Two	Saturday, July 30, 2022 at 10am	Introduction to Taste: Field Trip to Cayton Children's Museum - Explore the world using descriptive and expressive words and art-making. - Snack exploration associating color and taste	<u>Why play?</u>
Three	Saturday, August 6, 2022 at 10am	Introduction to Sound: Painting and Collage - Explore "sound painting" with primary colors and movement; the gestures of sound painting language are signed using the syntax of who, what, how, and when; students will revisit photos taken in week one - BIPOC Artist: Dexter Gordon - Book Reading: - Niko Draws a Feeling by Robert Raczka - Maker Space: Magnetic tiles, Microscope, and other STEAM explorations	<u>Why learning shapes and colors is so important?</u>



Four	Saturday, August 13, 2022 at 10am	Introduction to Touch: Clay 1. Explore texture and experiment with earthy material; engage with self-directed play with material 2. BIPOC Artist: Kenisha Sneed 3. Book Reading: Baby Loves the Five Senses: Touch! by Ruth Spiro 4. Maker Space: Magnetic tiles, Microscope, and other STEAM explorations	<u>Why playing with clay is great for your child's development?</u>
Five	Saturday, August 20, 2022 at 10am	Continuation of Touch: Clay Push Pots/Clay Sculpting 1. Explore texture and experiment with earthy material; engage with self-directed play with material 2. BIPOC Artist: Eunbi Cho 3. Book Reading: - Many Shapes of Clay: A Story of Healing by Kenisha Sneed 4. Maker Space: Magnetic tiles, Microscope, and other STEAM explorations	<u>Art Benefits and Why Clay Art is Great for Children</u>
Six	Saturday, August 27, 2022 at 10am	Introduction to Smell: Sun Printing w/Nature 1. Explore smells and image creation through sun prints made by using organic materials found in nature (leaves, flowers, plants, etc.) 2. BIPOC Artist: Kimberly Halyburton Fuster 3. Book Reading: - Anywhere Artist by Nikki Slade Robinson 4. Maker Space: Magnetic tiles, Microscope, and other STEAM explorations	<u>The Benefits of Using Natural Resources in Children's Play</u>
Seven	Date Pending Location:TBD	Culminating Exhibition 1. Share and talk about personal artwork 2. Identify reasons for saving and displaying objects, artifacts, and artwork	<u>The benefits of displaying your child's artwork</u>

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>
Quarter 1:	July 1 - September 30	June 1
Quarter 2:	October 1 - December 31	September 1
Quarter 3:	January 1 - March 30	December 1
Quarter 4:	April 1 - June 30	March 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. 12.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: CALVIN KO, ASSISTANT PLANNER

SUBJECT: CONSIDERATION OF APPROVAL FOR ISSUANCE OF A SPECIAL EVENT PERMIT TO ST. ROSE OF LIMA SCHOOL LOCATED AT 4422 E. 60TH STREET FOR AN ANNUAL FUNDRAISER AND DIRECTION REGARDING CONDITIONS OF APPROVAL AS RECOMMENDED IN THE REPORT

RECOMMENDATION:

Staff recommends that City Council consider approving the issuance of a special event permit for the annual fund-raising event at St. Rose of Lima School located at 4422 E. 60th Street and provide staff regarding the recommended conditions of approval.

BACKGROUND:

September 28, 2010, marked the 80th anniversary of St. Rose Lima School opening as a learning center. Currently, St. Rose Lima School has striven to promote excellence in instruction and a positive atmosphere of hope for the future of its students. Students experience physical, cultural, intellectual, social, spiritual, and moral growth in an atmosphere conducive to effective education coupled with high academic standards and school-wide structures and procedures.

St. Rose of Lima School will be holding their annual event to assist with funding various school activities at its school location on the south side of East 60th Street between Pine Avenue and Clarkson Avenue. The event is typically open to the public and they do not have an entrance fee. The fundraiser was held last year, with similar events and on-site parking, but did not provide mechanical rides. The City of Maywood did not receive any concerns or complaints from the surrounding neighborhood.

Section 5-15.02 of the Maywood Municipal Code requires City Council approval to issue permits for an organized assemblage of seventy-five (75) or more persons at any public place, property, or facility which is to gather for a common purpose under the direction or control of a person. The fundraiser typically has 4,000 attendees during the 3-day event.

DISCUSSION:

This year, the school will be hosting a carnival with mechanical rides, stage performances, booth activities, and no on-site parking. St. Rose of Lima School again will be expecting an estimated four thousand (4,000) participants during the course of the event. The surrounding neighborhood will experience increased

congestion during the event dates due to no on-site parking. The event scheduling is as follows:

- Event set up: Monday October 31- Thursday, November 3
- Event: Friday, November 4th from 6 PM to 11 PM
- Event: Saturday, November 5th from 10 AM to 11 PM
- Event: Sunday, November 6th from 8 AM to 10 PM
- Event take down: November 7-9

All events will be held within school grounds. The school will be hosting stalls to sell food and various carnival games. There will be no food preparation on-site, as all food has been prepared prior to the event. The school will be providing additional sanitation facilities on the event grounds. The event will host up to six (6) carnival rides, while still providing first responder emergency access.

St. Rose of Lima School has not indicated on-site parking or security for the event grounds. Staff has provided recommended conditions of approval as follows:

- Provide a site plan indicating the size and location of all tents, tarps, stage for possible permitting issuance.
- The site must be in full compliance with the approved plan(s), including but not limited to the location of generators, booths, and stage.
- Amplified sound system to only be used until 10 PM, in accordance with the City of Maywood Municipal Code Noise Ordinance. Section: 5-23.07
- Must obtain written inspection and approval from appropriate agencies.
- The sale of alcoholic beverages on the subject property is prohibited at all times.
- All Health Department approvals required for the sale and serving of food shall be obtained not less than two days prior to the start of the event.
- The Carnival Event area shall be cordoned off from vehicle traffic.
- Approved cable bridges shall be provided for electrical cables where subject to physical damage.
- Generators and other internal combustion power sources shall be separated from tents or structures by not less than 20 feet and shall be isolated (e.g. protected by physical barriers such as fencing, enclosure, or other approved means) from contact with the public.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There will be no fiscal impact made to the City.

ATTACHMENT(S)

1. 4422 E. 60th St. - St. Rose of Lima School Special Event Permit

RECEIVED

SEP 23 2022



Maywood Building & Planning Department
 4319 E. Slauson Avenue
 Maywood, CA 90270
 (323) 562-5722
 (323) 773-2806 Fax
 www.cityofmaywood.com

CITY OF MAYWOOD

Permit No. _____

Permit Fee: _____

SPECIAL EVENT PERMIT APPLICATION

Applications shall be filed not less than sixty (60) calendar days, nor more than one (1) year before the time it is proposed to conduct the special event except that applications for block party permits shall be filed at least ten (10) working days prior to the event, and except that applications for expressive activities shall be filed:

Permitted Activity Involves Use of	Must be Filed Within Specified Number of Working Days Prior to the Event
Streets, highways and thoroughfares	7
Rights-of-way other than sidewalks	5
Sidewalks	3
Parks	3
All other areas	3

If the event is being held on behalf of any organization, the event organizer shall file a letter from said organization authorizing the organizer to apply for the permit on its behalf and certifying that the event organizer and its principal shall be held financially responsible for any City fees, departmental services charges or costs that may lawfully be imposed for the event.

EVENT ORGANIZER:

Full Name: Jacqueline RuedaMailing Address: 4422 E. 160th ST Maywood CA, 90270Business Name: St. Rose of Lima School (Archdiocese of Los Angeles)Location of Event: Archdiocese of Los Angeles (St. Rose of Lima School)Phone: 323-560-3370 Email: jrueda@strosflimascchool.org

ORGANIZATION (IF ANY):

Name: St. Rose of Lima School (Archdiocese of Los Angeles)Mailing Address: 4422 E. 160th St. Maywood CA 90270Phone: 323-560-3370 Website: strosflimascchool.org

STATEMENT OF PURPOSE: (Please describe the event and the purpose for holding the event. If more space is needed please attach a separate sheet of paper).

Annual Fall Festival the school hosts to raise funds for our school.
It's opened to the public to raise funds.

DIAGRAM OF LOCATION OR ROUTE MAP FOR PARADE OR SIMILAR EVENT: (Please show a layout of the event location depicting structures, facilities, spectator or assembly areas, staging areas, etc. If a parade or similar event, the specific route with a map and narrative of the route. Attach a separate sheet).

DATE(S) OF EVENT: Nov. 4th - 6th: Nov. 4: 6pm-11pm / Nov. 5th 10am-11pm /

Nov. 6th 8am-10pm

TIME(S) OF EVENT: (set-up time and take-down) Setup Oct. 31 - Nov. 3. Take down will
be Nov. 7th.

NUMBER OF PERSONS EXPECTED TO ATTEND PROPOSED EVENT? Around 4,000

WILL A FEE BE CHARGED TO ATTEND/PARTICIPATE IN PROPOSED EVENT? NO

STATEMENT OF FEES (IF ANY): _____

SPECIAL DETAILS: (List number and types of vehicles, live music, amplified sound, animals, etc.) Lights

for each booth, amplified sound system, mechanical noise, generators
are used for power. Preparing to keep food warm.

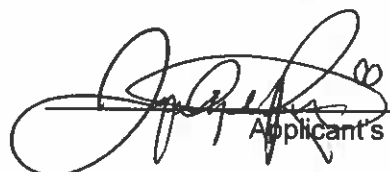
The City will refer the application to such appropriate City departments as deemed necessary from the nature of the application for review, evaluation, investigation and recommendations by the departments regarding approval or disapproval of the application.

CERTIFICATION: I understand and agree to abide by all of the Special Event Permit regulations of the City of Maywood and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit. I understand that I/we shall be financially responsible for any City fees, departmental service charges or costs that may lawfully imposed for the event.

I shall procure and maintain in full force and effect during the term of the permit a policy of insurance from a reliable insurance company authorized to do business in the State, which policy includes the City, its boards, officers, agents and employees as named insureds or additional named insureds and which provides the coverage that the City determines to be necessary, reasonable and adequate under the circumstances.

I also agree to defend, protect, indemnify and hold the City, its officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents or employees in connection with the permitted event or activity; and the permit shall expressly provide that the

permittee shall, at permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, agents or employees, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, agents or employees as a result of the alleged acts or omissions of permittee or permittee's officers, agents or employees in connection with the uses, events or activities under the permit.


Applicant's Signature

9/22/22
Date

FOR STAFF USE ONLY

Conditions of Approval: _____

Proof of Insurance: _____

☐ Approved	Building and Planning	Date	Comments
☐ Approved		Date	Comments
☐ Approved		Date	Comments



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/22/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher & Co.
Insurance Brokers of CA, Inc. LIC #0726293
595 Market Street, Suite 2100
San Francisco CA 94105

CONTACT
NAME: Jenny Borino
PHONE (A/C, No. Ext): 415-546-9300 FAX (A/C, No): 415-536-8499
E-MAIL: jenny_borino@aig.com
ADDRESS:

INSURED
Roman Catholic Archbishop of Los Angeles
3424 Wilshire Blvd.
Los Angeles, CA 90010

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Princeton Excess & Surplus Lines Ins Co	10786
INSURER B: Safety National Casualty Corporation	15105
INSURER C: Archdiocese of LA Ins Company	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 675830655

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		ALAIC-2022-0001 N2A3FF000001210	7/1/2022 7/1/2022	7/1/2023 7/1/2023	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ INCLUDED MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED LIQUOR LIABILITY \$ INCLUDED
C A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY		ALAIC-2022-0001 N2A3FF000001210	7/1/2022 7/1/2022	7/1/2023 7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ INCLUDED \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	SP4065966	1/1/2022	1/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Workers' Compensation limit is inclusive of \$1M retention.

RE: St. Rose of Lima Catholic School, 4422 East. 60th St., Maywood, CA, 90270. As respects to Annual fall festival, will take place at the parish's parking lot from November 4, 2022 to November 6, 2022.

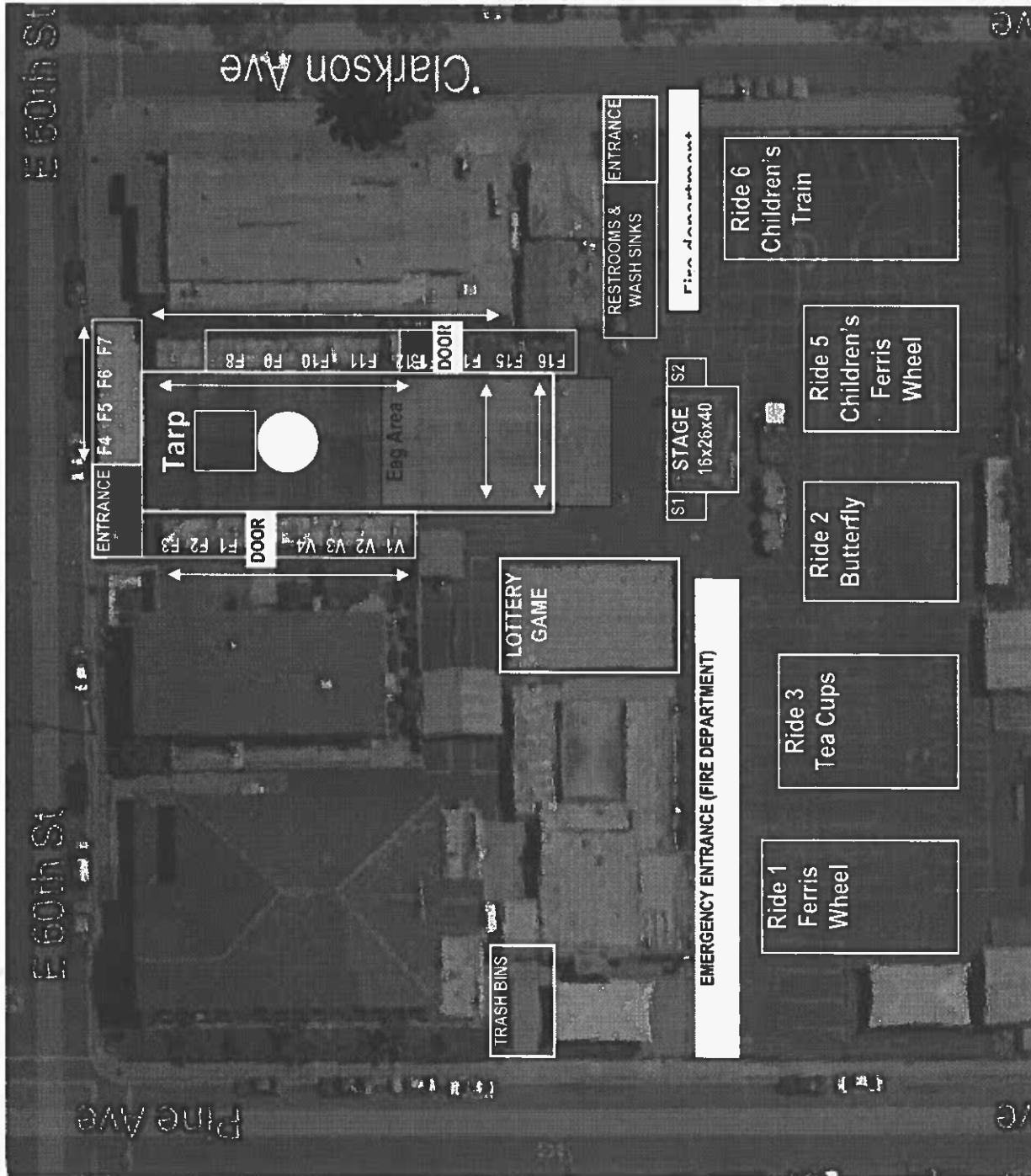
CERTIFICATE HOLDER

City of Maywood and their officers, agents and employees
4319 E. Slauson Avenue
Maywood, CA 90270

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



- | | | | | |
|--------------|---------------------|------------------------|--------------------------|---------------------|
| V = Vendors | F1 = Sodas/Raspados | F5 = Pupusas | F10 = Hot Dogs | F14 = Churros/Cafe |
| F = Food | F2 = Tamales | F6 = Gorditas | F11 = Tostilocos/Pescado | F15 = Elotes |
| S = Speakers | F3 = Palomitas | F7 & F8 = Tacos/Tortas | F12 = Fruta Picada | F16 = Aguas Frescas |
| | F4 = Enchiladas | F9 = Pizza | F13 = Pozole/Menudo | |

3 sides open, there are 4 to 6 people per booth, lunch bench under tarp and open space around it, cooking only on F4, F5, F6, F7,

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 13.

DATE: October 12, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: SHIRLEY QUINONES, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

SUBJECT: DISCUSSION AND DIRECTION REGARDING THE OPTIONS TO CONDUCT THE CITY'S LEGISLATIVE BODY MEETINGS IN A HYBRID INCLUDING IN PERSON FORMAT, IN-PERSON OR VIRTUAL-TELECONFERENCE FORMAT AND RECONSIDERATION OF THE CIRCUMSTANCES OF THE COVID-19 STATE OF EMERGENCY TO CONTINUE TO HOLD MEETINGS VIA TELECONFERENCEING AND MAKING THE FINDINGS PURSUANT TO GOVERNMENT 54953(E)(3)

RECOMMENDATION:

Staff recommends the City Council: (i) provide direction to staff on the format of its legislative body meetings whether hybrid, in-person or virtual-teleconference; and (ii) adopt a motion finding that the City Council has reconsidered the circumstances of the state of emergency and find 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 the State and County of Los Angeles officials continue to recommend measures to promote social distancing and therefore, the legislative body meetings of the City may continue in a virtual teleconference format in compliance with Government Code Section 54953(e).

BACKGROUND:

The City Council has met remotely throughout the pandemic to protect the health and safety of the public and staff. At the September 28, 2022 City Council meeting, the City Council directed staff to bring back options with regard to a return to in-person City Council meetings. The Council's direction would apply to all legislative bodies of the City.

DISCUSSION:

At this time, there are several options for the City Council's consideration. The City Council may wish to consider the following: (i) a hybrid meeting with an in-person component that can include opening the chambers to the public; (ii) resume in-person meetings as in pre-pandemic days including the opening of the chambers to the public; or (iii) continue with the current AB 361 format. Each option is explained more in detail below, including some of the factors that should be considered when making that determination.

Option 1- Hybrid Meetings

Several cities have begun to hold hybrid city council meetings. A hybrid meeting involves members of the City Council participating in person (as they did pre-pandemic), opening up the City Council Chambers to allow

members of the public to attend meetings in person and last, the City continues to record the meeting by zoom and members of the public can participate virtually (i.e watch the meeting as well as provide public comment).

Under this option, there are a number of cities that hold hybrid meetings but have also adopted the AB 361 findings to keep the flexibility of the virtual-teleconference format for both the City and the City Council. Accordingly, under this option, the City Council may continue to reconsider the circumstances of the current COVID-19 state of emergency and adopt findings to allow the city's legislative bodies to meet remotely. This does not prohibit the City Council from meeting in person or re-opening the chambers to the public. Rather, doing so will allow the City to make adjustments if needed should there be a surge in the virus that would present imminent risks to the health and safety of the public or if members of the legislative bodies have a health issue or are sick and are not able to attend the Council meetings in person. This also ensures the continuation of the City's business so that City Council (or commission) meetings would not have to be cancelled should there be members who are ill and a quorum is not available to meet in person.

If the City Council decides not to adopt the AB 361 findings and there is a council member that is ill or is unable to be in the chambers in person or if there is a new COVID surge, the default teleconferencing rules would apply. Those rules require that the teleconference location (i.e. address) be posted on the agenda and the teleconference location open to the public so that members of the public can participate at that teleconference location. This, however, would require advance notice because regular meeting agendas are required to be posted 72 hours in advance.

The staff has considered the logistics of hybrid meetings and has outlined recommendations below. Staff is seeking feedback from the Council if it would like to transition to hybrid meetings and, if so, how the Council would like staff to implement hybrid meetings.

COVID-19 Protocols

- In accordance with the latest Los Angeles County Health Officer Order, masks would not be required for Councilmembers, staff, and members of the public attending the meeting. In addition, while there are no mandatory social distancing or capacity restrictions, Los Angeles County and Cal OSHA continue to recommend that steps be taken to reduce crowding indoors and encourage physical distancing.
- If the Council would like additional safety precautions put in place, such as social distancing signage or Plexiglas dividers between the Councilmembers, the dias has been modified to accommodate these requests.

Audio/Visual Technical Issues

- Hybrid meetings will require the use of a computer and monitors, which the Council Chambers have been modified to run the live stream component of the meeting.
- The live video of the meeting will be streamed through a live stream platform for the remote participants, but running the meeting's broadcast feed through this additional equipment will cause a short delay that may be noticeable when remote participants are called to speak.

Public Comment

- To make it simpler to locate speakers either in chambers or on a video platform and reduce associated time delays, staff recommends having separate speaker sign-up processes for in-person and remote participants. It is also recommended that all in-person speakers be called first to allow remote participants time to indicate that they would like to speak and work out any technical difficulties.
- During virtual meetings, the City has asked participants who indicate their intent to speak by raising their hand in Zoom. If the council wishes to implement hybrid meetings in this manner, staff would provide directions for this process on the website as it already does on the face of the agenda.

Option 2 - In-Person Meetings

The second option is to return to public meetings as they were pre-pandemic. The City will comply with all provisions of the law.

If a member of the legislative body is unable to attend the meeting in person, the Brown Act allows teleconference meetings if they comply with the following specifications:

- The teleconference location is listed on the agenda and is accessible to the public;
- The agenda is posted at the teleconference location;
- All votes are taken by roll call, and;
- At least a quorum of the members of the legislative body are located within the boundaries of the jurisdiction (§ 54953(b)).

Many of the current benefits that have been realized from the past two years of virtual teleconferences will not continue, such as:

- The public participation will be in-person only and not remotely.
- Council, Public, Staff, and others will be required to be on site.
- The meeting would be broadcast only through a video platform; which will soon be through the City's website, CivicClerk module.

Option 3 - Virtual Teleconference

The last option is to continue with AB 361 compliant virtual teleconference meetings. As the Council has done in the past, the Council would continue to reassess the state of emergency and make the findings required by AB 361 every 30 days. In this format:

- Meetings will continue to be streamed live through a video platform.
- Councilmember teleconference locations are not required to be listed on the agenda or accessible.
- All votes are taken by roll call.
- Public participation will be done remotely.

Conclusion on Format of Meetings

In conclusion, the staff has reviewed the main considerations of hybrid and in-person meeting options and is requesting direction from the Council on how to proceed. Staff anticipates that if the City Council returns to in-person meetings (and due to the notice required for some public hearings), if direction is given the earliest possible in-person meeting date would be the first City Council meeting in November (November 9, 2022).

AB 361 Findings

Staff is requesting that the City Council reassess the state of emergency and continue to make the findings required to meet in a virtual-teleconference format. Depending on the direction given on the format of future legislative body meetings, Staff will determine whether we need to return to the Council to make these findings in the future.

As discussed in previous reports, the City has met remotely throughout the pandemic. Since the September 28, 2022 City Council meeting when this item was discussed, the factual circumstances still exist for the City's legislative bodies to continue to hold meetings pursuant to AB 361 enabling local public agencies to continue to use teleconferencing without complying with certain Brown Act provisions related to teleconferencing.

Currently, although the COVID rates are steady, the Los Angeles County Department of Public Health is

encouraging residents to get their booster shot to fend off what could be another jump in transmission of the virus as more people mingle indoors -- a setting conducive to infection. The County reported that recent testing of COVID-19 samples has shown a discernable increase in a number of new variants of the virus, most notably a variant known as BA.4.6, which is increasing. They have also detected three samples of a variant that has been able to avoid current vaccinations that has been spreading in parts of Asia and Europe.

Accordingly, transmission still remains contagious, with increased risk for the elderly, the unvaccinated, people with serious health conditions, and workers in close contact with others. Cal OSHA Emergency Temporary Standards continue to recognize the importance of social distancing and state that the fact that particles containing the virus can travel more than six feet, especially indoors, training and instruction should be given to employees in that regard as well as inform them that physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination. Based on the research conducted since the last City Council meeting, the factual circumstances exist for the City's legislative bodies to continue to hold meetings pursuant to AB 361.

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 to meet safely in person and that state and local officials continue to recommend measures to promote social distancing, the public meetings of the City can continue to be conducted by teleconference (i.e. Zoom) for the next 30 days pursuant to Section 54953(e)(3).

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact associated with this recommended action.

ATTACHMENT(S)