



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

WEDNESDAY, JANUARY 11, 2023 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
Frank Garcia

CITY CLERK
Andrea Aguilar

MAYOR PRO TEM
Mayra Aguiluz

CITY TREASURER
Mary Mariscal

COUNCIL MEMBERS
Jessica Torres
Eduardo De La Riva
Heber Marquez

CITY MANAGER
Jennifer E. Vasquez

CITY ATTORNEY
Roxanne Diaz

III. MEETING PROCEDURES

PUBLIC ADVISORY: This meeting will be conducted in person and by video-conferencing pursuant to the provisions of Government Code Section 54953(e) (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act in compliance with Government Code Section 54953(e) during a proclaimed State of Emergency. For this meeting, it will be conducted through a hybrid combination of in-person and/or virtual attendance of the five members of the City Council and invited staff at City Hall in the City Council Chambers located at 4319 E. Slauson Avenue and via teleconference using the Zoom platform and broadcasted live on the City's Facebook page. The public may participate in person and or by using the virtual

platform (Zoom).

Public Participation options:

1. **In-Person** - Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. **Zoom:** Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82717416850?pwd=MDg1UStpVjNacDZYcjZxOVlzRlBMQT09>

Passcode: 853537

Public Comment using a virtual platform: join in through the link 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.

3. **Phone:** 1-669-900-6833 Enter Meeting ID: 827 1741 6850 Passcode: 853537

Public Comment for those joining by phone, use the “raise hand” feature by pressing *9 during the public participation period for agenda items or during the public participation period for non-agenda items.

4. **Before the Meeting:** Public comment will be accepted 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. MEETING PROCEDURES** beginning on page 1 of this agenda.

VI. PRESENTATIONS

SOUTHERN CALIFORNIA EDISON ELECTRICAL VAULT REPLACEMENT (ATLANTIC/SLAUSON)
PROJECT UPDATE

2022 HOLIDAY HOME DECORATING COMPETITION

SHERIFF'S PUBLIC SAFETY UPDATE

VII. PUBLIC HEARING

VIII. CONSENT CALENDAR

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

1. MINUTES OF DECEMBER 14, 2022 CITY COUNCIL MEETING
2. RESOLUTION NO. 6279 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
3. REVENUE REPORT JULY - NOVEMBER 2022
4. RECEIVE AND FILE ADOPTED FISCAL YEAR 2022/2023 OPERATING AND CAPITAL BUDGET BOOK FOR THE CITY OF MAYWOOD, CALIFORNIA
5. CONSIDERATION OF RESOLUTION NO. 6280 OF THE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF MAYWOOD APPROVING THE PROPOSED RECOGNIZED OBLIGATION PAYMENT SCHEDULE AND ADMINISTRATIVE BUDGET FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024.
6. 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).
7. ADOPTION OF UNCODIFIED ORDINANCE NO. 22-03 REPEALING ORDINANCE NO. 16-01 REGARDING THE DATE AND TIME OF REGULAR CITY COUNCIL MEETINGS
8. CONSIDERATION OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH FRANCISCO & ASSOCIATES, INC., FOR SERVICES RELATED TO THE STREET LIGHTING ASSESSMENT DISTRICT AND SEWER SERVICE CHARGE ASSESSMENT, AND FOR TRANSITIONING TO THE LOS ANGELES COUNTY CONSOLIDATED SEWER MAINTENANCE DISTRICT, IN A NOT TO EXCEED AMOUNT

OF \$45,536.75 AND EXTENDING THE TERM OF THE AGREEMENT IN A FORM APPROVED BY THE CITY ATTORNEY AND APPROVE A BUDGET AMENDMENT TO THE SEWER ENTERPRISE FUND IN AN AMOUNT OF \$27,536.75

9. ACCEPTANCE OF RIVERFRONT PARK FITNESS COURT PROJECT - PROJECT NO.6303

10. CONSIDERATION OF AN EXCHANGE AGREEMENT AND ASSIGNMENT OF FEDERAL SURFACE TRANSPORTATION PROGRAM-LOCAL AND HIGHWAY INFRASTRUCTURE PROGRAMS FUNDS BETWEEN THE CITY AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

IX. DISCUSSION/ACTION ITEMS

11. DISCUSSION OF CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCY BOARDS AND COMMITTEES

12. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM EAST YARD COMMUNITIES FOR ENVIRONMENTAL JUSTICE (EYCEJ) IN THE AMOUNT OF \$10,000.

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

X. CLOSED SESSION

Conference with Real Property Negotiators, Government Code Section 54956.8; 5102 District Avenue and 5110 District Avenue (Successor Agency to former Maywood Community Development Commission); City of Maywood Negotiator: Jennifer Vasquez, City Manager and Steve Fowler, Director of Building and Planning; Negotiating Party: Cesar Chavez Foundation; Under Negotiation: Price and Terms of Payment.

Conference with Labor Negotiator – California Government Code Section 54957.6
City Negotiator: City Manager
Unrepresented Employees: Director of Finance, Director of Building and Planning, Human Resources Manager, Part-Time Parking Enforcement Officer, Part-Time Public Works Worker,

Conference with Legal Counsel, Anticipated Litigation, Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): Number of Potential Cases: 1

XI. 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. MEETING PROCEDURES** beginning on page 1 of this

agenda.

- XII. ADJOURNMENT** - The next Regular Meeting of the Maywood City Council is Wednesday, January 25, 2023 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 raising 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.



2022
Holiday Home
DECORATING CONTEST
Winners



Third Place

Elba Mendoza
House #9





Second Place

*Ruth Diaz de Leon
House #8*

House 8





First Place

Marisela Moreno
House #1

House 1



**Thank you to
everyone who
participated!**





AGENDA **1**
ITEM NO. _____

MINUTES
REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE
SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY
(IN-PERSON AND VIDEO-CONFERENCING)

WEDNESDAY, DECEMBER 14, 2022 AT 7:00 PM

I. CALL TO ORDER/ROLL CALL

Mayor Marquez called to order at approximately 7:06 p.m.

II. CITY OFFICIALS

MAYOR

Heber Marquez (present)

CITY CLERK

Andrea Aguilar (present)

MAYOR PRO TEM

Frank Garcia (present)

CITY TREASURER

Mary Mariscal (teleconference)

COUNCIL MEMBERS

Eduardo De La Riva (present)

Ricardo Lara (present)

Jessica Torres (present)

CITY MANAGER

Jennifer E. Vasquez (present)

CITY ATTORNEY

Roxanne Diaz (present)

STAFF PRESENT:

Steve Fowler, Director of Building and Planning (present)

Anthony Rainey, Interim Finance Director (present)

Shirley Quiñones, Deputy City Clerk (present)

III. MEETING PROCEDURES

PUBLIC ADVISORY: This meeting was conducted in person and by video-conferencing 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 IN-PERSON AND LIVESTREAMED VIA THE CITY'S FACEBOOK AT: <https://www.facebook.com/cityofmaywood> OR BY ZOOM AT: Teleconference 1-669-900-6833 Meeting ID: 879 0122 7259 Passcode: 683970 or

Live real-time verbal public comments were made by members of the public in-person or by joining the meeting via the Zoom platform.

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

Mayor and Council Members provided community updates.

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

The following spoke on Agenda items: None

VI. CONSENT CALENDAR

1. MINUTES OF NOVEMBER 9, 2022 CITY COUNCIL MEETING

Motion to approve the Minutes of November 9, 2022 City Council Meeting by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

2. MINUTES OF NOVEMBER 23, 2022 SPECIAL CITY COUNCIL MEETING

Motion to approve the Minutes of November 23, 2022 Special City Council Meeting by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

3. RESOLUTION NO. 6273 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 11/03/2022 through 12/14/2022, and net payrolls dated 10/23/2022 through 11/19/2022 and adopt Resolution No. 6273 approving Warrants for Payment by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES.

4. REVENUE REPORT JULY 2022 - OCTOBER 2022

Motion to receive and file the Revenue Report of July 2022 - October 2022 by De La Riva. 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 adopt the 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) by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

6. ACCEPTANCE OF TRANSPORTATION DEVELOPMENT ACT (TDA) PEDESTRIAN IMPROVEMENT PROJECT

Motion to: (i) accept project completion of the Transportation Development Act (TDA) Pedestrian Improvement Project as performed by Sterndahl Enterprises LLC., for a total amount of \$82,700.00; (ii) authorize the City Manager to file a project Notice of Completion with the County of Los Angeles Registrar-Recorder, and (iii) authorize the City Manager to release a retention payment of \$4,135.00 to Sterndahl Enterprises LLC. within 35 days following the recordation of the Notice of Completion by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

7. ACCEPTANCE OF AQUATIC CENTER POOL REPLASTERING PROJECT

Motion to: (i) Accept project completion for the Aquatic Center Pool Replastering Project as performed by California Waters Development Inc, doing business as (DBA) California Waters., for a total amount of \$173,332.46; (ii) authorize the City Manager to file a project Notice of Completion with the County of Los Angeles Registrar-Recorder; and (iii) authorize the City Manager to release a retention payment of 8,666.62 to California Waters Development Inc, DBA California Waters. within 35 days following recordation of the Notice of Completion by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

8. CONSIDERATION AND ADOPTION OF RESOLUTION NO. 6274, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, APPOINTING A MEMBER AND ALTERNATE MEMBERS TO THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY (GWMA) GOVERNING BOARD

Motion to adopt Resolution No. 6274 appointing one primary board member and alternate board members representing the City of Maywood to the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers

Authority by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

9. CONSIDERATION OF ADOPTING RESOLUTION NO. 6275 AND APPROVING THE STATE DEPARTMENT OF PARKS AND RECREATIONS SPECIFIED GRANT FUNDS FROM THE STATE OF CALIFORNIA BUDGET ACT 2022/23 FOR THE CITY OF MAYWOOD RIVERFRONT RENOVATION PROJECT

Motion to adopt Resolution No. 6275 approving the State Department of Parks and Recreation for Specified Grant Funds and authorizing the City Manager or designee to execute the grant agreement and accept grant conditions by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

10. CONSIDERATION OF AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSAL (RFP) FOR THE RANDOLPH AVENUE BEAUTIFICATION PROJECT FOR TECHNICAL PROFESSIONAL ASSISTANCE SERVICES

Motion to authorize the issuance of a request for proposals for the Randolph Avenue Beautification Project for technical professional assistance services by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

11. INTRODUCTION OF UNCODIFIED ORDINANCE NO. 22-03 REPEALING ORDINANCE NO. 16-01 REGARDING THE DATE AND TIME OF REGULAR CITY COUNCIL MEETINGS

Motion to introduce Ordinance No. 22-03, "An Uncodified Ordinance Repealing Ordinance No. 16-01 Regarding the Date and Time of Regular City Council Meetings" by title only, waive full reading of the ordinance and request the City Attorney to read the title of the ordinance by De La Riva. Second by Lara. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

VII. DISCUSSION/ACTION ITEMS RELATED TO GENERAL MUNICIPAL ELECTION OF NOVEMBER 8, 2022.

Mayor Marquez took item number 13 first

13. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 6277, ADOPTING AND APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF MAYWOOD AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), DISTRICT COUNCIL 36, LOCAL 4319, AND A BUDGET AMENDMENT APPROVAL IN AN AMOUNT OF \$53,283.97.

Motion to: (i) adopt Resolution No. 6277, (ii) approve the Memorandum of Understanding with Maywood Employees' Association (MEA) affiliated with the American Federation of State, County, and Municipal Employees (AFSCME) for a three-year term beginning July 1, 2022 and ending June 30, 2025 and (iii) approve a budget amendment in the amount of \$53,283.97 by Lara. Second by Mayor Pro Tem Garcia. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

12. RESOLUTION NO. 6276 OF THE CITY OF MAYWOOD CERTIFYING AND DECLARING THE RESULTS OF THE GENERAL MUNICIPAL ELECTION CONDUCTED ON NOVEMBER 8, 2022

Motion to adopt Resolution No. 6276 declaring the results of the November 8, 2022 General Municipal Election with the attached "Exhibit A" containing the Los Angeles County Registrar-Recorder/County Clerk's Certificate of the Canvass of the Election Returns by Lara. Second by Mayor Marquez. AYES: De La Riva, Lara, Torres, Garcia, Marquez. PASSES

VIII. PRESENTATION

RECOGNITION OF SERVICE AND PLAQUE PRESENTATION TO MAYOR MARQUEZ FOR SERVING AS MAYOR

Mayor Pro Tem Garcia presented to Mayor Marquez a plaque in recognition of services for serving as Mayor.

RECOGNITION OF SERVICE AND PLAQUE PRESENTATION TO COUNCILMEMBER RICARDO LARA

Mayor Marquez presented to Councilman Lara a plaque in recognition of his years' service as City Council Member. Also presented certificates of recognition on behalf of Senator Lena Gonzalez and the City of Bell.

Certificates of Recognition were presented to Mayor Marquez and Council Member Lara on behalf of Speaker Anthony Rendon and Supervisor Janice Hahn

ADMINISTRATION OF OATHS OF OFFICE AND PRESENTATION OF CERTIFICATES OF ELECTION

Administration of Oaths of Office was taken by the newly elected officials: Council Member Mayra Aguiluz, Council Member Eduardo "Eddie" De La Riva, Council Member Heber Marquez, and City Clerk Andrea Aguilar.

Councilwoman Mayra Aguiluz took her seat on the dais.

IX. REORGANIZATION

14. MAYOR/CHAIR AND MAYOR PRO-TEM/VICE CHAIR SELECTION

Motion to appoint Frank Garcia to serve as Mayor by De La Riva. Second by Aguiluz. AYES: De La Riva, Aguiluz, Torres, Garcia, Marquez. PASSES

Motion to appoint Mayra Aguiluz to serve as Mayor Pro Tempore by Mayor Garcia. Second by Torres. De La Riva, Aguiluz, Torres, Garcia, Marquez. PASSES

X. PUBLIC HEARING

- 15. ADOPTION OF RESOLUTION NO. 6278 FOR THE FORMATION OF UNDERGROUND UTILITIES DISTRICT NO. 22-1 FOR MAYWOOD AVENUE FROM 54TH STREET TO SOUTH OF SLAUSON AVENUE INTERSECTION, REPEALING RESOLUTION NO. 6268 AND FINDING THAT THE FORMATION OF DISTRICT NO. 22-1 IS CATEGORICALLY EXEMPT FROM CEQA REVIEW**

Motion to adopt Resolution No. 6278 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 Maywood Avenue from 54th Street to Slauson Avenue and repeal Resolution No. 6268 by Marquez. Second by De La Riva. AYES: Torres, De La Riva, Marquez, Aguiluz, Garcia. PASSES.

The following spoke at the Public Hearing: None

XI. DISCUSSION/ACTION ITEMS

- 16. APPOINTMENT TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT (GLACVCD) BOARD OF TRUSTEES FOR TWO-YEAR OR FOUR-YEAR TERM AT THE DISCRETION OF THE CITY COUNCIL**

Motion to appoint Councilwoman Torres to the Greater Los Angeles County Vector Control District Board of Trustees for a two-year term by Marquez. Second by Mayor Garcia. AYES: Torres, De La Riva, Marquez, Aguiluz, Garcia. PASSES.

XII. CLOSED SESSION

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

The following spoke on Non-Agenda items:

- 1) Imam Malik Tarid
- 2) Francisca Padilla

XIV. ADJOURNMENT

Meeting adjourned at approximately 8:22 p.m. to the next meeting of the Maywood City Council, Wednesday, December 28, 2022 at 7:00 p.m.

Frank Garcia, Mayor

ATTEST:

Andrea Aguilar, City Clerk

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 2.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ANTHONY RAINEY, DIRECTOR OF FINANCE

SUBJECT: RESOLUTION NO. 6279 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT

RECOMMENDATION:

Staff recommends that the City Council receive, approve and file the warrant registers, wire transfers dated 12/07/2022 through 01/04/2023, net payrolls dated 11/20/2022 through 12/03/2022 and adopt Resolution No. 6279 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 ensure the following:

- the economical, efficient, and effective achievement of the City's objectives.
- adherence to laws, regulations, and 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 the 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 detailed information on approved payments made to the City's vendors and contractors by check number, identification of the 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 City's financial obligations for the above-referenced dates.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

A) Total accounts payable are \$790,555.70.

plus

B) Total warrants, transfers, and wires issued (net of any voided payments) during the period of 12/07/2022 through 01/04/2023 are \$209,025.04.

equals

C) Total "warrant" Demands of \$999,580.74.

F.Y. 22-23 Impact: \$999,580.74	Current F.Y. Budget:
Fund Impacted: 100 General Fund	Budget adjustment requested: Not applicable.

212 Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund 214 Transportation Development Act (TDA) Bikeway Fund 216 SB-1 Road Maintenance Rehabilitation Act Fund 221 Proposition A Transit Fund 222 Proposition C Transit Fund 243 CDBG 251 Street Lighting Fund 261 Federal / State / County Grants 272 Measure A Parks Fund 280 Measure W Safe Clean Water Program Fund 412 Sewer Enterprise Fund	
Source of funds: Fund Types GENERAL FUND, TRAFFIC AND STREETS, TRANSPORTATION, GRANTS, ASSESSMENTS, PARKS AND RECREATION, WATER and ENTERPRISE FUND	Updated Account Budget: Not applicable.
Account Number: Various	For fiscal year:

ATTACHMENT(S)

1. Exhibit A Summary Warrant Demand 1.11.23
2. Exhibit B Warrant Register Detail 1.11.23

RESOLUTION NO. 6279

**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 \$999,580.74 are hereby ratified:

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

PASSED, APPROVED AND ADOPTED THIS 11th day of January, 2023.

Frank Garcia, 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. 6279 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 11th day of January, 2023 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, January 11, 2023

Accounts Payable

	Amount
Accounts Payable prepaid warrants for payment: Checks No. 090303 - 090387	\$ 790,555.70
Accounts Payable regular warrants for payment:	\$ -
Sub-total	\$ 790,555.70

Wire Transfers/ACH Transactions

12/07/22 8x8 Inc - Monthly Phone Maintenance	\$ 157.06
12/07/22 California Joint Powers Insurance Authority (CJPIA) repayment plan agreement - December 2022	\$ 22,355.58
12/07/22 Wells Fargo - Maywood CDC Tax Alloc Ref 2017A,A2,B Trustee Fee	\$ 5,000.00
12/08/22 Payroll Pay Period 11/20/2022 - 12/3/2022	\$ 44,774.78
12/14/22 US Bank - Analysis Service Charge	\$ 1,052.23
12/19/22 CalPERS Employer Contribution 11/6/2022 - 11/19/2022	\$ 7,089.87
12/22/22 Payroll Pay Period 12/4/2022 - 12/17/2022	\$ 77,683.06
12/23/22 ADP Payroll Fees	\$ 393.04
12/28/22 State Compensation Insurance Fund - Workers Comp Ins Surcharge Policy 9143213	\$ 5,181.33
01/03/23 US Bank - Merchant Fees	\$ 519.67
01/04/23 8x8 Inc - Monthly Phone Maintenance	\$ 415.07
01/04/23 CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees - January 2023	\$ 9,872.83
01/04/23 CalPERS Health Premium January 2023	\$ 27,374.16
01/04/23 CalPERS Replacement Benefit Contribution, RBP	\$ 66.48
01/04/23 CalPERS Employer Contribution 11/20/2022 - 12/3/2022	\$ 7,089.88
Sub-total	\$ 209,025.04

Total Demands	\$ 999,580.74
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City of Maywood
Detail Warrants for Payment
Warrants No. 090303 to 090387

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090303	P	12/21/2022	A-A Backflow Testing	3,010.00	Repair leaking Backflow Device at Riverfront Pk Replace the Shut Off valve at Riverfront PK	General Fund - 100
090304	P	12/21/2022	A-CO Temporary Power Inc.	11.73	Temporary Power at Maywood Park-Baseball Proj	General Fund - 100
090305	P	12/21/2022	Alta Environmental	396.57	Professional Serv for MS4 Permit Support - November 2022	General Fund - 100
090306	P	12/21/2022	Amazon Capital Services	467.44	Blank Certificate Paper for Meetings Conference Room Supplies Ink for printer Light Bulbs Public Works Supplies	General Fund - 100
090307	P	12/21/2022	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	3,630.00	Monthly IT Services/Assessment - December 2022	General Fund - 100
090308	P	12/21/2022	Thomas A. Rodriguez dba American Elevator Co	700.00	Elevator Work	General Fund - 100
090309	P	12/21/2022	Active Universal Capital LLC	8,824.32	Crossing Guard Service - November 2022 Crossing Guard Service Maywood Elem Sch - November 2022	Gas Tax Fund - 212
090310	P	12/21/2022	Andrea Nohemi Aguilar	300.00	January 2023 City Clerk Stipend	General Fund - 100
090311	P	12/21/2022	AT&T	53.43	Emergency Elevator Phone Service - 11/01/22 to 11/30/22 Emergency Elevator Phone Service - 11/10/22 to 12/09/22	General Fund - 100
090312	P	12/21/2022	AT & T Long Distance	43.65	Emergency Elevator Long Distance Phone Service - November 2022	General Fund - 100
090313	P	12/21/2022	Brinks Inc.	245.18	Additional Cash Handling for November 2022 Cash Handling for December 2022	General Fund - 100
090314	P	12/21/2022	California Consulting Inc.	3,500.00	Grant Writing Services-Monthly Retainer - December 2022	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090303 to 090387

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090315	P	12/21/2022	California Waters Development, Inc.	17,510.84	Aquatic Center Pool Replast Proj Prog Pmt #3	Grants Fund - 261
090316	P	12/21/2022	Charter Communications Holdings, LLC	631.80	Internet and Phone Service - December 2022	General Fund - 100
090317	P	12/21/2022	City of Bell	6,947.00	1/8th Share of Salvation Army Shelter Bed Prog-July, Aug, Sept 2022	Grants Fund - 261
090318	P	12/21/2022	Claudia Zavala	32.60	Reimbursement for Veterans Day/Xmas Tree Lighting	General Fund - 100
090319	P	12/21/2022	CoreLogic Solutions LLC.	150.00	Property Finder Service for November 2022	General Fund - 100
090320	P	12/21/2022	County of L.A. Dept. of Animal Control	7,661.41	Animal Control Services for October 2022	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090303 to 090387

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090324	P	12/21/2022	Crosstown Electrical & Data Inc.	41,937.63	City Hall - Install LED Luminaires - Nov 2022 All Major Streets - Lane Closures and Install of Holiday Decorations - Nov 2022 City Hall-Install outlets - Nov 2022 Riverfront Pk-Light Out on Walkway - Nov 2022 Riverfront Pk-Multiple Lights Out - Nov 2022 3617 & 3645 52nd-Street Lights Out - Nov 2022 3617 & 3645 52nd-Street Lights Out - Nov 2022 4747 52nd-Street Lights Out - Nov 2022 6015 Vinevale-Stolen Street Light Wire - Nov 2022 60th/61st & Prospect-Stolen Street Light Wire - Nov 2022 61st & Pala-Street Lights out - Nov 2022 61st & Pala-Followup on Street Lights Out - Nov 2022 Atlantic & 57th-NWC Ped Signal Hit - Nov 2022 Atlantic & 58th-Street Light Wiring Check - Nov 2022 Atlantic & 60th-NEC PED Head Hit - Nov 2022 Atlantic & Slauson-Intersection in Flash - Nov 2022 Atlantic & Slauson-PED Directional Plate Vandalized - Nov 2022 Everett & Fruitvale-Street Lights Wire Stolen - Nov 2022 Gifford & 58th-Reinstalled Hanging Light - Nov 2022 King/Atlantic/57th-Street Lights Out - Nov 2022 Preventative Maintenance - November 2022 Slauson/Maywood-Pole Knockdown - Nov 2022 Slauson & Carmelita-NWC & SWC PED Push Button Damaged - Nov 2022 Randolph & Prospect-Repulled Missing Wiring - Nov 2022	General Fund - 100 Street Lighting Fund - 251
090325	P	12/21/2022	CT&T Concrete Paving, Inc.	102,837.50	Sidewalk Rehab Proj FY21-22 Pmt #1	CDBG - 243
090326	P	12/21/2022	Dapeer, Rosenblit & Litvak, LLP	31.00	Code Enforcement Legal Services - Nov 2022	General Fund - 100
090327	P	12/21/2022	Dewey Pest Control	141.00	December 2022 Pest Control Service	General Fund - 100
090328	P	12/21/2022	Marco Tulio Mancia Caballero dba Elim HVAC	792.00	Sheriff Station AC repair (making loud noise) YMCA AC repairs	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090303 to 090387

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090329	P	12/21/2022	Expert Building Maintenance LLC	8,500.00	City Hall/Police Dept and Parks Janitorial Service-November 2022 City Hall/Police Dept Additional Janitorial Service-November 2022	General Fund - 100
090330	P	12/21/2022	EZM Sign	6,440.63	Aluminum Letter Signs (MAYWOOD CITY COUNCIL) & (MAYOR)	General Fund - 100
090331	P	12/21/2022	Francisco & Associates	7,537.50	Street Lighting Assessment Dist Reports FY 2022-23 Sewer Service Levy Charge Admin FY 2022-23	Street Lighting Fund - 251 Sewer Enterprise Fund - 412
090332	P	12/21/2022	George Hills Company	1,021.50	City Claims / Adjuster - November 2022	General Fund - 100
090333	P	12/21/2022	Gerald Gomez	171.00	J Gomez Reimburse Medical Services for DMV Class A License	General Fund - 100
090334	P	12/21/2022	Graffiti Protective Coatings	19,596.13	Graffiti Bus Shelter Maintenance - November 2022 Citywide Graffiti Removal - October 2022	Prop C Funds - 222 CBDG - 243
090335	P	12/21/2022	HdL Software LLC	120.00	New Accounts Processed - October 2022	General Fund - 100
090336	P	12/21/2022	Myers & Sons Hi-Way Safety Inc.	2,021.92	3 ton prohibited signs and Graffiti overlay Street Sweeping signs/school zone signs/ island markers	General Fund - 100
090337	P	12/21/2022	Hinderliter de Llamas & Assoc.	6,000.00	Cannabis Management Program - November 2022	General Fund - 100
090338	P	12/21/2022	Home Depot Commercial Acct Pro	1,448.28	Building Janitorial Supplies Lumber for Public Works Plywood for Board-Ups Public Works Supplies Supplies for Xmas Lighting Event	General Fund - 100
090339	P	12/21/2022	Innovative Fence Inc.	7,796.00	3 more fence panels for Maywood Park bathroom project Temp Fencing around District Blvd property Temp Fencing at Riverfront Park	General Fund - 100
090340	P	12/21/2022	Interwest Consulting Group	1,308.31	Building & Safety Plan Review Services - November 2022	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090303 to 090387

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090341	P	12/21/2022	Internal Revenue Service	435.90	Tax Due 6/30/20 Form 941 - Emp ID # 95-6000744	General Fund - 100
090342	P	12/21/2022	JMG Security System	2,379.59	City Hall Access Control Repair	General Fund - 100
090343	P	12/21/2022	Gregory Kiley dba Kiley & Associates LLC	3,900.00	Federal Legislative Advocacy Consultant -11/15/22 to 12/15/22	General Fund - 100
090344	P	12/21/2022	KOA Corporation	28,651.41	Active Transportation Plan Proj - October 2022	Grants Fund - 261
090346	P	12/21/2022	L.B. Johnson Hardware #1	1,712.83	Cement bag for patch work on sidewalk by Slauson Ave & Helio Christmas Event items and Building Maintenance items Concrete bag for pole and sign Drill Bits, washers, nuts, Field Knife Roof Patching Items for Sheriff Station and Library Women's restroom items for Sheriff Station Lock/ Safety Glasses/ Toilet Cleaner/ Rakes	General Fund - 100
090347	P	12/21/2022	LACMTA FILE #54924-0	1,996.00	November 2022 Metro TAP Cards	Prop C Fund - 222
090348	P	12/21/2022	Lewis Brisbois Bisgaard & Smith LLP	18,838.12	Legal Services for Data Privacy Incident	General Fund - 100
090349	P	12/21/2022	LGP Equipment Rentals	1,414.25	Equip Rental for Concrete Slab/Christmas Tree Light Tower Rental for Tree Lighting Event	General Fund - 100
090350	P	12/21/2022	Mapcon Technologies Inc.	83.00	Building & Safety Software Monthly Fee - December 2022	General Fund - 100
090351	P	12/21/2022	Mary Mariscal	50.00	January 2023 Treasurer Stipend	General Fund - 100
090352	P	12/21/2022	Maywood Car Wash	450.39	Fuel and Car Wash for City Vehicles - November 2022	General Fund - 100
090353	P	12/21/2022	Tri-City Mutual Water Company	1,165.30	5000 Slauson Ave. 11/01/22 to 11/30/22 5950 Walker Ave 11/01/22 to 11/30/22	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090303 to 090387

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090354	P	12/21/2022	Metro Transit Services	36,453.27	Public Transportation & Dial-A-Ride Services - November 2022	Prop A Fund - 221
090355	P	12/21/2022	MV Cheng & Associates Inc.	9,617.50	Sr Acct/Acct Tech Consult Services - November 2022	General Fund - 100
090356	P	12/21/2022	Nancy Rodriguez	1,440.42	N Rodriguez-Travel Expense Rep Reimbur 11-28-22	General Fund - 100
090357	P	12/21/2022	Nationwide Environmental Services	7,537.00	Street Sweeping Services for December 2022	Measure W - 280
090358	P	12/21/2022	North Star Landcare	16,411.25	Landscape Services for November 2022 November 2022 Tree Maintenance Service	General Fund - 100 Gas Tax Fund - 212
090359	P	12/21/2022	Ok Printing Design & Digital Print	2,450.00	Printing of City Newsletter	General Fund - 100
090360	P	12/21/2022	Paragon Plastics	694.88	Plexiglass for banners and signs Plexiglass for Dodger Dream Field Sign	General Fund - 100
090361	P	12/21/2022	QDoxs	156.31	Contract Base Rate Charge 12/05/22 to 01/04/23 Copiers Contract Base Rate Charge - 12/01/22 to 12/31/22	General Fund - 100
090362	P	12/21/2022	Richards Watson & Gershon	20,259.55	General Legal Services - November 2022 Legal Services reg Cannabis Bus Writ Lawsuits - November 2022 Legal Services reg Jose Mendoza - November 2022 Legal Services reg. NL Industries - November 2022	General Fund - 100
090363	P	12/21/2022	Southern California Edison	15,394.50	4801 E 58th TPP 11/14/22 to 12/13/22 Acct#700405141156 Various Locations 11/1/22 to 11/30/22 5317 Atlantic Ave PED 11/16/22 to 12/15/22 Acct # 700405260081 Evertt Ave 11/01/22 to 11/30/22 5916 King/5913 Mayflower PED 11/08/22 to 12/08/22	General Fund - 100 Gas Tax Fund - 212 SB-1 Road Maint Fund - 216
090364	P	12/21/2022	Sparkletts Drinking Water Corp	199.99	City Hall Office Water Service - November 2022	General Fund - 100
090365	P	12/21/2022	Stantec Planning & Landscape Architecture	7,696.00	Stantec - Slauson Avenue Corridor Improvements - December	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090303 to 090387

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090366	P	12/21/2022	Staples Business Advantage	214.58	Office Supplies - Paper	General Fund - 100
090367	P	12/21/2022	SWRCB	21,119.00	Index No 495330 SWRCB Annual Permit Fee 07/01/22 to 06/30/23	General Fund - 100
090368	P	12/21/2022	Sterndahl Enterprises Inc.	82,700.00	TDA Ped Impr Proj - Retention Release	Bikeway Fund - 214
090369	P	12/21/2022	Techline Sports Lighting, LLC.	187,225.00	Baseball Field Lighting Materials Baseball Field Project-Labor	Grants Fund - 261
090370	P	12/21/2022	The Gas Company	419.91	4317 Slauson Ave 11/07/22 to 12/08/22 4319 Slauson Ave 11/07/22 to 12/08/22 4323 Slauson Ave 11/07/22 to 12/08/22	General Fund - 100
090372	P	12/21/2022	Transtech Engineers Inc	42,178.00	Aquatic Center Pool Replast-October 2022 Baseball Field Improvements-October 2022 Building & Safety Staff Services-October 2022 City Engineering Services - October 2022 Encroachment Permits-October 2022 I-710 Corridor-October 2022 PW Encroachment Permit Insp Serv-October 2022 Utilities Underground District-October 2022 CIP Slauson Ave Corridor Impr - October 2022 Trf Heliotrope at 60th Traf Calming Review - October 2022 Trf Heliotrope Ave @ 57th St Int-October 2022 CDBG Sidewalk-Curb Ramp ADA FY21-22 CMCI-October 2022 ATP Cyc 5 Coord/Bike Master Plan Dev-October 2022 CIP Riverfront Pk Outdoor Fitness Equip-October 2022 EPA Sewer Grant-October 2022 Sewer Improv 52nd St/Pl and other locations-October 2022	General Fund - 100 Gax Tax Fund - 212 CDBG - 243 Grants Fund - 261 Measure A - 272 Sewer Enterprise Fund - 412
090373	P	12/21/2022	U.S. Bank Corporate Payment System	461.00	Acct#4246044555755283 Cred Crd 11-15-22 Stmt	General Fund - 100
090374	P	12/21/2022	ULINE INC.	142.26	Dog Waste Bags	General Fund - 100
090375	P	12/21/2022	United States Conference of Mayors	1,992.00	Calendar Year 2023 Membership Dues	General Fund - 100

City of Maywood
Detail Warrants for Payment
Warrants No. 090303 to 090387

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description	Fund
090376	P	12/21/2022	Vernon City of	141.79	Acct#413 E Slauson/Downey 09/21/22 to 10/20/22 Acct#414 Slauson/Downey 09/26/22 to 10/25/22	General Fund - 100
090377	P	12/21/2022	Water Education for Latino Leaders (WELL)	2,500.00	Water Education Sessions for H Marquez	General Fund - 100
090378	P	12/22/2022	AFSCME District Council 36	254.35	AFSCME Member Dues for paycheck 12/22/2022	General Fund - 100
090379	P	1/4/2023	Angel Villegas	852.90	Retiree Medical Reimbursement Jan 2023	General Fund - 100
090380	P	1/4/2023	Benefit Coordinators Corporation (BCC)	1,994.20	Dental and Vision Benefits for January 2023	General Fund - 100
090381	P	1/4/2023	Brent Talmo	852.90	Retiree Medical Reimbursement Jan 2023	General Fund - 100
090382	P	1/4/2023	Bruce Leflar	1,051.79	Retiree Medical Reimbursement Jan 2023	General Fund - 100
090383	P	1/4/2023	Christine M. Locher	269.02	Retiree Medical Reimbursement Jan 2023	General Fund - 100
090384	P	1/4/2023	Edward Ahrens	1,358.28	Retiree Medical Reimbursement Jan 2023	General Fund - 100
090385	P	1/4/2023	Robert Leach	1,005.00	Retiree Medical Reimbursement Jan 2023	General Fund - 100
090386	P	1/4/2023	Ronald Lindsey	1,261.61	Retiree Medical Reimbursement Jan 2023	General Fund - 100
090387	P	1/4/2023	Scott C. Anderson	<u>1,358.28</u>	Retiree Medical Reimbursement Jan 2023	General Fund - 100

790,555.70

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 3.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ANTHONY RAINEY, DIRECTOR OF FINANCE

SUBJECT: REVENUE REPORT JULY - NOVEMBER 2022

RECOMMENDATION:

Staff recommends that the City Council receive and file the Revenue Report from July - November 2022.

BACKGROUND:

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

DISCUSSION:

The attached analysis (see Attachment 1) compares prior YTD and current YTD Revenue

The total revenue received from July - November 2022 totaled \$6,885,600.02, which is 4.19% (see column *E - Current YTD Prior YTD % Difference* in attachment) lower than the same period last year.

- **GENERAL FUND** - General Fund revenues are composed of three categories: 1) Tax Revenues; 2) Licenses and Permits Revenues; 3) Charges for Services Revenues; 4) Charges for Services Revenues; 5) Leases and Concessions Revenues; 5) Miscellaneous Revenues; and 6) Retiree Pension Levy Revenues. The total General Fund received totaled \$2,027,176.84 (see Column entitled *B - Current Fiscal Year to Date Revenue*, the row entitled *General Fund Revenue Totals*), which is 16.07% (Column E) lower than the same period last year.

1. **Tax Revenues.** A tax is a compulsory monetary contribution to the City's revenue, assessed and imposed by the City on the activities, expenditure, income, occupation, privilege, property, etc., of individuals and organizations. *Tax Totals* for this time period were 28.54% lower than the same period due primarily to: 1.1) the decrease in Cannabis Sales Tax Revenue by nearly 75% and 1.2) the decrease in Sales Tax Revenue by 18%.
2. **Licenses and Permits Revenues.** These revenues include fees that are charges imposed on an individual for a service that the person chooses to receive. A fee may not exceed the estimated reasonable cost of providing the particular service or product for which the fee is charged, plus overhead. Fees are charged for specific services, and fee revenue may fund only

those services and related expenses. Licenses and permits are types of fees allowing for the operation of activities within the City. *Licenses and Fees Totals* were 82.87% greater than the same period due in part to the increases in the collection of Public Works Permit Fees and Building Permits respectively.

3. **Charges for Services Revenues.** These revenues were 11.02% above the same period last Fiscal Year. These revenues are charges to cover administrative costs for the provision of services of the City. This is due to the increase in Plan Check Fee revenues by 34.19% more than the same period last Fiscal Year.
4. **Fines and Forfeiture Revenues.** These are revenues from penalties imposed by the City in the form of money or goods for a violation of an ordinance, code, regulation, or rule. Southeast Municipal Court (SEMC) - Court Collections for the Department of Motor Vehicles (DMV) were 56.33% higher than in the same period of the prior Fiscal Year.
5. **Leases and Concessions Revenues.** These revenues are derived from rent or lease or payment for the use of the City's property. These revenues were 30% higher than the prior Fiscal Year period.
6. **Miscellaneous Revenues.** These revenues represent a General Fund revenue that is not covered in another revenue category. These revenues were 87.88% higher than the same period during the prior Fiscal Year.
7. **Retiree Pension Levy Revenues.** These revenues are part of a segment of property taxes that are collected by the Los Angeles County Treasurer and Tax Collector. Remittances for Fiscal Year 2022/2023 from the County to the City occur in July 2022, December 2022, January 2023, April 2023, and May 2023.

- **SPECIAL REVENUE FUND** - Special Funds are revenues that must be used for the established purposes of the funds to provide an extra level of accountability and transparency. The total Special Revenue Fund received totaled \$4,828,423.18, which is 1.86% higher than the same period last year. The City received the second installment in the amount of \$3,226,257.00 from the American Rescue Plan Act of 2021 (ARPA). These Funds support cities in mitigating the fiscal effects stemming from the public health emergency caused by COVID-19.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact involved with this action.

ATTACHMENT(S)

1. July - November 2022 - City of Maywood FY2022-2023

FUND / REVENUE TYPE	A - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	C - Current YTD versus Prior YTD \$ Difference	D - Current YTD Prior YTD % Difference	E - Adopted Budget FY 2022-23	F - % of FY 2022-2023 YTD Revenue Received
			(B minus A)	(B divided by A minus 1)		(B divided by F)
GENERAL FUND	TAXES: A tax is a compulsory monetary contribution to the City's revenue, assessed and imposed by the City on the activities, expenditure, income, occupation, privilege, property, etc., of individuals and organizations.					
Taxes:						
Franchise & Collectors Fee	\$88,134.92	\$97,158.58	\$9,023.66	10.24%	\$358,952.00	27.07%
Property Taxes	\$23,951.84	\$32,860.87	\$8,909.03	37.20%	\$714,301.00	4.60%
4211 - Utility Users Tax	\$412,796.94	\$512,272.63	\$99,475.69	24.10%	\$1,102,415.00	46.47%
4206 - Real Estate Transfer Tax	\$8,007.45	\$11,169.15	\$3,161.70	39.48%	\$28,465.00	39.24%
4202 - Hotel / Motel Room Transient Occupancy Tax (TOT)	\$22,612.82	\$23,065.30	\$452.48	2.00%	\$68,097.00	33.87%
4212 - Cannabis Sales Tax	\$772,871.57	\$194,780.89	(\$578,090.68)	-74.80%	\$1,980,241.00	9.84%
4201 - Sales and Use Tax Revenue	\$748,648.27	\$612,892.32	(\$135,755.95)	-18.13%	\$2,200,048.00	27.86%
Taxes Totals	\$2,077,023.81	\$1,484,199.74	(\$592,824.07)	-28.54%	\$6,452,519.00	23.00%
GENERAL FUND	FEES: A fee is a charge imposed on an individual for a service that the person chooses to receive. A fee may not exceed the estimated reasonable cost of providing the particular service or product for which the fee is charged, plus overhead. Fees are charged for specific services, and fee revenue may fund only those services and related expenses. LICENSES and PERMITS are types of fees allowing for the operation within the City.					
Licenses & Permits:						
4301 - Compliance Program Fee	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Residential & Building Permits	\$5,674.02	\$9,889.80	\$4,215.78	74.30%	\$13,261.00	74.58%
4305 - Public Works Permit Fees	\$67,765.50	\$122,955.00	\$55,189.50	81.44%	\$160,000.00	76.85%
Other Fees & Permits	\$8,339.94	\$8,107.20	(\$232.74)	-2.79%	\$26,246.00	30.89%
4320 - Occupancy Permits	\$8,362.30	\$1,822.20	(\$6,540.10)	-78.21%	\$15,000.00	12.15%
4313 - Building Permits	\$19,869.69	\$42,724.98	\$22,855.29	115.03%	\$72,000.00	59.34%
Compliance and Review Fees - Cannabis	\$0.00	\$0.00	\$0.00	0.00%	\$80,000.00	0.00%
4307 - Commercial Cannabis Renewal Fees	\$0.00	\$14,850.00	\$14,850.00	0.00%	\$0.00	0.00%
4322 - Parking Permits	\$14,698.90	\$33,767.00	\$19,068.10	129.72%	\$60,000.00	56.28%
4311 - Apartment License	\$206.25	\$118.00	(\$88.25)	-42.79%	\$2,500.00	4.72%
4205 - Business License Tax	\$11,952.00	\$16,052.69	\$4,100.69	34.31%	\$250,324.00	6.41%
4107 - Motor Vehicle License Fee (VLF) in lieu Property Tax Payment	\$0.00	\$0.00	\$0.00	0.00%	\$3,300,000.00	0.00%
Licenses and Permits Totals	\$136,868.60	\$250,286.87	\$113,418.27	82.87%	\$3,979,331.00	6.29%

FUND / REVENUE TYPE	A - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	C - Current YTD versus Prior YTD \$ Difference	D - Current YTD Prior YTD % Difference	E - Adopted Budget FY 2022-23	F - % of FY 2022-2023 YTD Revenue Received
			(B minus A)	(B divided by A minus 1)		(B divided by F)
GENERAL FUND						
Charges for Services: CHARGES FOR SERVICES: Charges to cover administrative costs for the provision of services.						
4701 - Waste Management Assessment	\$2,787.15	\$15.54	(\$2,771.61)	-99.44%	\$7,000.00	0.22%
4704 - Plan Check Fees	\$18,005.00	\$24,160.54	\$6,155.54	34.19%	\$70,000.00	34.52%
4702 - Rents & Concessions	\$9,922.50	\$9,922.50	\$0.00	0.00%	\$26,000.00	38.16%
Charges for Services Totals	\$30,714.65	\$34,098.58	\$3,383.93	11.02%	\$103,000.00	33.11%
GENERAL FUND						
Fines and Forfeitures: FINES AND FORFEITURES: Penalties imposed by the City in the form of money or goods for a violation of an ordinance, law, regulation or rule.						
4401 - Penalties: Apt & Bus License	\$430.50	\$3,960.60	\$3,530.10	820.00%	\$0.00	0.00%
4404 - Southeast Municipal Court (SEMC) - Court Collections	\$31,895.46	\$60,016.76	\$28,121.30	88.17%	\$0.00	0.00%
4403 - Citations: Administrative	\$2,000.00	\$3,400.00	\$1,400.00	70.00%	\$85,000.00	4.00%
4402 - Citations: Parking	\$68,750.66	\$93,763.14	\$25,012.48	36.38%	\$410,000.00	22.87%
Fines and Forfeitures Totals	\$103,076.62	\$161,140.50	\$58,063.88	56.33%	\$495,000.00	32.55%
GENERAL FUND						
Leases and Concessions: LEASES AND CONCESSIONS: A rent or lease or payment for the use of a the City's property.						
4501 - Leased Property Rental Income	\$16,836.34	\$21,886.72	\$5,050.38	30.00%	\$50,000.00	43.77%
Leases and Concessions Totals	\$16,836.34	\$21,886.72	\$5,050.38	30.00%	\$50,000.00	43.77%
GENERAL FUND						
Miscellaneous: MISCELLANEOUS: A General Fund revenue not covered in another revenue category.						
4817 - Good Corporate Citizen Program	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
4803 - Interest Income	\$3,370.74	\$37,131.31	\$33,760.57	1001.58%	\$0.00	0.00%
4809 - Miscellaneous Revenue	\$29,315.17	\$24,279.05	(\$5,036.12)	-17.18%	\$33,500.00	72.47%
4605 - CARES Act Reimbursement	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
4804 -Other (Recycle + ABx1 Reimbursement)	\$0.00	\$0.00	\$0.00	0.00%	\$1,200.00	0.00%
Miscellaneous Revenue Totals	\$32,685.91	\$61,410.36	\$28,724.45	87.88%	\$34,700.00	176.98%
GENERAL FUND						
Retiree Pension Levy: RETIREE PENSION LEVY: An amount of revenue from the property tax levy approved by the voters for the purpose of paying the cost to the City of the Public Employees Retirement System (PERS).						
4830 - Retiree Pension Levy	\$18,211.10	\$14,154.07	(\$4,057.03)	-22.28%	\$1,208,812.00	1.17%
Retiree Pension Levy Totals	\$18,211.10	\$14,154.07	(\$4,057.03)	-22.28%	\$1,208,812.00	1.17%
General Fund Revenue Totals	\$2,415,417.03	\$2,027,176.84	(\$388,240.19)	-16.07%	\$12,323,362.00	16.45%

FUND / REVENUE TYPE	A - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	C - Current YTD versus Prior YTD \$ Difference	D - Current YTD Prior YTD % Difference	E - Adopted Budget FY 2022-23	F - % of FY 2022-2023 YTD Revenue Received
			(B minus A)	(B divided by A minus 1)		(B divided by F)
SPECIAL REVENUE FUND	SPECIAL REVENUE FUND: Collections of revenues in special funds that must be used for the established purposes of the funds to provide an extra level of accountability and transparency.					
212 - Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	\$297,188.91	\$230,652.78	(\$66,536.13)	-22.39%	\$625,200.00	36.89%
214 - Transportation Development Act (TDA) Bikeway	\$0.00	\$0.00	\$0.00	0.00%	\$192,000.00	0.00%
221 - Proposition A Transit Fund	\$288,806.30	\$310,692.53	\$21,886.23	7.58%	\$651,000.00	47.73%
222 - Proposition C Transit Fund	\$239,561.16	\$259,665.64	\$20,104.48	8.39%	\$750,000.00	34.62%
224 - Measure R Transit Fund	\$179,689.68	\$154,700.96	(\$24,988.72)	-13.91%	\$1,184,960.00	13.06%
225 - Measure M Transit Fund	\$203,164.63	\$175,112.99	(\$28,051.64)	-13.81%	\$1,250,000.00	14.01%
216 - SB-1 Road Maintenance Rehabilitation Act Fund	\$144,811.31	\$141,473.19	(\$3,338.12)	-2.31%	\$528,284.00	26.78%
243 - Community Development Block Grant (CDBG)	\$47,510.00	\$33,188.00	(\$14,322.00)	-30.15%	\$391,053.00	8.49%
223 - Air Quality Management District (AQMD) Fund	\$0.00	\$0.00	\$0.00	0.00%	\$36,375.00	0.00%
232 - Supplemental Law Enforcement Services Fund (SLESF) Grant	\$108,939.31	\$117,278.42	\$8,339.11	7.65%	\$155,000.00	75.66%
272 - Measure A Parks Fund	\$0.00	\$0.00	\$0.00	0.00%	\$651,000.00	0.00%
251 - Street Lighting Fund	\$2,127.62	\$773.07	(\$1,354.55)	-63.67%	\$308,000.00	0.25%
611 - Redevelopment "Successor" Agency Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
412 - Sewer Enterprise Fund	\$2,097.16	\$1,597.01	(\$500.15)	-23.85%	\$301,614.00	0.53%
261 - Federal / State / County Grants	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
273 - Local Fiscal Recovery Fund	\$3,226,257.00	\$3,226,257.00	\$0.00	0.00%	\$0.00	0.00%
280 - Measure W Safe Clean Water Program Fund	\$0.00	\$177,031.59	\$177,031.59	0.00%	\$171,818.00	103.03%
Special Revenue Totals	\$4,740,153.08	\$4,828,423.18	\$88,270.10	1.86%	\$7,196,304.00	67.10%
Total Revenues	\$7,155,570.11	\$6,855,600.02	(\$299,970.09)	-4.19%	\$19,519,666.00	35.12%

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 4.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ANTHONY RAINEY, DIRECTOR OF FINANCE

SUBJECT: RECEIVE AND FILE ADOPTED FISCAL YEAR 2022/2023 OPERATING AND CAPITAL BUDGET BOOK FOR THE CITY OF MAYWOOD, CALIFORNIA

RECOMMENDATION:

Staff recommends that the City Council receive and file the Budget book for the fiscal year 2022-2023 adopted operating and capital budget.

BACKGROUND:

On June 22, 2022 the City Council of Maywood held a public hearing and adopted Resolution 6256, adopting the Fiscal Year 2022-2023 Operating and Capital Improvement Budgets for the City of Maywood. The budget was unanimously approved by the City Council. This staff report is to receive and file the budget book which includes additional details regarding the budget as adopted.

DISCUSSION:

This staff report is to receive and file the budget book which includes additional details regarding the budget as adopted.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact involved with this action.

ATTACHMENT(S)

1. City of Maywood Budget 2022-2023

City of Maywood Budget Fiscal Year 2022-2023



June 22, 2022



City of Maywood
Budget
Fiscal Year 2022-2023

City Council

Heber Marquez, Mayor
Frank Garcia, Mayor Pro-Tem
Eduardo De La Riva, Council Member
Jessica Torres, Council Member
Ricardo Lara, Council Member

City Officials

City Manager.....	Jennifer E. Vasquez
Public Works/ Building & Planning Director.....	Steven Fowler
Interim Director of Finance.....	Anthony H. Rainey
Human Resources/Risk Manager.....	Nancy Rodriguez
City Attorney.....	Roxanne M. Diaz
City Treasurer.....	Mary Mariscal
City Clerk.....	Andrea Aguilar

Table of Contents

City Manager's Budget Message.....	1-3
History of Maywood.....	4
Map of the City.....	5
Organizational Chart.....	6
Departmental Descriptions and General Fund Adopted Budgets.....	7-15
I. City's Budget.....	16
II. City's Budget Planning, Development and Adoption.....	16-24
III. City Fund Types.....	24-27
IV. Fiscal Overview.....	27
TABLE 1 – SUMMARY OF REVENUES EXPENDITURES AND CHANGES IN FUND.....	28
TABLE 2 – SUMMARY OF REVENUE BY MAJOR CATEGORY.....	29
TABLE 3 – SUB-CATEGORIES OF MAJOR REVENUE CATEGORIES.....	30
TABLE 4 – SUMMARY OF EXPENDITURES BY MAJOR CATEGORIES.....	31
TABLE 5 - SUMMARY OF EXPENDITURES BY DEPARTMENT	32
TABLE 6 - EXPENDITURE BY DETAIL BY CATEGORY	33-35
TABLE 7 – REVENUE AND EXPENDITURE BY DETAILS	36-37
TABLE 8 – SPECIAL REVENUE SUMMARY OF REVENUES	38
TABLE 9 – SPECIAL REVENUE FUND PROPOSED EXPENDITURE SUMMARY	39
TABLE 10 - ADOPTED CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS	40
SALARY SCHEDULE	41-42
GLOSSARY OF TERMS.....	43-53
BUDGET STAFF REPORT & RESOLUTION.....	54-58
GANN/APPROPRIATIONS LIMIT.....	59-75



City Manager's Budget Message

Honorable Mayor and City Council:

It is with great pleasure that I present the City of Maywood's Adopted Budget for Fiscal Year (FY) 2022-23. The Adopted Budget represents the City's one-year financial plan for delivering core services to the community while striving to maintain a fiscally sustainable future. Despite our FY 2021-22 encounter with COVID-19 related challenges from the Delta and Omicron variants, we developed operational delivery mechanisms that minimized their impact on City operations and our revenues were not adversely affected. We remain, however, always vigilant as our COVID-19 testing unit in the City Hall parking lot reveals our commitment to providing service access to citizens during these challenging times.

FY 2022-2023 Budget

The budget is a fiscal plan setting out anticipated revenue and expenditures for accomplishing a variety of services from July 1, 2022, through June 30, 2023. As a fiscal plan it includes:

- an explanation of the services, activities, programs and projects to be provided by the City to the citizens;
- the resultant expenditure requirements; and
- the resources available for meeting the expenditure requirements.

The City undertook a conservative approach in estimating revenue for Fiscal Year 2022/2023 and intends to assess the impact of delays in shipping of supplies, the increasing local competition in the cannabis industry, and the potential inflation effects on property and other taxes. The City intends to utilize the Mid-Year Budget to assess any potential fiscal effects that would need to be addressed if they arise.

On June 8, 2022, the City Council was presented with a Preliminary Budget to provide an opportunity to the public and the City Council to comment on and provide direction for the proposed budget for FY 2022-2023. On June 22, 2022, the City Council held a public hearing to take comments approved the Budget at this meeting.

This Budget Document presents the following Tables that details the Approved Fiscal Year 2022-2023 Budget:

- **Resolution No. 6256 A Resolution of The City Council of The City of Maywood Adopting the Fiscal Year 2022-2023 Operating and Capital Improvement Budget Agenda Report** – This is the resolution approving the Operating and Capital Budgets of the City.
- **Table 1 - Summary of Revenues Expenditures and Changes in Fund Balance** - The City maintains fund balances to ensure the financial and economic stability of the City. Fund balance helps to mitigate financial risk due to unforeseen revenue fluctuations and unanticipated expenditures. Fund balance also provides cash flow liquidity for the City's general operations.
- **Table 2 - Summary of Revenues by Major Category** – This is an aggregated portrayal of the major revenue categories (a - taxes, b - charges for services, c - fines and forfeitures, d - licenses and permits, e - leases and concessions, f - miscellaneous revenues, g - Retire Pension Levy proceeds) within Fund 01 – General Fund.
- **Table 3 - Sub-categories of Major Revenue Categories** – This is a disaggregated portrayal of the sub-categories of the major revenue categories (a - taxes, b - charges for services, c - fines and forfeitures, d - licenses and permits, e - leases and concessions, f - miscellaneous revenues, g - Retire Pension Levy proceeds) within Fund 01 – General Fund.
- **Table 4 - Summary of Expenditures by Major Category** - This is an aggregated portrayal of the major expenditure categories (a - personnel, b – services and supplies, c – contract services, d – capital outlay/projects, e – debt service, f - California Joint Powers Insurance Authority (CPJIA) payments, g - Retiree Unfunded Liability payments², and f – Public Safety) within 01 – General Fund.
- **Table 5 - Summary of Expenditures by Department - General Fund** – This a portrayal of expenditures from Table 4 by the respective City Departments³.
- **Table 6 - Expenditure Detail by Category - General Fund** - This a portrayal of expenditures from Table 5 by the respective General ledger Accounts (e.g., line items) within the respective City Departments.
- **Table 7 - Revenue & Expenditure Details - General Fund 2022-2023** – This is a portrayal of the budgets (columns depicting Fiscal Year 2020-2021 Actuals, Fiscal Year 2021-2022 Adopted, Fiscal Year 2021-2022 Projected as of May 2022, and the Proposed Fiscal Year 2022-2023). The columns on the left portray the Program (digit by fund-department), General Ledger Account Number (ACCT) and a Description of each account. A listing of the City's Accounts is provided under

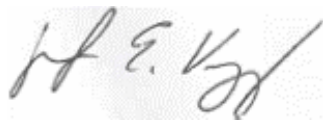
² Unfunded pension liability is the gap between the amount of future benefits a pension fund is expected to pay out and the assets presently in the pension fund. The California Public Employees' Retirement System (CalPERS) administers public employee (state/municipal government employee) pensions. CalPERS updates its 5-year schedule of future unfunded liability payments annually and bills the City for these amounts. This is a result of ongoing changes to CalPERS' assumptions, the performance of CalPERS' investment portfolio, and their policy decision to ramp up payments to pay off the unfunded pension liability that has accrued.

³ Departments include 601 - City Council, 602 – City Administration, 603 – City Clerk, 604 – Finance, 608 – HR/Risk Management, 614 – General Government, 645 – Building and Planning, 648 – Public Works, 681 – Community Services, and the Retiree Pension.

- **Table 8 - Special Revenue Summary of Revenues** - This is an aggregated portrayal of the revenues by the respective Special Fund: **04** - Gas tax Fund, **07** - TDA Bikeway Fund, **09** - Proposition A Fund, **10** - Proposition C Fund, **12** - Measure R Fund, **16** - Community Development Block Grant Fund, **20** - Measure M Fund, **22** - AQMD Fund, **25** - SLEF Fund, **30** - SB-1 Road Maintenance Rehabilitation Act Fund, **32** - Measure A Fund, **34** - Measure W Fund, **35** - Sewer Enterprise Fund, **62** - Lighting and Landscaping Fund.
- **Table 9 - Special Revenue Fund Proposed Expenditure Summary** - This is an aggregated portrayal of the expenditures by the respective Special Fund: **04** - Gas tax Fund, **07** - TDA Bikeway Fund, **09** - Proposition A Fund, **10** - Proposition C Fund, **12** - Measure R Fund, **16** - Community Development Block Grant Fund, **20** - Measure M Fund, **22** - AQMD Fund, **25** - SLEF Fund, **30** - SB-1 Road Maintenance Rehabilitation Act Fund, **32** - Measure A Fund, **34** - Measure W Fund, **35** - Sewer Enterprise Fund, **62** - Lighting and Landscaping Fund.
- **Table 10 - Special Revenue Fund Balances + Revenue & Expenditure Details** – This is a portrayal of each Special Revenue Fund's: Beginning Fund Balance, and columns depicting budgets by Fiscal Year 2020-2021 Actuals, Fiscal Year 2021-2022 Adopted, Fiscal Year 2021-2022 Projected as of May 2022, and the Proposed Fiscal Year 2022-2023). The columns on the left portray the fund, General Ledger Account Number (OBJECT) and a Description of each account. A listing of the City's Accounts is provided under the CHART OF ACCOUNTS section.
- **Table 11 - Proposed Capital Improvement Program (CIP) Projects for the Fiscal Year 22-23 Budget** – This is a portrayal of the City's Capital Improvement Program (CIP) by three Project Types: 1- Sewer, 2 – Streets, 3 – Parks and 4 – Other Grants. The columns (E though H) portray CIP Project expenditures and balances. The columns to the far right portray the dollar amounts of the respective Funding Sources for each CIP Project for Fiscal Year 2022-2023.
- **Notice of Public Hearing - FY 2022-23 Operating and CIP Budgets** – This is the requirement of the California Government Code Article 4. Final Budget.

In closing I appreciate your support and look forward to implementing this budget as we do our best to meet the challenges and opportunities of this new Fiscal Year.

Sincerely,



Jennifer E. Vasquez
City Manager

The History of Maywood

Maywood is a city located in Los Angeles County California with a 2020 population of 24,686 that is committed to transparency and accountability and providing quality municipal services that are responsive to the needs of its community. On September 2, 1924, Maywood citizens voted to incorporate. By 1924, the population of Maywood had reached 1,000. The city featured homes, stores, and a movie theater. Maywood celebrated its 25th Anniversary in 1949 with a rodeo, beard-growing contest and professional wrestling matches in the City park.

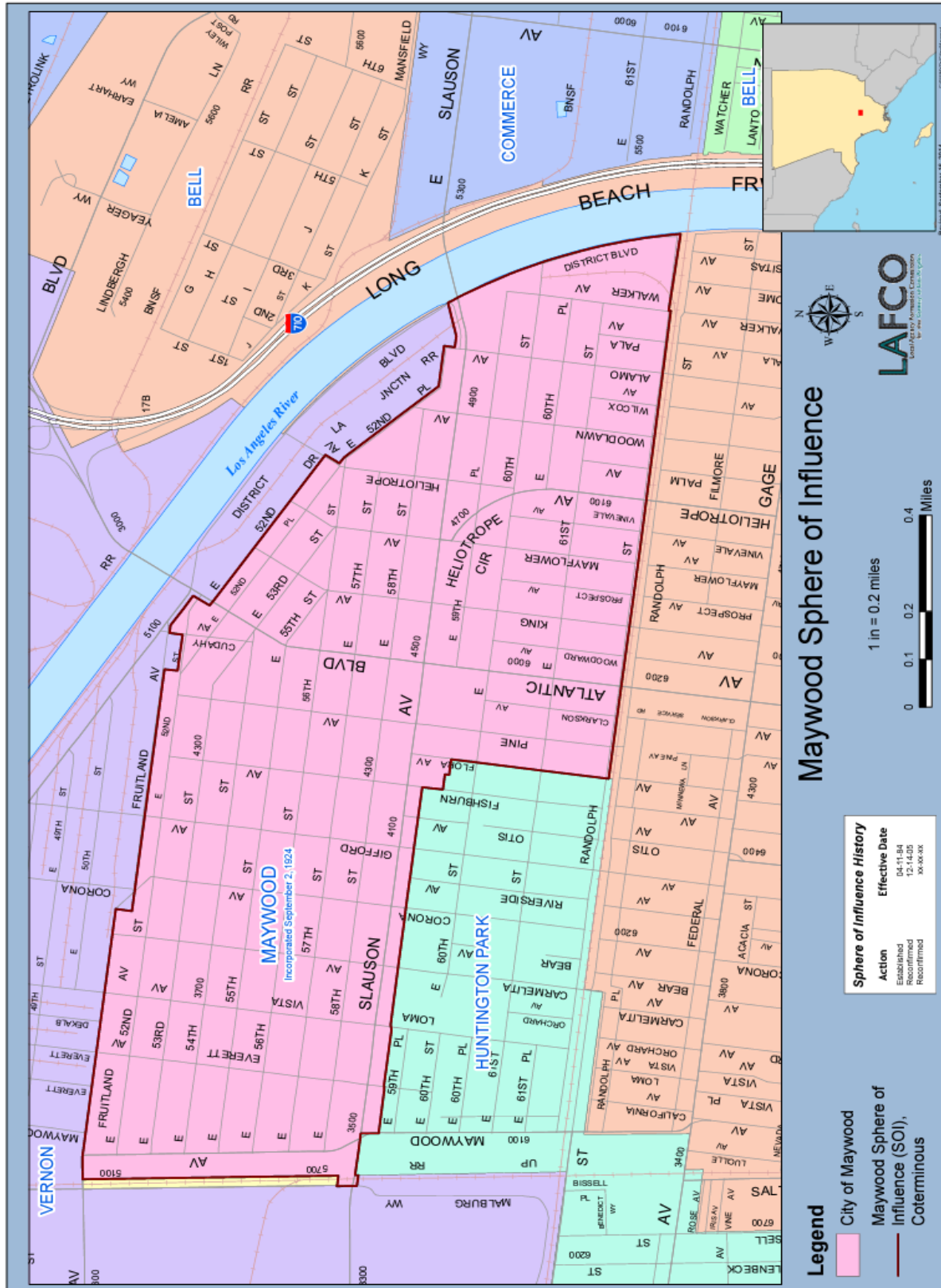
Maywood operates under a Council-City Manager form of Municipal Government. The City Council is the legislative and policy-making body, whose members are elected on a non-partisan basis. The City Clerk and City Treasurer are also elected by the City's voters. The City's website at <https://www.cityofmaywood.com/> provides transparency and access about the City Government, City Services, our community, doing business with the City, and instructions on how to interact with city services. In addition, the website provides information on Covid-19, access to City Council Agendas and Minutes, Record requests, payment of parking tickets, bids, and notices.

At 1.18 square miles, Maywood is the third-smallest incorporated city in Los Angeles County. It is bordered by the cities of Bell on the south, Vernon on the north and west, Huntington Park on the southwest, and Commerce on the east.

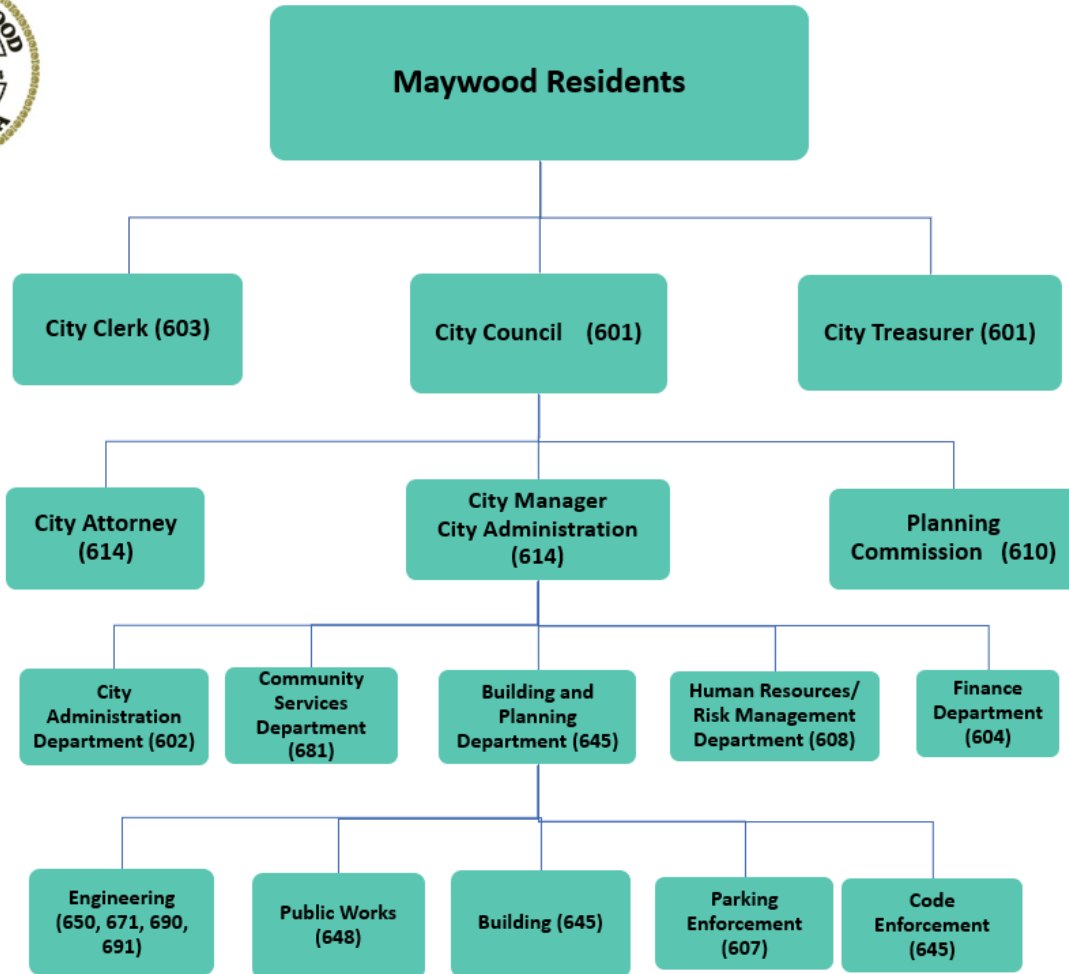
Maywood Park, located at 58th Street and Heliotrope Avenue, had its beginnings in the 1930s when the present-day baseball field was a large meadow. In the early 1950s, Maywood Park became the home of the Golden State Baseball Association.

As one looks around Maywood today, sweeping changes can be seen, such as four new shopping centers at the corner of Slauson Avenue and Atlantic Boulevard; and two senior citizen's complexes.

Map of the City



ORGANIZATIONAL CHART With City Department Budget Codes



DEPARTMENTAL DESCRIPTIONS AND ADOPTED GENERAL FUND BUDGETS

601 – CITY COUNCIL - Five City Council Members are elected at-large to serve staggered four-year terms of office. Each year, the five City Council Members select a presiding officer to serve as Mayor and another to serve as Mayor Pro Tem. Individual City Council Members also serve on county and regional committees that review specific issues and then make recommendations to the entire City Council as appropriate. Some of the duties of the Council include setting policy by enacting laws and ordinances, approving City programs, adopting the City's operating budget and providing direction to the City Manager on the general policy of the current and future direction of the City.

Table 7
City of Maywood
601 CITY COUNCIL Expenditure Details
General Fund Adopted Budget
Fiscal Year 2022-2023

PROGRAM CODE	GL ACCT #	GENERAL LEDGER DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-601-01000-0000	5000	City Council/Elected & Appointed/Stipend	43,705	40,119	34,649	34,377	37,870
01-601-01000-0000	5025	City Council/Elected & Appointed/Miscellaneous Expens	120	-	-	-	-
01-601-01000-0000	5120	City Council/Elected & Appointed/Office Supplies	650	458	500	546	546
01-601-01000-0000	5150	City Council/Elected & Appointed/Medicare Expense	676	591	484	539	549
01-601-01000-0000	5151	City Council/Elected & Appointed/Social Security	396	447	400	462	462
01-601-01000-0000	5271	City Council/Elected & Appointed/Membership Dues	300	145	-	-	4,600
01-601-01000-0000	5290	City Council/Elected & Appointed/Meetings, Mileage, & Conferences	1,821	800	20,000	10,000	50,000
01-601-01000-0000	5305	City Council/Elected & Appointed/Elections	1,980	-	-	-	-
01-601-01000-0000	5335	City Council/Elected & Appointed/Phone Stipend	2,902	2,682	2,400	2,501	2,501
01-601-01000-0000	5410	City Council/Elected & Appointed/Public Notices	-	-	-	-	-
01-601-01000-0000	5432	City Council/Elected & Appointed/Professional Services	-	-	-	-	-
01-601-01000-0000	5470	City Council/Elected & Appointed/Group Insurance	87,822	70,299	70,554	51,110	52,564
01-601-01000-0000	5500	City Council/Elected & Appointed/P.E.R.S. Expense	2,603	2,433	2,025	2,111	2,111
01-601-01000-0000	5930	City Council/Elected & Appointed/Furniture & Fixtures	-	-	-	-	-
Subtotal City Council			142,975	117,974	131,012	101,646	151,204

601 – CITY TREASURER – The City Treasurer is an elected official.

602 - CITY MANAGER - The City Administration is managed by the City Manager who is appointed by the City Council. She is the chief advisor to the Council on policy issues of concern to the City and keeps them advised of the City's financial, operational conditions, current and the future needs of the City. She oversees all department heads and provides oversight and direction to all city programs to ensure they meet the needs of the community and respond to the City Council's goals. The City Manager serves as the Executive Director of the Successor Agency. The City Manager supports the City Council and coordinates accordingly with the City Attorney.

Table 7
City of Maywood
602 CITY ADMINISTRATION Expenditure Details
General Fund Adopted Budget
Fiscal Year 2022-2023

PROGRAM CODE	GL ACCT #	GENERAL LEDGER DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-602-01000-0000	5001	City Administration/Administration/Salaries	242,289	275,563	210,199	230,826	225,998
01-602-01000-0000	5120	City Administration/Administration/Office Supplies			2,000	1,517	1,517
01-602-01000-0000	5150	City Administration/Administration/Medicare Expense	3,522	4,004	3,048	3,352	3,277
01-602-01000-0000	5271	City Administration/Administration/Membership Due			2,000	4,960	4,960
01-602-01000-0000	5290	City Administration/Administration/Meetings & Mileage & Conference			7,000	3,817	3,817
01-602-01000-0000	5335	City Administration/Administration/Phone Stipend	665	665	660	637	637
01-602-01000-0000	5433	City Administration/Animal Control Services			110,000	77,838	77,838
01-602-01000-0000	5470	City Administration/Administration/Group Insurance	37,301	56,057	40,564	50,915	39,712
01-602-01000-0000	5500	City Administration/Administration/P.E.R.S Expense	31,418	36,054	30,838	30,637	41,617
Subtotal City Administration			315,195	372,343	406,309	404,500	399,374

603 – CITY CLERK - The City Clerk's Office provides oversight of the City's records management system as well as maintaining the legislative history of the City including the Municipal Code, oversees municipal elections, codification of ordinances, resolutions, and contracts, and prepares agendas for the City Council meetings. As the official record keeper for the City, the City Clerk's Office maintains all central and legal files of the City. The Office administers the oath of office to all elected officials and all city employees.

Table 7
City of Maywood
603 CITY CLERK Expenditure Details
General Fund Adopted Budget
Fiscal Year 2022-2023

PROGRAM CODE	GL ACCT #	GENERAL LEDGER DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-603-01000-0000	5000	City Clerk/Administration/Elected Officials Stipend			7,800	4,800	7,800
01-603-01000 -0000	5001	City Clerk/Administration/Salaries			48,657	11,766	31,002
01-603-01000-0000	5120	City Clerk/Administration/Office Supplies			3,000	1,204	2,000
01-603-01000-0000	5125	City Clerk/Administration/Computer Software			15,250	16,588	15,588
01-603-01000-0000	5150	City Clerk/Adm inistration/M edicare Expense			706	193	1,085
01-603-01000-0000	5200	City Clerk/Administration/Municipal Code Service			9,300	7,609	9,510
01-603-01000-0000	5271	City Clerk/Adm inistration/M embershipDues			430	400	400
01-603-01000-0000	5290	City Clerk/Administration/Meetings & Mileage & Conference			5,000	2,596	5,000
01-603-01000-0000	5305	City Clerk/Adm inistration/Ele ctions			10,000	-	75,000
01-603-01000-0000	5410	City Clerk/Administration/Public Notices			25,000	10,876	15,000
01-603-01000-0000	5430	City Clerk/Administration/Contractual Services					2,700
01-603-01000-0000	5470	City Clerk/Administration/Group Insurance			13,996	3,335	9,106
01-603-01000-0000	5500	City Clerk/Administration/P.E.R.S Expense			3,693	668	668
		Subtotal City Clerk	-	-	142,832	60,035	174,859

604 – FINANCE DEPARTMENT – The Finance Department provides accounting and budgeting for the City and Successor Agency, prepares financial reports, invests idle funds, co-manages payroll with HR/Risk Management, coordinates City grant financial activities, administers the collection of payments, and advises the City Council and City Manager on financial issues. The main functions include Accounting, Budget, Payroll, Accounts Payable, Accounts Receivable, Purchasing and Cashiering.

Table 7
City of Maywood
604 FINANCE DEPARTMENT Expenditure Details
General Fund Adopted Budget
Fiscal Year 2022-2023

PROGRAM CODE	GL ACCT #	GENERAL LEDGER DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-604-01000-0000	5001	Finance/Administration/Salaries	375,474	332,046	332,912	275,735	331,444
01-604-01000-0000	5026	Finance/Administration/Miscellaneous - Bank Fees & Expense			25,000	20,708	25,000
01-604-01000-0000	5120	Finance/Administration/Office Supplies	472		8,000	3,409	8,000
01-604-01000-0000	5125	Finance/Administration/Computer Software			10,775	7,503	10,775
01-604-01000-0000	5150	Finance/Administration/Medicare Expense	5,442	7,986	4,827	4,027	4,806
01-604-01000-0000	5151	Finance/Administration/Social Security	86		-		
01-604-01000-0000	5210	Finance/Administration/Postage & Freight				3,279	-
01-604-01000-0000	5270	Finance/Administration/Dues & Subscriptions	159				
01-604-01000-0000	5271	Finance/Administration/Membership Dues			595	595	595
01-604-01000-0000	5290	Finance/Administration/Meetings & Mileage & Conference	99		3,000	4,391	3,000
01-604-01000-0000	5430	Finance/Administration/Contractual Services		1,493	20,400	25,754	20,400
01-604-01000-0000	5434	Finance/Administration/Temp Services				59,793	-
01-604-01000-0000	5470	Finance/Administration/Group Insurance	86,669	103,161	105,510	92,996	105,510
01-604-01000-0000	5490	Finance/Administration/Audit Expense			45,000	37,450	45,000
01-604-01000-0000	5500	Finance/Administration/P.E.R.S. Expense	27,665	28,632	28,245	24,426	35,022
01-604-01000-0000	5751	Finance/Administration/Processing Fees & Charges			6,000	2,017	6,000
Subtotal Finance			496,066	473,318	590,264	562,083	595,552

607 – PARKING ENFORCEMENT - Responsible for the enforcement of parking regulations set forth in the Maywood Municipal Code and applicable California Vehicle Code. Parking Enforcement Officers without favor or prejudice work cooperatively with the public to provide a safe community and strive to enhance the quality of life for all citizens through effective enforcement of parking regulations.

608 – HUMAN RESOURCES/RISK MANAGEMENT – Manages the recruitment and selection process for full-time and part-time positions. Conducts new employee orientations and administers the employee benefits program, service awards program and the performance evaluation system. Provides advice and assistance to other departments relative to personnel matters, handles employee grievances and discipline appeals, maintains the City’s classification and compensation plan, provides job-related training, and assists with labor relations activities including employer/employee negotiations and administers the provisions of the collective bargaining agreements. Also assesses risk to control liability and loss exposures; processes and manages employee injury and city liability claims; works in conjunction with the occupational health and employee medical clinics, promotes health and wellness and emphasizes employee safety.

Table 7
City of Maywood
608 HUMAN RESOURCES / RISK MANAGEMENT Expenditure Details
General Fund Adopted Budget
Fiscal Year 2022-2023

PROGRAM CODE	GL ACCT #	GENERAL LEDGER DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-608-01000-0000	5001	HR/Risk Management/Administration/Salaries				56,067	80,000
01-608-01000-0000	5120	HR/Risk Management/Administration/Office Supplies					1,000
01-608-01000-0000	5141	HR/Risk Management/Administration/New Recruit Expense			300	1,904	2,128
01-608-01000-0000	5150	HR/Risk Management/Administration/Medicare Expense				813	1,160
01-608-01000-0000	5151	HR/Risk Management/Administration/Social Security				634	-
01-608-01000-0000	5271	HR/Risk Management/Administration/Membership Dues				1,650	1,495
01-608-01000-0000	5290	HR/Risk Management/Administration/ Meetings & Mileage & Conference				2,119	3,925
01-608-01000-0000	5330	HR/Risk Management/Administration/Telephone Svc/Internet					672
01-608-01000-0000	5405	HR/Risk Management/Administration/Legal Services			20,000	5,700	20,000
01-608-01000-0000	5430	HR/Risk Management/Administration/Contractual Service			28,500	23,115	34,845
01-608-01000-0000	5450	HR/Risk Management/Administration/Worker's Compensation			45,000	33,339	62,466
01-608-01000-0000	5455	HR/Risk Management/Administration/Unemployment Insurance			7,500	3,916	7,500
01-608-01000-0000	5460	HR/Risk Management/Administration/Public Liability Insurance			235,000	178,811	337,644
01-608-01000-0000	5470	HR/Risk Management/Administration/Group Insurance				542	9,180
01-608-01000-0000	5471	HR/Risk Management/Administration/Retiree Benefits			214,823	154,931	220,799
01-608-01000-0000	5500	HR/Risk Management/Administration/P.E.R.S. Expense				3,480	-
01-608-01000-0000	5795	HR/Risk Management/Administration/Settlement			100,000	11,000	100,000
		Subtotal HR/Risk Management	-	-	651,123	478,020	882,813

610 – PLANNING COMMISSION – The City Council appoints Planning Commissioners for specific terms. The Commission reviews and approves land use and development proposals.

614 – GENERAL GOVERNMENT SERVICES – serves as the budget for many of the City's day-to-day government operations.

Table 7
City of Maywood
614 GENERAL GOVERNMENT SERVICES Expenditure Details
General Fund Adopted Budget
Fiscal Year 2022-2023

PROGRAM CODE	GL ACCT #	GENERAL LEDGER DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-614-01000-0000	5025	General Government Svc/Administration/Miscellaneous Expense	7,157	913	-	-	-
01-614-01000-0000	5026	General Government Svc/Administration/Miscellaneous Bank Fees	19,580	20,549	-	4,571	-
01-614-01000-0000	5031	General Government Svc/Administration/Fees&Fines	-	111	-	-	-
01-614-01000-0000	5100	General Government Svc/Administration/Custodial Supplies	3,444	4,936	7,000	512	7,000
01-614-01000-0000	5120	General Government Svc/Administration/Office Supplies	30,152	25,448	10,000	5,121	10,000
01-614-01000-0000	5125	General Government Svc/Administration/Computer Software	35,234	45,041	53,853	37,700	53,853
01-614-01000-0000	5135	General Government Svc/Administration/Information Technology	38,381	108,726	44,160	42,280	44,160
01-614-01000-0000	5141	General Government Svc/Administration/New Recruit Expense	275	197	-	-	-
01-614-01000-0000	5200	General Government Svc/Administration/Municipal Code Svc	7,587	2,515	-	-	-
01-614-01000-0000	5210	General Government Svc/Administration/Postage & Freight	14,327	11,261	14,000	3,822	14,000
01-614-01000-0000	5260	General Government Svc/Administration/Safety Equipment	1,556	-	-	-	-
01-614-01000-0000	5265	General Government Svc/Administration/Books	-	-	-	-	-
01-614-01000-0000	5270	General Government Svc/Administration/Dues & Subscriptions	2,043	2,032	1,000	1,455	1,000
01-614-01000-0000	5271	General Government Svc/Administration/Membership Dues	25,007	27,443	24,000	17,098	24,000
01-614-01000-0000	5290	General Government Svc/Administration/Meetings, Mileage, & Confe	15,642	4,306	-	(650)	-
01-614-01000-0000	5296	General Government Svc/Administration/Public Safety Service	4,708,222	5,075,599	5,146,344	4,930,111	5,237,436
01-614-01000-0000	5300	General Government Svc/Administration/Natural Gas Services	728	-	2,000	1,603	2,000
01-614-01000-0000	5305	General Government Svc/Administration/Elections	1,510	41,550	-	-	-
01-614-01000-0000	5310	General Government Svc/Administration/Electricity Services	-	-	30,000	25,878	30,000
01-614-01000-0000	5320	General Government Svc/Administration/Water Service	-	-	45,000	34,107	45,000
01-614-01000-0000	5330	General Government Svc/Administration/Telephone Svc/Internet	18,629	25,421	25,200	23,738	25,200
01-614-01000-0000	5380	General Government Svc/Administration/Equipment Repairs (Non-A	297	-	-	-	-
01-614-01000-0000	5385	General Government Svc/Administration/Other Equip. Repairs & Par	370	-	-	-	-
01-614-01000-0000	5405	General Government Svc/Administration/Legal Services	384,181	404,823	350,000	417,058	350,000
01-614-01000-0000	5430	General Government Svc/Administration/Contractual Services	158,332	260,152	139,000	125,276	139,000
01-614-01000-0000	5432	General Government Svc/Administration/Professional Services	12,455	6,934	-	-	-
01-614-01000-0000	5434	General Government Svc/Administration/Temp Services	97,022	39,810	-	-	-
01-614-01000-0000	5435	General Government Svc/Administration/Service Contracts and War	2,217	-	-	-	-
01-614-01000-0000	5450	General Government Svc/Administration/Workers Compensation	34,521	48,866	-	-	-
01-614-01000-0000	5455	General Government Svc/Administration/Unemployment Insurance	6,296	5,105	-	-	-
01-614-01000-0000	5460	General Government Svc/Administration/Public Liability Insurance	227,562	233,503	-	49,453	-
01-614-01000-0000	5470	General Government Svc/Administration/Group Insurance	8,298	1,577	-	-	-
01-614-01000-0000	5471	General Government Svc/Administration/Retiree Benefits	58,894	138,658	--	-	-
01-614-01000-0000	5472	General Government Svc/Administration/Medical Reimbursements	75,569	-	-	-	-
01-614-01000-0000	5490	General Government Svc/Administration/Audit Expense	71,830	34,635	--	-	-
01-614-01000-0000	5500	General Government Svc/Administration/P.E.R.S. Expense	763	638	-	-	-
01-614-01000-0000	5525	General Government Svc/Administration/Retiree's Health CERBT	-	1,000,000	-	-	-
01-614-01000-0000	5534	General Government Svc/Administration/Emergency Rental Assistance Program	-	105,009	--	-	-
01-614-01000-0000	5560	General Government Svc/Administration/Building Repairs & Maintena	1,390	-	-	-	-
01-614-01000-0000	5615	General Government Svc/Administration/Outside Services	3,250	-	-	-	-
01-614-01000-0000	5630	General Government Svc/Administration/Dump Charges	330,956	90,000	90,000	45,752	90,000
01-614-01000-0000	5645	General Government Svc/Administration/Communication Equipment	-	2,683	-	-	-
01-614-01000-0000	5751	General Government Svc/Administration/Process Fees & Charges	7,794	5,157	43,000	110,346	43,000
01-614-01000-0000	5770	General Government Svc/Administration/Lease Payments	16,291	15,431	16,000	15,509	16,000
01-614-01000-0000	5795	General Government Svc/Administration/Settlements	232,417	182,500	-	-	-
01-614-01000-0000	5920	General Government Svc/Administration/Office Equipment	3,465	20,567	5,000	28,459	5,000
01-614-01000-0000	5930	General Government Svc/Administration/Furniture&Fixtures	-	-	-	-	-
01-614-01000-0000	5950	General Government Svc/Administration/Machinery & Equipment	75	-	-	-	-
01-614-01000-0000	5958	General Government Svc/Administration/CJPIA Installment Payment	144,000	144,000	144,000	706,133	268,266
01-614-01000-0000	5960	General Government Svc/Administration/Debt Service - Principal	62,828	70,000	75,000	75,000	75,000
01-614-01000-0000	5960	General Government Svc/Administration/Debt Service - Interest Exp	185,814	-	-	-	-
01-614-01000-0000	5965	General Government Svc/Administration/Debt Service - Interest Expense	-	181,796	178,675	266,675	132,717
Subtotal General Government Services			7,056,361	8,387,890	6,443,232	6,967,008	6,612,631

614 – CITY ATTORNEY – The City Attorney is appointed by the City Council to represent the City's interests in matters of law. The City has retained the law firm of Richards, Watson & Gershon to serve as City Attorney for the City of Maywood. The City Attorney's services include presiding as City Attorney at regular and special City Council meetings, meetings of the Planning Commission and Successor Agency. The City Attorney provides legal advice to the City's various departments on contract execution, negotiations, bid processing, and City ordinances. The Office in collaboration with the City Clerk's Office, reviews public records act requests and subpoenas. The Office may represent the interest of the City and its employees in civil litigation arising from City operations and the performance of duties by those employees acting in the scope of their employment; overseeing outside legal counsel in various matters; and provides legal advice to the City Manager and Department Heads involving City operations and human resources related matters.

645 – BUILDING - Checks construction plans to ensure they are in line with the City's building codes. This examination involves the careful review of plans and may include structural and electrical analysis, as well as handicapped access review. Issues and reviews building plans, construction permits and conducts inspections of construction.

Table 7
City of Maywood
645 COMMUNITY DEVELOPMENT/BUILDING AND PLANNING Expenditure Details
General Fund Adopted Budget
Fiscal Year 2022-2023

PROGRAM CODE	GL ACCT #	GENERAL LEDGER DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-614-01000-0000	5025	General Government Svc/Administration/Miscellaneous Expense	7,157	913	-	-	-
01-645-02000-0000	5001	Comm Dev/Building and Planning/Salaries	190,333	266,605	335,911	249,472	365,576
01-645-02000-0000	5023	Comm Dev/Building and Planning/Emergency Clean Up	4,775	7,977	-	-	-
01-645-02000-0000	5025	Comm Dev/Building and Planning/Miscellaneous Expense	388	-	-	-	-
01-645-02000-0000	5040	Comm Dev/Building and Planning/Planning Commission Stipend	1,410	1,170	3,900	390	3,900
01-645-02000-0000	5120	Comm Dev/Building and Planning/Office Supplies	2,168	1,663	3,000	17,351	4,900
01-645-02000-0000	5121	Comm Dev/Building and Planning/Public Works Materials	4,603	-	-	-	-
01-645-02000-0000	5125	Comm Dev/Building and Planning/Computer Software	5,145	7,509	7,556	11,305	7,556
01-645-02000-0000	5135	Comm Dev/Building and Planning/Information Technology	-	-	-	-	1,000
01-645-02000-0000	5150	Comm Dev/Building and Planning/Medicare Expense	2,878	3,871	4,871	2,948	5,054
01-645-02000-0000	5151	Comm Dev/Building and Planning/Social Security	-	2,013	-	855	-
01-645-02000-0000	5210	Comm Dev/Building and Planning/Postage & Freight	240	309	-	-	-
01-645-02000-0000	5271	Comm Dev/Building and Planning/Membership Dues	69,857	14,984	25,000	-	25,500
01-645-02000-0000	5290	Comm Dev/Building and Planning/Meetings, Mileage, & Conferences	2,772	459	5,000	24,345	25,500
01-645-02000-0000	5294	Comm Dev/Building and Planning/Code Enforcement	594	467	700	1,125	6,967
01-645-02000-0000	5310	Comm Dev/Building and Planning/Electricity Services	-	-	-	-	-
01-645-02000-0000	5335	Comm Dev/Building and Planning/Phone Stipend	652	437	660	642	660
01-645-02000-0000	5370	Comm Dev/Building and Planning/Car Wash	5,931	-	-	-	-
01-645-02000-0000	5400	Comm Dev/Building and Planning/Realty Tax Service	16,852	-	-	-	-
01-645-02000-0000	5405	Comm Dev/Building and Planning/Legal Services	-	22,722	-	-	-
01-645-02000-0000	5410	Comm Dev/Building and Planning/Public Notices	38,874	353,578	282,000	-	-
01-645-02000-0000	5430	Comm Dev/Building and Planning/Contractual Service	592,426	-	-	75,000	95,000
01-645-02000-0000	5432	Comm Dev/Building and Planning/Professional Services	16,162	--	--	-	-
01-645-02000-0000	5433	Comm Dev/Building and Planning/Animal Control Services	19,580	-	-	-	-
01-645-02000-0000	5434	Comm Dev/Building and Planning/Temp Services	-	4,914	99,700	340,305	302,000
01-645-02000-0000	5470	Comm Dev/Building and Planning/Group Insurance	20,735	47,257	33,555	50,154	92,120
01-645-02000-0000	5471	Comm Dev/Building and Planning/Retiree Benefits	-	-	-	12,501	22,872
01-645-02000-0000	5500	Comm Dev/Building and Planning/P.E.R.S Expense	25,566	19,089	-	22,766	39,535
01-645-02000-0000	5510	Comm Dev/Building and Planning/Rental Equipment	6,564	-	-	-	-
01-645-02000-0000	5550	Comm Dev/Building and Planning/Real Estate Purchase	-	-	-	-	-
01-645-02000-0000	5560	Comm Dev/Building and Planning/Building Repair & Maintenance	5,637	-	-	-	-
01-645-02000-0000	5670	Comm Dev/Building and Planning/Uniform Allowance	2,864	1,330	1,000	5,027	2,000
01-645-02000-0000	5751	Comm Dev/Building and Planning/Processing Fees & Charges	-	-	55,000	5,491	-
01-645-02000-0000	5805	Comm Dev/Building and Planning/Miscellaneous Building	3,631	-	-	-	-
01-645-02000-0000	5955	Comm Dev/Building and Planning/Autos & Trucks-Repairs & Maint	2,636	3,401	-	-	-
01-645-02000-0000	6000	Comm Dev/Building and Planning/Projects	-	2,925	-	-	-
Subtotal Comm Develop - Building and Planning			1,043,274	762,677	857,853	819,676	1,000,141

645 – CODE ENFORCEMENT - Enforces the City's building, plumbing and electrical codes the Municipal Code.

648 – PUBLIC WORKS – Works maintains the City's facilities, streets, and parks.

Table 7
City of Maywood
648 COMMUNITY DEVELOPMENT/PUBLIC WORKS Expenditure Details
General Fund Adopted Budget
Fiscal Year 2022-2023

PROGRAM CODE	GL ACCT #	GENERAL LEDGER DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-614-01000-0000	5025	General Government Svc/Administration/Miscellaneous Expense	7,157	913	-	-	-
01-648-02000-0000	5001	Comm Dev/Public Works/Salaries	22,428	45,686	28,409	17,519	248,018
01-648-02000-0000	5020	Comm Dev/Public Works/Street Light Maintenance	-	-	-	-	-
01-648-02000-0000	5022	Comm Dev/Public Works/Street Repairs & Maintenance	19,923	115	-	-	-
01-648-02000-0000	5023	Comm Dev/Public Works/Emergency Clean Up	-	12,377	-	-	-
01-648-02000-0000	5031	Comm Dev/Public Works/Fees & Fines	-	-	-	528	-
01-648-02000-0000	5120	Comm Dev/Public Works/Office Supplies	-	-	-	111	-
01-648-02000-0000	5121	Comm Dev/Public Works/Public Works -Materials	3,268	21,264	30,000	33,223	40,000
01-648-02000-0000	5150	Comm Dev/Public Works/Medicare Expense	325	662	412	-	-
01-648-02000-0000	5151	Comm Dev/Public Works/Social Security	134	175	250	715	412
01-648-02000-0000	5210	Comm Dev/Public Works/Postage & Freight	38	-	-	30	-
01-648-02000-0000	5260	Safety Equipment	-	955	-	-	-
01-648-02000-0000	5271	Comm Dev/Public Works/Membership Dues	-	8,848	23,832	27,492	23,832
01-648-02000-0000	5290	Comm Dev/Public Works/Meetings & Mileage & Conferences	-	58	3,000	-	3,000
01-648-02000-0000	5330	Comm Dev/Public Works/Telephone Svc/Internet	225	-	-	-	-
01-648-02000-0000	5410	Comm Dev/Public Works/Telephone Svc/Public Notices	35	-	-	-	-
01-648-02000-0000	5430	Comm Dev/Public Works/Contractual Service	99,352	355,432	604,555	480,612	496,555
01-648-02000-0000	5470	Comm Dev/Public Works/Group Insurance	2,442	5,861	4,297	(5)	250
01-648-02000-0000	5471	Comm Dev/Public Works/Retiree Benefits	-	-	-	4,510	4,297
01-648-02000-0000	5500	Comm Dev/Public Works/P.E.R.S Expense	1,395	2,144	1,621	1,127	-
01-648-02000-0000	5510	Comm Dev/Public Works/Equipment Rental	-	11,892	3,000	-	3,000
01-648-02000-0000	5560	Comm Dev/Public Works/Building Repairs & Maintenance	-	82,028	60,000	40,597	50,000
01-648-02000-0000	5670	Comm Dev/Public Works/Uniform Allowance	527	1,117	800	824	1,621
01-648-02000-0000	5920	Comm Dev/Public Works/Office Equipment	-	-	-	8,683	3,000
01-648-02000-0000	5950	Comm Dev/Public Works/Machinery & Equipment	-	18,076	8,000	-	55,000
01-648-02000-0000	5955	Comm Dev/Public Works/Auto & Trucks Repairs & Maintenance	692	18,408	20,000	40,597	20,000
01-648-02000-0000	6000	Comm Dev/Public Works/Projects	-	227,069	1,954,690	546,578	1,408,112
Subtotal Comm Develop - Public Works			150,784	812,165	2,742,866	1,203,140	2,357,097

648 – PLANNING - Responsible for the current and advance planning activities and the implementation of the Maywood General Plan and the City's Zoning Ordinance, and compliance with the California Environmental Quality Act (CEQA). Reviews and approves administrative applications (e.g., certificate of occupancy, childcare facilities, fence permits, home occupations, minor development projects, sign permits, zoning, other development proposals).

681 – COMMUNITY SERVICES – The Community Services division is responsible for developing and delivering a comprehensive marketing and community outreach programs to inform the public about City services, programs, projects, resources, and events. The goal of Community Services is to increase community outreach, awareness, and engagement to best serve the community. The division also plans and delivers all special events and other such programming.

Table 7
City of Maywood
681 COMMUNITY SERVICES Expenditure Details
General Fund Adopted Budget
Fiscal Year 2022-2023

PROGRAM CODE	GL ACCT #	GENERAL LEDGER DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-681-03000-0000	5001	Comm Svcs/Administration/Salaries	87,364	50,571	52,960	40,557	53,997
01-681-03000-0000	5004	Comm Svcs/Administration/Hourly	-	-	-	-	-
01-681-03000-0000	5016	Comm Svcs/Administration/Decoration & Flag Hanging	6,491	-	-	-	-
01-681-03000-0000	5025	Comm Svcs/Administration/Miscellaneous Expense	-	-	-	-	-
01-681-03000-0000	5027	Comm Svcs/Administration/Street Fair Expenses	-	-	-	-	-
01-681-03000-0000	5028	Comm Svcs/Administration/Community Food Distribution	1,800	600	1,800	1,000	1,800
01-681-03000-0000	5035	Comm Svcs/Administration/Crossing Guard Services	-	-	-	-	-
01-681-03000-0000	5100	Comm Svcs/Administration/Custodial Supplies	-	-	-	-	-
01-681-03000-0000	5110	Comm Svcs/Administration/Parking Enforcement Supplies	264	-	-	-	-
01-681-03000-0000	5120	Comm Svcs/Administration/Office Supplies	797	1,946	3,000	1,020	1,500
01-681-03000-0000	5121	Comm Svcs/Administration/Public Works Materials	-	-	-	-	-
01-681-03000-0000	5125	Comm Svcs/Administration/Computer Software	1,351	-	-	400	500
01-681-03000-0000	5130	Comm Svcs/Administration/Recreation Supplies	-	-	-	-	3,000
01-681-03000-0000	5135	Comm Svcs/Administration/Information Technology	44	-	-	-	-
01-681-03000-0000	5150	Comm Svcs/Administration/Medicare Expense	1,156	733	768	-	-
01-681-03000-0000	5151	Comm Svcs/Administration/Social Security	-	-	-	-	-
01-681-03000-0000	5210	Comm Svcs/Administration/Postage & Freight	2,524	8,439	12,000	6,817	14,000
01-681-03000-0000	5237	Comm Svcs/Administration/Community Benefit Fund	35,264	34,338	75,000	35,722	75,000
01-681-03000-0000	5270	Comm Svcs/Administration/Dues & Subscriptions	-	136	-	-	-
01-681-03000-0000	5271	Comm Svcs/Administration/Membership Dues	-	-	-	1,020	3,000
01-681-03000-0000	5290	Comm Svcs/Administration/Meetings, Mileage & Conferences	1,106	318	100	400	2,500
01-681-03000-0000	5294	Comm Svcs/Administration/Code Enforcement	177	-	-	-	-
01-681-03000-0000	5300	Comm Svcs/Administration/Natural Gas Service	1,630	1,779	-	-	-
01-681-03000-0000	5310	Comm Svcs/Administration/Electricity Service	25,024	24,611	-	-	-
01-681-03000-0000	5320	Comm Svcs/Administration/Water Service	45,433	47,775	-	-	-
01-681-03000-0000	5330	Comm Svcs/Administration/Telephone Svc/Internet Svc	1,080	-	-	-	-
01-681-03000-0000	5333	Comm Svcs/Administration/Emergency Services	-	-	-	-	-
01-681-03000-0000	5350	Comm Svcs/Administration/Singals & Street Lights	-	-	-	-	-
01-681-03000-0000	5370	Comm Svcs/Administration/Gas/Car Wash	-	-	-	-	-
01-681-03000-0000	5380	Comm Svcs/Administration/Equipment Repairs Non-Auto	-	-	-	-	-
01-681-03000-0000	5430	Comm Svcs/Administration/Contractual Service	79,549	4,533	4,500	6,817	12,000
01-681-03000-0000	5433	Comm Svcs/Administration/Animal Control	68,760	51,184	-	-	-
01-681-03000-0000	5435	Comm Svcs/Administration/Service Contracts and Warranties	-	-	-	-	-
01-681-03000-0000	5470	Comm Svcs/Administration/Group Insurance	36,786	9,881	8,822	24,088	4,034
01-681-03000-0000	5471	Comm Svcs/Administration/Retiree Benefits	-	-	-	24,088	4,034
01-681-03000-0000	5500	Comm Svcs/Administration/P.E.R.S Expense	5,589	3,665	4,020	-	-
01-681-03000-0000	5560	Comm Svcs/Administration/Building Repair and Maintenance	9,833	1,833	-	-	-
01-681-03000-0000	5580	Comm Svcs/Administration/Sewer and Storm Drain	-	-	-	-	-
01-681-03000-0000	5645	Comm Svcs/Administration/Communication Equipment	-	-	-	109	-
01-681-03000-0000	5670	Comm Svcs/Administration/Uniform Allowance	117	40	50	-	-
01-681-03000-0000	5751	Comm Svcs/Administration/Processing Fees & Charges	92,156	81,968	-	-	-
01-681-03000-0000	5940	Comm Svcs/Administration/Playground Equipment	42,151	-	-	-	-
01-681-03000-0000	5955	Comm Svcs/Administration/Autos & Trucks Repairs & Maintenance	16,860	-	-	-	-
01-681-03000-0000	5978	Comm Svcs/Administration/Community Events	2,094	17,620	22,050	14,612	22,050
01-681-03000-0000	6000	Comm Svcs/Administration/Projects	21,789	-	-	-	-
Subtotal Comm Svcs - Administration			587,187	341,971	185,070	156,650	197,414

650, 671, 690, 691 – ENGINEERING - Provides technical advice and management of City-owned improvements within the public street rights-of-way. Acquires services to maintain and improve the public streets, traffic signal systems, landscaping and trees, street lighting and sanitary sewer conveyance systems. This division also provides grant management and oversight of projects in the City's Capital Improvement Program.

I. CITY'S BUDGET

- A. **BUDGET PURPOSE** - The purpose of the City's budget is to link the City Council's policy with the resources necessary to do so. As such, the budget offers more than just financial elements – it presents an overview of the City's total operations. The budget is a financial operational plan estimating expenditures for a given period and the proposed means to finance those objectives. The State of California requires municipalities to prepare a balanced budget, whereby sufficient resources must be identified to fund programs and services. The fiscal year (also known as FY) for all California cities begins July 1 and ends June 30. As the fiscal year progresses, monitoring of the budget is an on-going process and monthly status reports are prepared for the City Council.
- B. **BUDGET COMPONENTS** - The City's budget consists of appropriations based on estimated revenues and expenditures developed during the six to ten-month period preceding the start of each fiscal year. Those estimated revenues and expenditures rely on economic and financial assumptions that the City develops for budgetary purposes based on then-available information. The City updates its estimated revenues and expenditures during a fiscal year as economic and financial conditions develop, which often differ from those estimated at the time the annual budget was developed. At times, these differences are material. As such, the annual budget may be modified by the City Council during the fiscal year.
- C. **FISCAL ACCOUNTABILITY** - Through the Budget document, the City demonstrates its accountability to its residents, customers, and the community-at-large. Additionally, the Budget provides the legal authority for expenditures and a means for control of City operations throughout the fiscal year.

II - CITY BUDGET PLANNING, DEVELOPMENT AND ADOPTION

A – BUDGET PLANNING - The budget planning process furnishes departments with an opportunity to justify departmental work programs, to propose changes in services, and to recommend revisions in organizational structure and work methods. It also enables the City Manager to review these aspects and make appropriate recommendations to the City Council. Presentation of the budget to the City Council provides an opportunity to explain municipal programs and organizational structures. It also allows the Council to judge the adequacy of the proposed operating programs, to determine basic organizational and personnel staffing patterns, and to establish the level of municipal services to be rendered with the available resources. To accomplish these objectives, the budget must combine a detailed explanation of anticipated financial resources for the ensuing fiscal year with proposed expenditures, supported by sufficient information on the proposed programs and activities to assess the appropriateness of the recommended levels of services.

B - BUDGET DEVELOPMENT - The development of the Budget is comprised of three distinct phases.

- Phase One: Program Assessment
- Phase Two: Budget Directive and Departmental Submittal
- Phase Three: Budget Preparation and Adoption

Phase One is the planning phase. Departments focus on the *what, why, and how* they will provide individual services. This phase begins as early as the start of the previous fiscal year. Phase Two consists of the City Manager's Budget Policy Directive and Departmental Budget Submittal and runs from December through February. Phase Three covers the period when preliminary financials are presented publicly and then the Preliminary Budget is prepared and presented to the City Council through Budget Adoption.

B1 - Phase One: Program Assessment - Program Assessment is a crucial component of the Budget Development process. The City Manager engages City staff in linking past assumptions and decisions with current issues before focusing on dollars. Program Assessment is also designed to elicit evaluation of current service delivery efforts, as well as to provide baseline and performance information on the services (activities) that a Department currently provides. As the City of Maywood is a small City, the City Manager incorporates the feedback resulting from City Hall interactions with City residents, contractors, and vendors. The City Manager also utilizes the feedback from the meetings held with community groups, Federal / State Departments / Los Angeles County agencies, and neighboring City Officials with herself, City Council members and City staff. The pertinent issues are incorporated into Council Agenda Items that allow for public input during City Council meetings and public access on the City's website. As the Covid-19 pandemic limited many person-to-person interactions, the City Manager and the City Council emphasized public input and participation through "digital" City Council meetings.

B2 - Phase Two: Budget Directive and Departmental Submittal - The City Manager established a Budget Directive based on short and long-term financial and organizational priorities. The Directive was solicited to the departments in December during the preparation of the *Mid-Year Budget* with discussions with the City's Departmental key staff regarding Mid-Year issues. As policy directives are developed as part of City Council Agenda Items, the City Manager engaged staff to incorporate these City Council priorities during all-City-staff meetings.

- On February 23, 2022, the City Manager and the Finance Director briefed Council on prior fiscal year end results during the prior Fiscal Year update (the Fiscal year 2020/2021 financial audit) and briefed the

City Council on critical fiscal issues to be addressed in the Fiscal Year 2021-2022 Mid-Year Budget.

- Resolution 6225 amended the Fiscal year 2021/2022 Budget through the presentation of recommended increases, recommended reductions, and/or other significant budgetary changes for City Council consideration.
- The Mid-Year Budget provided Departments with fiscal updates to prepare their budgets for the next fiscal year and submit them for budget review. The Preliminary Budget was formulated by the Finance Department through a blend of:
 - B2.1) Fiscal Year 2021/2022 projected year-end revenues and expenditures.
 - B2.2) Removal of any “one-time” Fiscal Year 2021/2022 expenditures.
 - B2.3) This Preliminary Budget pro-rated the Fiscal Year 2021/2022 costs of for maintaining service and staffing levels (current levels) into the resources required for - Fiscal Year 2022/2023 through the identification of (increases that are driven by cost of living and contract escalations in Personal Services (e.g., salaries, benefits) and Non-Personal Services (e.g., contracts, agreements, utilities, leases, pension support)).
- Department heads were responsible for preparing their budgets in accordance with the guidelines provided by the Finance Department or other special instructions provided by the City Manager. The Department of Finance analyzed requests for new positions, operating budgets, and capital budgets. The Director of Finance prepared all revenue, debt service, and reserve estimates. The Finance Department confirmed the completeness of all departmental budgets.
- The City Manager and Director of Finance conducted meetings with each department head to review their estimated expenditures for the Current Fiscal Year 2021/2022, and the proposed baseline requests and enhancements for the Proposed Budget Year 2022/2023. At the completion of these meetings, and with the City Manager’s recommendations, the Department of Finance recompiled the financial data and presented the Preliminary Budget to the City Manager for final review. The Finance Department presented each departmental budget to the City Manager for her review.

B3 - Phase Three: Budget Preparation and Adoption - This phase consists of the preparation of the City Manager’s Preliminary Budget. Proposed operating and

capital budget documents were prepared and transmitted to the City Council by the City Manager. The City Council reviewed the proposed operating and capital improvement budget in public hearings where they provided their input and directives on priorities they would like to see in the budget. The public was also afforded the opportunity to provide their views and desires for the operating and capital budgets. On June 8, 2022, staff provided a report to the City Council with an overview of the City's General Fund, Special Fund, and Capital Improvement Projects based on funding sources the City projected to secure for the upcoming fiscal year (FY 2022-2023). Within the materials presented at the June 8, 2022, City Council meeting, the Finance Director and the City Manager assessed the current trends of FY 2021/2022 and took a conservative approach in projecting General Fund revenues for FY 2022/2023 that included the following:

- B3.1 General Fund** – Maywood's fiscal year runs from July 1st to June 30th. The General Fund is a source for discretionary spending and funds many of the basic city services, such as public safety, community services, and public works. The major revenue sources for this fund are sales taxes, property taxes, franchise fees, business license fees, unrestricted revenues from the state, fines and forfeitures, and interest income.
- B3.1.1 General Fund Revenue Categories and FY 2022/23 Projections - The composition of revenues for the City's General Fund are categorized into the following revenue types: *Taxes, Charges for Services, Fines and Forfeitures, Licenses and Permits, Leases and Concessions, Miscellaneous, Retiree Pension Levy, and Transfers In.*
 - B3.1.2 The General Fund is expected to reduce its fund balance but still exceed the City Council's Reserve Police set at 20% of General Fund expenditures (\$13.92 million) or \$2.78 million.

01 - General Fund	
	2022/2023
A - Estimated Beginning Fund Balance July 1, 2022	\$4,585,640
B - Revenue	\$2,672,481
C - Expenditure	\$9,081,346
D - Net Transfers In/(Out)	\$155,000
F - Change in Fund Balance	-\$1,445,706
G - Ending Fund Balance June 30, 2023	\$3,139,934

- B3.1.3 The diversity of the City's revenue resources is both strong and sustainable. The City's General Fund serves as the primary Operating Budget of the City and represents 60% of the Fiscal year 2022/2023 resources representing \$13.9 million in expenditures. Unrestricted Revenues – primarily General Fund revenues - can be appropriated by the City Council for any expenditure and are deposited into Fund 01 – General

Fund. Restricted Revenues – primarily Special Revenues – are deposited into specified fund categories as there are restrictions as to their specific purpose and use.

B4 – The Finance Director and the City Manager assessed the current trends of FY 2021/2022 and took a conservative approach in projecting General Fund revenues for FY 2022/2023. Revenues in the General Fund were budgeted to be flat that included the following:

- **B4.1 Sales Tax** is at the current rate of 9.5% and is levied on all retail goods sold within City limits and is collected and distributed by the State Board of Equalization as follows:
 - State General Fund 7.5%.
 - Los Angeles County Special District Tax 1.0% and
 - Point of sale (Maywood) 1.0%
 - As sales taxes are nearly 17% of the total General Fund revenues, sales tax projections for FY 22-23 expected to decline in part because consumers were carefully assessing their purchases of local goods and services with the advent of Covid-19 and the rise in the rate of inflation in the Los Angeles area.
- **B4.2 Cannabis Sales Tax** revenue is collected from businesses conducting cannabis business within the city. It makes up roughly 22% of total General Fund revenues. However, Los Angeles County is experiencing growth in businesses within the cannabis industry that are now located in nearby cities, offering consumers more local choices. Staff forecasted a decline reflected in Table 2 for this Fiscal Year and the next Fiscal Year.
- **B4.3 Property Tax** is an "ad valorem" tax on real property, based upon the value of the property. In accordance with Proposition 13, secured property is taxed at the rate of one percent of assessed valuation, plus a rate sufficient to generate revenue necessary to pay for voter-approved indebtedness. This revenue is about 18% of the total General Fund revenues. While property tax revenues are higher than projected in this Fiscal Year's budget, we anticipate a slight increase.
- **B4.4 Vehicle License Fees** (also called VLF) vehicles are assessed a vehicle license fee (.65% of value), in lieu of property tax, based on the purchase price/value when acquired and funds go to cities and counties. VLF makes up approximately 26% of the General Fund

revenues. We project only a very slight increase from the current Fiscal Year.

- B4.5 Utility User Tax (UUT) is taxed at a rate of 4% residential and 7% commercial and is levied on telephone, gas, electric, water, and cable television bills. The tax rate was approved by the voters in the May 2004 municipal election. It is forecasted to increase by \$100,000. Some of the factors influencing the UUT projection includes influential factors such as:
 - B4.5.1 There are fewer citizens with landlines. There is greater competition in the cellular market and “entry costs” to switch from a landline to a mobile device makes it a better option for a lot of our citizens.
 - B4.5.2 Electricity, water, and natural gas rates are increasing.
 - B4.5.3 Cable television is plateauing regarding “new” subscribers.
- B4.6 Transient Occupancy Tax (TOT) is taxed at a rate of 5% is collected from the operators of hotels and motels located within Maywood City limits. The tax is imposed on guests who are temporary users of City services while occupying a room in a lodging facility located in the City. It is forecasted to remain the same. There seems to be a slow recovery by the Traveler Accommodation industry from COVID-19.
- B4.7 Business License Tax is an amount of money paid by an individual or business to the city for the privilege of performing a certain service or engaging in a specific line of business. This revenue is forecasted to remain the same.
- B4.8 Utility Franchise Fees are fees assessed on the bills of customers of private companies, not usually customers of cooperatives or city-owned utilities. Typically, a franchise fee recoups the cost of the utility companies' use of public space — also called public “right-of-way” — for energy infrastructure such as power lines or gas pipelines. This is forecasted to remain steady. Most franchise fees are received late in the fiscal year.
- B4.9 Licenses and Permits are charged by the City to cover the costs of regulating various activities. This includes building permit fees, which are required for the construction of most structures. In addition, the City charges fees for business permits, and public works permits. They are forecasted to increase due to the enforcement and follow-up by the City to require proper licensing and permitting. Staff will

continue to monitor the status of upcoming projects to determine if they are still likely to generate additional revenue in Fiscal Year 2021-2022.

- B4.10 Fines and Forfeitures are revenues derived from penalties charged for violations of California law and City ordinances. Included in this category are court and California Department of Motor vehicles (D.M.V.) fines; business license penalties; and parking and code enforcement citations. They are forecasted to increase as the City's Parking Enforcement efforts enhance the safety of the community by patrolling City streets and parking lots and responding to reports from residents. They also identify stolen, abandoned, inoperative, and unregistered vehicles on public streets.
- B4.11 Charges for Services are charges for specific services that the City provides. The forecast anticipates an increase as management and the requirement for Plan Check Fees have been greatly enhanced and revenues have exceeded original estimates.

C. SPECIAL REVENUE FUNDS account for the proceeds of specific revenue sources, other than major capital projects or expendable trust funds that are legally restricted to expenditures for specific purposes. The City utilizes several revenue sources: Gas Tax, Proposition A, Proposition C, Measure R, Measure M, Senate Bill 1 (SB 1), Community Development Block Grant (CDBG), Air Quality Management District (AQMD) Grant, Supplemental Law Enforcement Services Fund (SLESF) Grant, Measure A, Lighting & Landscaping Assessment, Successor Agency Trust Fund - City of Maywood serves as the Successor Agency to the Maywood Redevelopment Agency, Sewer Fund, Grant/Reimbursement, Local Fiscal Recovery Fund, and Measure W. The Special Revenue Fund is also expected to retain a healthy and sustainable fund balance.

Special Revenue Fund	
	2022/2023
A - Estimated Beginning Fund Balance July 1, 2022	\$4,106,724
B - Revenue	\$7,752,663
C - Expenditure	\$9,081,346
D - Net Transfers In/(Out)	-\$633,845
F - Change in Fund Balance	\$1,434,243
G - Ending Fund Balance June 30, 2023	\$2,672,481

D. Public Notice - Notice was given that a public hearing would be conducted on Wednesday June 22, 2022, at 7:00 p.m. informing the public that the City Council of the City of Maywood would hold a public hearing to consider Resolution adopting the Fiscal Year 2022-2023 operating and capital improvement budgets.

E. Public Comment and Participation - Public comment is encouraged throughout the process, and a budget specific Public Hearing was expressly held for public participation on [June 22, 2022 PUBLIC HEARING TO CONSIDER RESOLUTION NO. 6256 ADOPTING THE FISCAL YEAR 2022-2023 OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR THE CITY OF MAYWOOD, CALIFORNIA](#) where the City Manager asked the City Council to adopt the Budget. The Budget is effective July first.

F. Preliminary Budget - The City Manager and staff presented the Preliminary Budget (Operating and Capital Improvement) to the City Council and public for discussion, review, and direction. City Council asked questions and clarifications regarding expenditures and revenues. City Council provided direction that included modifications and changes to the proposed budget and solicited public feedback on June 8, 2022.

G. Adopted Budget – On June 22, 2022 a Public hearing was held to consider Resolution Number 6256 – Adopting the Fiscal year 2022-2023 Operating and Capital Improvement Budgets for the City of Maywood, California. The City Council Agenda Item provided attachments with the following Tables:

- **TABLE 1 – SUMMARY OF REVENUES EXPENDITURES AND CHANGES IN FUND BALANCE** provides a high-level overview of revenues, expenditures, and fund balances for all of the City’s funds – from the General Fund and the various Special Revenue Funds. Unlike the General Fund that can be appropriated based on the discretion of the City Council, the Special Revenue Funds have restrictions based on laws, statutes, and conditions of funders like the Federal and State and County Governments.
- **TABLE 2 – SUMMARY OF REVENUE BY MAJOR CATEGORY** represents the types of revenues – each with its own restrictions – for the General Fund. The City derives its revenues by categories such as taxes, charges for services, fines and forfeitures, licenses and permits, leases and concessions, miscellaneous, and the retiree pension levy. During the prior Council Meeting an overview was provided as to these categories of General Revenues.
- **TABLE 3 – SUB-CATEGORIES OF MAJOR REVENUE CATEGORIES** provide the components of the major revenue categories in the General Fund. For example, Plan Check Fees are a subcategory of Charges for Services and allow citizens to see where these revenues enter the City coffers in exchange for the service provided for conducting plan checks.
- **TABLE 4 – SUMMARY OF EXPENDITURES BY MAJOR CATEGORIES** provides citizens with a look at the major components of expenditures – what the City spends its revenues on. These include personnel, services and supplies, contract services, capital outlay/projects, debt service, insurance and the retiree unfunded liability for payment of retired personnel.

- **TABLE 5 - SUMMARY OF EXPENDITURES BY DEPARTMENT** decomposes expenditures depicted in Table 4 by the individual departments in the City. It provides a more detailed overview of the categories of expenditures.
- **TABLE 6 - EXPENDITURE BY DETAIL BY CATEGORY⁴** shows the aggregate of the accounts in the City's general ledger, enabling citizens to view – at an aggregated level – the entire City's expenditures.
- **TABLE 7 – REVENUE AND EXPENDITURE BY DETAILS** shows all the detailed level of the General Fund by each department and each individual account. This ensures the tracking, monitoring and management of funds.
- **TABLE 8 – SPECIAL REVENUE SUMMARY OF REVENUES** portrays each major revenue category in the Special Fund. Again, each Special Fund has stipulations as to what these revenues can be used for and require reporting, management, and monitoring requirements by Federal, State and County Governments regarding their use.
- **TABLE 9 – SPECIAL REVENUE FUND PROPOSED EXPENDITURE SUMMARY** as Table 8 portrays the categories in the Special Fund. The planned expenditures of these special revenues are depicted in this table.
- **TABLE 10 – SPECIAL REVENUE FUND BALANCES + REVENUE & EXPENDITURE DETAILS** is like Table 6 except that the revenues, expenditures and fund balances of each of the Special Funds is portrayed to permit anyone to see the specific accounts.

The City Council reviewed and adopted the final budget for FY 2022-2023 at the City Council meeting on June 22, 2022.

III - CITY FUND TYPES

The City of Maywood funds are divided into two types: A) Governmental Fund Types and B) Proprietary Fund Types.

A. GOVERNMENTAL FUNDS:

- **GENERAL FUND (01)** that is the general operating fund of the City. It is used to account for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to the rendering of general services by the City. This is the largest operating fund in the City.
- **SPECIAL FUNDS** that account for revenues and related disbursement activities having specific purposes, regulations, and designations. The funds in this group include:
 - a. **Gas Tax Fund (04)** that accounts for receipts and disbursements apportioned under Streets and Highways Code Sections 2103

⁴ Table 6 contained a column on the far-right margin that provided "NOTES" to explain any significant items in the associated accounts. For example, a Note identifies where an additional Parking Enforcement position was added in response to the City Council's direction.

Allocation, Traffic Congestion Relief Allocation, 2105 Allocation, 2107 Allocation and 2107.5 Engineering Allocation of the State of California received for the purpose of financing major street and construction projects. Additionally, Proposition 42 and Proposition 1B revenues are accounted for here.

- b. ***Bikeway Fund 07*** that is distributed by the Los Angeles Metropolitan Transportation Authority (METRO) for sidewalks, bike trails and similar projects that encourage transportation methods other than vehicle related.
- c. ***SB-1 Road Maintenance Rehabilitation Act Fund (30)*** that is used towards maintenance and rehabilitation and safety improvements on streets, roads, and bridges, pursuant to The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1.
- d. ***Proposition A Fund (09)*** that is used to account for the City's share of the half-cent sales tax approved by voters in 1980. The revenue can only be used for transit or transit-related projects. The City has three years in which to use its annual allocation, or the money must be returned to the Los Angeles Metropolitan Transportation Authority (METRO).
- e. ***Proposition C Fund (10)*** that is used to account for the City's share of the half-cent sales tax approved by voters in 1990. These funds are used in developing and/or improving local public transit, paratransit and related transportation infrastructure and its use must be approved by the Los Angeles Metropolitan Transportation Authority (METRO) prior to expenditure.
- f. ***Air Quality Management District (AQMD) Fund (22)*** that is used to account for revenues received from the Air Quality Management District pursuant to Assembly Bill (AB) 2766. Funds from the registration of every motor vehicle registered or renewed each year in California are distributed directly to the cities in AQMD's jurisdiction for mobile source emission reduction programs.
- g. ***Measure R Fund (12)*** that is used to account for the City's share of the half-cent sales tax approved by voters of Los Angeles County in 2008. These funds are used in developing and/or improving local public transit, paratransit, and related transportation infrastructure.
- h. ***Measure M Fund (20)*** that accounts for the revenues collected from Measure M's 1/2 cent sales tax allocations administered by the Los Angeles County Metropolitan Transportation Authority (METRO). 17% of the allocation goes to the Local Returns Program (LRP) that provides funding to cities. Funding from measure M can be used for improvements in transportation, transit services and easing traffic congestions. the Measure M Fund finances capital projects and operating and maintenance costs.

- i. **Supplemental Law Enforcement Services Fund (SLESF) Fund.**
SLESF funds are grant funds and the enabling legislation mandates each municipality receives funds yearly to be spent on “front line law enforcement services.” The funds cannot be used to supplant resources, but instead, must be used to supplement existing resources or funding. SLESF funds can be used for salaries, services, supplies, equipment, and administrative overhead. SLESF funds cannot be diverted into the City’s General Fund and must instead be used for the front-line law enforcement services. Additionally, administrative overhead costs may not exceed .05 percent of the total award. The City utilizes these funds to pay for a portion of Public Safety services provided by the Los Angeles County Sheriff’s Department.
- j. **Community Development Block Grant (CDBG) Fund (16)** that is used to account for the revenues received and expenditures made for the City’s Community Development Block Grant Program. Financing is provided under an agreement with the County of Los Angeles whereby the City is a secondary recipient of funds made available from the U.S. Department of Housing and Urban Development (HUD) under the Housing and Community Development Act of 1974 and 1977.
- k. **Grants Fund (27)** that accounts for grants not specified in the other Grant Special Funds.
- l. **Measure A Parks Fund (32)** that is administered by the Los Angeles County Regional Park and Open Space District (RPOSD) which is responsible for implementing and administering the Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure 2016, also known as Measure A. Los Angeles County voters approved Measure A in November 2016, which authorizes dedicated local funding for parks, recreation, and open space for projects and their maintenance through an annual special tax on all taxable real property in the County. Measure A makes funding available to eligible recipients for projects to repair and upgrade parks and recreational facilities.
- m. **Local Fiscal Recovery Fund (38)** was initiated under the March 11, 2021, \$1.9 trillion American Rescue Plan act (ARPA) that was signed into law and established the emergency Coronavirus State and Local Fiscal Recovery Funds (SLFRF) - the origin of the City's Local Fiscal Recovery Fund title - for the eligible state, local, territorial, and tribal governments in response to the COVID-19 emergency. ARPA funds can be used in response to the pandemic, including mitigation and prevention of the following: support for public health expenditures, support to communities and populations

heavily impacted by the COVID-19 crisis, addressing negative economic impacts, and investment in water, sewer, and broadband infrastructure.

- n. **Measure W Fund (31)** that was approved by voters in November 2018 called the Safe, Clean Water Program provides local that dedicates funding to increase local water supply, improve water quality, and protect public health. It utilizes a parcel tax of 2.5 cents per square foot of impermeable areas (like concrete) within Los Angeles County. The median L.A. County single-family residence would pay about \$83. Certain properties, such as public schools, would be exempt from paying the parcel tax.
- o. **Successor Agency Fund (70)** is used to account for custodial responsibilities that are assigned to the Successor Agency with the passage of Assembly Bill 1X26 (AB 1X26) and was established in February 2012. The fund accounts for the receipt of assets, liabilities, and property tax revenues pursuant to the dissolution of the Agency and expenses incurred pursuant to the Recognized Obligation Payment Schedule (ROPS).

B. PROPRIETARY FUND

- o. *Sewer Enterprise Fund (35)* that is used to account for revenues received and expenditures made for sewer improvements and maintenance. Financing is provided by the City's sewer user fee.
- Street Lighting Fund (62)* that accounts for special assessment collections from benefited properties for the operations of the City's Street Lighting activities

IV. Fiscal Overview

The following formula is utilized to base the development of the Fiscal Year 2022/2023 Proposed Budget:

Estimated Fund Balances + Revenue + Transfers In - Expenditures - Transfers Out = Estimated Ending Balance

Think of fund balances as cash in checking or savings accounts to tie one over until income – in this case revenue – comes in. An expenditure is like the spending by cash or credit card in exchange for goods and services. *Transfers In* and *Transfers Out* are similar to those monies you use to replenish your accounts when paying for goods and/or services. The management of the City's funds is like the management of a private sector's funds. The following Tables detail the derivation of revenues and expenditures and the estimated effect on the fund balances.

TABLE 1 – SUMMARY OF REVENUES EXPENDITURES AND CHANGES IN FUND BALANCE provides a high-level overview of revenues, expenditures, and fund balances for all of the City’s funds – from the General Fund and the various Special Revenue Funds. Unlike the General Fund that can be appropriated based on the discretion of the City Council, the Special Revenue Funds have restrictions based on laws, statutes, and conditions of funders like the Federal and State and County Governments.

TABLE 1
City of Maywood
Summary of Revenue, Expenditure and Changes in Fund Balance
Proposed Budget
Budget Fiscal Year 2022-2023

	Estimated Fund Balance 6/30/2022	Fiscal Year 2022-23				Estimated Fund Balance 6/30/2023
		Revenues	Transfers In	Expenditures	Transfers Out	
GENERAL FUND						
01 - General	\$ 4,585,640	\$ 12,323,362	\$ 155,000	\$ 13,924,068	\$ -	\$ 3,139,934
Total General Fund	\$ 4,585,640	\$ 12,323,362	\$ 155,000	\$ 13,924,068	\$ -	\$ 3,139,934
SPECIAL REVENUE FUNDS						
04 - Gas Tax	\$ 1,302,107	\$ 621,000	\$ 528,284	\$ 1,971,673	\$ 478,845	\$ 872
07 - TDA Bikeway	-	192,000	-	175,000	-	17,000
09 - Proposition A	309,147	651,000	-	520,000	-	440,147
10 - Proposition C	423,951	750,000	-	983,456	-	190,495
12 - Measure R	503,981	1,184,960	-	1,639,138	-	49,802
16 - CDBG	172,348	391,053	-	411,702	-	151,700
20 - Measure M	828,941	1,250,000	-	1,358,345	-	720,596
22 - AQMD	154,789	36,375	-	73,026	-	118,138
25 - SLESF	0	155,000	-	-	155,000	0
35 - Sewer Enterprise	116,331	402,981	-	402,981	-	116,331
62 - Lighting & Landscaping	116,331	308,000	-	402,981	-	21,350
30 - SB-1 Road Maintenance Rehab Act	178,798	1,375,558	-	1,143,044	-	411,312
13 - Surface Transportation Program	0	-	-	-	-	0
Local Funds (STPL Fund)	0	-	-	-	-	0
27 - Grants Fund	-	-	-	-	-	-
34 - Measure W	-	-	-	-	-	-
32 - Measure A	-	434,736	-	-	-	434,736
Total Special Revenue Funds	\$ 4,106,724	\$ 7,752,663	\$ 528,284	\$ 9,081,346	\$ 633,845	\$ 2,672,481
Total All Funds	\$ 8,692,364	\$ 20,076,024	\$ 683,284	\$ 23,005,413	\$ 633,845	\$ 5,812,415

Note: SLESF transfer to General Funds is to cover cost for Grant Motor Deputy

TABLE 2 – SUMMARY OF GENERAL FUND REVENUE BY MAJOR CATEGORY

represents the types of revenues – each with its own restrictions – for the General Fund. The City derives its revenues by categories such as taxes, charges for services, fines and forfeitures, licenses and permits, leases and concessions, miscellaneous, and the retiree pension levy.

Table 2 City of Maywood Summary of Revenues by Major Category 01 - General Fund Adopted Budget Fiscal Year 2022-23				
	FY 20/21 Actuals	FY 21/22 Adopted Budget	FY21/22 Estimated Actuals	FY22/23 Adoped Budget
GENERAL FUND				
Taxes	\$ 9,073,651	\$ 7,439,384	\$ 6,454,531	\$ 6,452,519
Charges for Services	84,000	84,000	98,538	103,000
Fines & Forfeitures	146,358	267,500	494,116	495,000
Licenses & Permits	3,742,537	3,802,648	3,920,407	3,979,331
Leases & Concessions	42,855	39,345	52,300	50,000
Miscellaneous	471,573	73,500	31,313	34,700
Prop A Exchange	-	-	-	-
Retiree Pension Levy	1,248,820	1,158,911	1,195,736	1,208,812
Transfers In	-	-	-	-
Total General Fund	\$ 14,809,796	\$ 12,865,288	\$ 12,246,942	\$ 12,323,362

TABLE 3 – SUB-CATEGORIES OF MAJOR GENERAL FUND REVENUE

CATEGORIES provide the components of the major revenue categories in the General Fund. For example, Plan Check Fees are a subcategory of Charges for Services and allow citizens to see where these revenues enter the City coffers in exchange for the service provided for conducting plan checks.

Table 3
City of Maywood
Sub-categories of Major Revenue Categories
01 - General Fund Budget
Fiscal Year 2022-2023

	FY 20/21 Actuals	FY 21/22 Adopted Budget	FY21/22 Estimated Actuals	FY22/23 Adopted Budget
GENERAL FUND				
Taxes				
Franchise & Collectors Fee	\$ 480,117	\$ 325,000	\$ 326,320	\$ 358,951
Property Taxes	763,895	778,480	612,019	\$714,302.00
Utility User Tax	1,118,937	900,000	1,002,195	\$1,102,415.00
Transfer Tax (Real Estate)	23,270	20,000	27,110	\$28,465.00
Transient Occupancy Tax	77,468	60,000	61,906	\$68,097.00
Cannabis Sales Tax	4,140,841	3,000,000	2,329,695	1,980,241
Sales Tax Revenue	2,469,124	2,355,904	2,095,284	\$2,200,048.00
Taxes Total	\$ 9,073,651	\$ 7,439,384	\$ 6,454,531	\$ 6,452,519
Charges For Services				
All Other Charges For Services	\$ -	\$ -	\$ 69	\$ -
Rubbish Assessment	25,000	15,000	4,988	7,000
Plan Check Fees	35,000	45,000	67,682	70,000
Rents and Concessions	24,000	24,000	25,799	26,000
Charges For Services Total	\$ 84,000	\$ 84,000	\$ 98,538	\$ 103,000
Fines & Forfeitures				
Penalties: Apt & Bus Licenses	\$ 4,952	\$ 2,500	\$ -	\$ -
Impound Vehicle Release	-	-	-	-
Administrative Citation	95,724	15,000	85,956	85,000
SEMC: Court Collections (DMV)	5,485	100,000	-	-
Parking Citations	40,197	150,000	408,160	410,000
Fines & Forfeitures Total	\$ 146,358	\$ 267,500	\$ 494,116	\$ 495,000
Licenses & Permits				
Residential & Building Permits	\$ 19,621	\$ 29,500	\$ 12,274	\$ 13,261
Public Works Permit Fees	156,193	50,000	159,327	160,000
Temporary Parking Permits	-	-	-	-
Other Fees and Permits	24,964	3,196,648	26,896	26,246
Occupancy Permits	20,877	16,500	14,454	15,000
Building Permits	53,811	60,000	70,321	72,000
Cannabis	-	-	-	-
Compliance and Review Fees - Cannabis	14,960	105,000	89,100	80,000
Parking Permits	14,121	90,000	57,839	60,000
Apartment License	18,624	20,000	18,471	2,500
Business License	284,709	235,000	250,324	250,324
Vehicle License Fee-LA County	3,134,656	-	3,221,402	3,300,000
Licenses & Permits Total	\$ 3,742,537	\$ 3,802,648	\$ 3,920,408	\$ 3,979,331
Leases & Concessions				
Vending Machine Revenue	\$ 512	\$ -	\$ -	\$ -
Leased City Property Revenue	42,344	39,345	52,300	50,000
Total	\$ 42,855	\$ 39,345	\$ 52,300	\$ 50,000
Miscellaneous				
Interest Income	\$ 43,268	\$ 16,500	\$ -	\$ -
Miscellaneous Revenues	413,452	57,000	26,113	33,500
Rebates & Insurance Claim Payments	7,736	-	-	-
Other (Recycle + ABx1 Reimbursement)	7,117	-	5,200	1,200
Street Fair Revenue	-	-	-	-
Trade of Prop A Funds	-	-	-	-
Miscellaneous Total	\$ 471,573	\$ 73,500	\$ 31,313	\$ 34,700
Retiree Pension Levy				
Retiree Pension Levy	\$ 1,248,820	\$ 1,158,911	\$ 1,195,736	\$ 1,208,812
Retiree Pension Levy Total	\$ 1,248,820	\$ 1,158,911	\$ 1,195,736	\$ 1,208,812
Transfers In				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers In Total	\$ -	\$ -	\$ -	\$ -
Total General Fund	\$ 14,809,796	\$ 12,865,288	\$ 12,246,942	\$ 12,323,362

TABLE 4 – GENERAL FUND SUMMARY OF EXPENDITURES BY MAJOR CATEGORIES provides citizens with a look at the major components of expenditures – what the City spends its revenues on. These include personnel, services and supplies, contract services, capital outlay/projects, debt service, insurance, and the retiree unfunded liability for payment of retired personnel.

Table 4
City of Maywood
Summary of Expenditure By Major Category
01 - General Fund Budget
Fiscal Year 2022-23

	FY 20/21 Actuals	FY 21/22 Estimated Actuals	FY22/23 Adopted Budget
GENERAL FUND			
Personnel	\$ 1,615,402	\$ 1,531,459	\$ 2,159,605
Services & Supplies	1,365,932	698,779	1,031,136
Contract Services	1,420,134	1,902,982	1,930,282
Capital Outlay/Projects	380,045	626,110	1,515,272
Debt Service	267,227	357,183	223,717
CJPIA	144,000	706,133	268,266
Retiree Unfunded Liability	2,416,131	1,484,400	1,558,355
Public Safety	5,075,599	4,930,111	5,237,436
Total General Fund	\$ 12,684,469	\$ 12,237,157	\$ 13,924,068

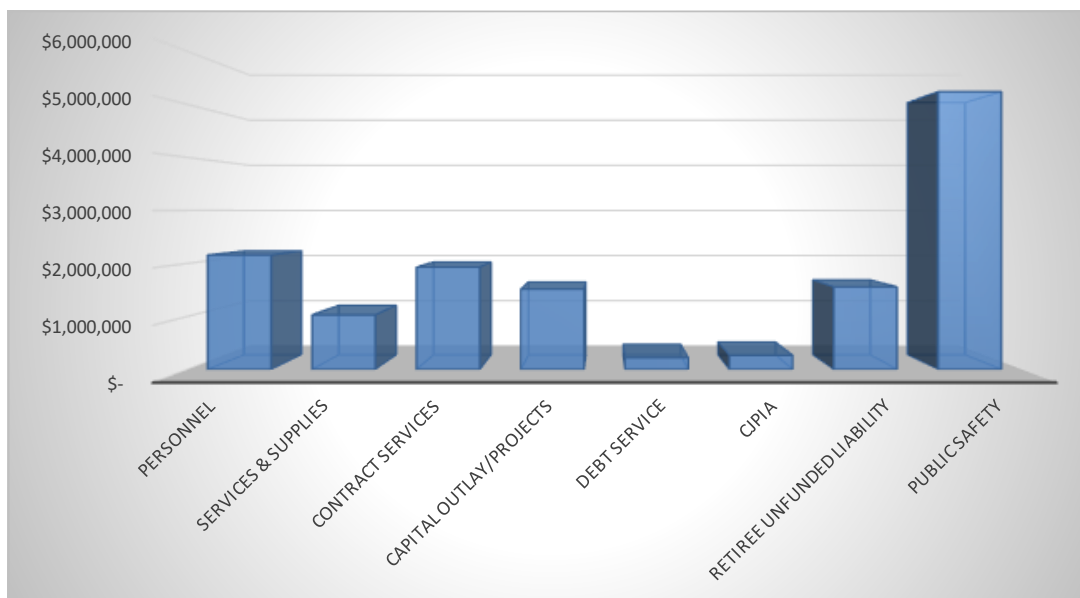


TABLE 5 - GENERAL FUND SUMMARY OF EXPENDITURES BY DEPARTMENT
decomposes expenditures depicted in Table 4 by the individual departments in the City.
It provides a more detailed overview of the categories of expenditures.

Table 5
City of Maywood
Summary of Expenditures by Department
01 - General Fund Proposed Budget
Fiscal Year 2022-23

	FY 20/21 Actuals	FY 21/22 Adopted Budget	FY21/22 Estimated Actuals	FY22/23 Adopted Budget
601 - City Council				
Personnel	\$ 116,572	\$ 110,512	\$ 91,099	\$ 96,057
Services & Supplies	1,403	20,500	10,546	55,146
Contract Services	-	-	-	-
City Council Total	\$ 117,974	\$ 131,012	\$ 101,646	\$ 151,204
602 - City Administration				
Personnel	\$ 372,343	\$ 285,309	\$ 316,367	\$ 311,241
Services & Supplies	-	11,000	10,295	10,295
Contract Services	-	110,000	77,838	77,838
City Administration Total	\$ 372,343	\$ 406,309	\$ 404,500	\$ 399,374
603 - City Clerk				
Personnel	\$ -	\$ 74,852	\$ 20,762	\$ 49,661
Services & Supplies	-	67,980	39,273	122,498
Contract Services	-	-	-	-
City Clerk Total	\$ -	\$ 142,832	\$ 60,035	\$ 172,159
604 - Finance				
Personnel	\$ 471,825	\$ 471,494	\$ 397,184	\$ 476,782
Services & Supplies	-	53,370	41,902	53,370
Contract Services	1,493	65,400	122,997	65,400
Finance Total	\$ 473,318	\$ 590,264	\$ 562,083	\$ 595,552
608 - HR/Risk Management				
Personnel	\$ -	\$ 267,323	\$ 253,721	\$ 381,105
Services & Supplies	-	100,300	16,673	107,548
Contract Services	-	283,500	207,626	392,489
HR/Risk Management Total	\$ -	\$ 651,123	\$ 478,020	\$ 881,141
614 - General Government				
Personnel	\$ 56,186	\$ -	\$ -	\$ -
Retiree Health	138,658	-	-	-
Services & Supplies	430,001	361,053	326,562	361,053
Contract Services	575,033	139,000	174,729	139,000
Legal	587,323	350,000	417,058	350,000
Capital Equipment	129,293	49,160	70,739	49,160
Debt Service (Bonds 2008)	251,796	253,675	341,674	207,717
CJPIA	144,000	144,000	706,133	268,266
Public Safety	5,075,599	5,146,344	4,930,111	5,237,436
General Government Total	\$ 7,387,890	\$ 6,443,232	\$ 6,967,008	\$ 6,612,631
645 - Building and Planning				
Personnel	\$ 340,600	\$ 375,997	\$ 344,364	\$ 527,818
Services & Supplies	414,239	382,156	60,007	74,323
Contract Services	4,914	99,700	415,305	397,000
Capital Equipment	2,925	-	-	-
Building and Planning Total	\$ 762,677	\$ 857,853	\$ 819,676	\$ 999,141
648 - Public Works				
Personnel	\$ 55,645	\$ 35,789	\$ 24,689	\$ 254,598
Services & Supplies	174,019	147,832	151,262	197,832
Contract Services	355,432	604,555	480,612	496,555
Capital Equipment	227,069	1,954,690	546,578	1,408,112
Public Works Total	\$ 812,165	\$ 2,742,866	\$ 1,203,140	\$ 2,357,097
681 - Community Services				
Personnel	\$ 64,889	\$ 66,620	\$ 88,733	\$ 62,064
Community Benefit Fund	34,338	75,000	35,722	75,000
Services & Supplies	187,027	38,950	25,269	48,350
Contract Services	55,717	4,500	6,817	12,000
Communication Equipment	-	-	109	-
Community Services Total	\$ 341,971	\$ 185,070	\$ 156,650	\$ 197,414
614 - Retiree Pension				
PERS- Unfunded Liability Police and Misc Total	\$ 2,416,131	\$ 1,558,355	\$ 1,484,400	\$ 1,558,355
Total General Fund Expenditures	\$ 12,684,469	\$ 13,708,916	\$ 12,237,157	\$ 13,924,068

TABLE 6 – GENERAL FUND EXPENDITURE BY DETAIL BY CATEGORY –
 (Personnel) shows the aggregate of the accounts in the City’s general ledger, enabling citizens to view – at an aggregated level – the entire City’s expenditures.

Table 6
City of Maywood
Expenditure Detail by Category
General Fund
Fiscal Year 2022-2023

		FY 20/21 Actuals	FY21/22 Estimated Actuals	FY22/23 Adopted Budget
<u>Personnel</u>				
5000	Elected Officials Stipend	\$ 40,119	\$ 39,177	\$ 45,670
5001	Salaries	970,471	881,942	1,336,035
5040	Planning Commission Stipend	1,170	390	3,900
5150	Medicare Expense	17,848	11,871	15,931
5151	Social Security	2,634	2,666	874
5450	Worker's Compensation	48,866	33,339	62,466
5455	Unemployment Insurance	5,105	3,916	7,500
5470	Group Insurance	294,093	273,135	312,475
5471	Retiree Benefits	138,658	196,030	252,002
5472	Medical Reimbursements OBEB	-	-	-
5335	Council Phones	2,682	2,501	2,501
5335	Phone Stipend	1,101	1,279	1,297
5715	Servance Pay Benefits	-	-	-
5500	P.E.R.S. Expense	92,654	85,214	118,953
Personnel Totals		\$ 1,615,402	\$ 1,531,459	\$ 2,159,605

TABLE 6 - EXPENDITURE BY DETAIL BY CATEGORY (Services & Supplies).

Table 6 City of Maywood Expenditure Detail by Category General Fund Fiscal Year 2022-2023			
	FY 20/21 Actuals	FY21/22 Estimated Actuals	FY22/23 Adopted Budget
<u>Services & Supplies</u>			
5022 Street Repair and Maintenance	115	-	-
5023 Emergency Clean Up	20,354	-	-
5025 Miscellaneous Expense	913	-	-
5026 Miscellaneous-Bank Fees & Expenses	20,549	25,279	25,000
5028 Community Food Distribution	600	1,000	1,800
5031 Fees & Fines	111	528	-
5100 Custodial Supplies	4,936	512	7,000
5120 Office Supplies	29,515	30,280	28,464
5121 Public Works Material	21,264	33,223	40,000
5125 Computer Software	52,550	73,496	88,272
5130 Recreation Supplies	-	-	3,000
5141 New Recruit Expense	197	1,904	2,128
5200 Municipal Code Service	2,515	7,609	9,510
5210 Postage & Freight	20,009	13,948	28,000
5237 Community Benefit Fund Expenditures	34,338	35,722	75,000
5260 Safety Equipment	955	-	-
5270 Dues & Subscriptions	2,168	1,455	1,000
5271 Membership Dues	51,420	53,214	88,382
5290 Meetings, Mileage & Conference	5,941	47,019	96,742
5294 Code Enforcement	467	1,125	6,967
5300 Natural Gas Service	1,779	1,603	2,000
5305 Elections Expense	41,550	-	75,000
5310 Electricity Service	24,611	25,878	30,000
5320 Water Service	47,775	34,107	45,000
5330 Telephone Services	25,421	23,738	25,200
5410 Public Notices	353,578	10,876	15,000
5510 Equipment Rental	11,892	-	3,000
5534 Emergency Rental Assistance Program	105,009	-	-
5560 Building Repair and Maintenance	83,861	40,597	50,000
5630 Dump Charges	90,000	45,752	90,000
5670 Uniforms Allowance	2,486	5,851	3,621
5751 Processing Fees & Charges	87,125	117,854	49,000
5795 Settlements	182,500	11,000	100,000
5955 Autos & Trucks-Repairs & Maintenance	21,809	40,597	20,000
5978 Community Events	17,620	14,612	22,050
Supplies & Services Totals	\$ 1,365,932	\$ 698,779	\$ 1,031,136

TABLE 6 - EXPENDITURE BY DETAIL BY CATEGORY (Contract Services, Capital Outlay, Other, PERS Unfunded Liability, Public Safety).

Table 6 City of Maywood Expenditure Detail by Category General Fund Fiscal Year 2022-2023			
	FY 20/21 Actuals	FY21/22 Estimated Actuals	FY22/23 Adopted Budget
<u>Contract Services</u>			
5390 Public Relations/Communications	-	-	-
5405 Legal Services	427,545	422,758	370,000
5430 Contractual Service	621,610	736,574	797,800
5432 Professional Services	6,934	-	-
5433 Animal Control	51,184	77,838	77,838
5434 Temp Services	44,723	400,098	302,000
5460 Public Liability Insurance	233,503	228,264	337,644
5490 Audit Expense	34,635	37,450	45,000
Contract Services Totals	\$ 1,420,134	\$ 1,902,982	\$ 1,930,282
<u>Capital Outlay</u>			
5135 Information Technology	108,726	42,280	44,160
5645 Communication Equipment	2,683	109	-
5920 Office Equipment	20,567	37,143	8,000
5930 Furniture & Fixtures	-	-	-
5950 Machinery & Equipment	18,076	-	55,000
6000 Projects- Riverfront Park	229,994	546,578	1,408,112
Capital Outlay Totals	\$ 380,045	\$ 626,110	\$ 1,515,272
<u>Other</u>			
5770 Lease Payments	15,431	15,509	16,000
5958 CJPIA Installment Payment	144,000	706,133	268,266
5960 Principal	70,000	75,000	75,000
5965 Interest Expense	181,796	266,675	132,717
Other Totals	\$ 411,227	\$ 1,063,317	\$ 491,983
<u>PERS Unfunded Liability</u>			
5502 P.E.R.S. Expense (Misc Unfunded liab)	1,178,697	1,217,338	1,273,788
5504 Active Unfunded Liability-Misc	237,434	267,061	284,567
5525 Retiree's Health CERBT	1,000,000	-	-
5980 PERS Payment	-	-	-
Total	2,416,131	1,484,400	1,558,355
<u>Public Safety</u>			
5296 Public Safety Service	5,075,599	4,930,111	5,237,436
Public Safety Totals	\$ 5,075,599	\$ 4,930,111	\$ 5,237,436
TOTAL - GENERAL FUND	\$12,684,469	\$12,237,157	\$13,924,068

TABLE 7 – REVENUE BY DETAIL shows all the detailed level of the General Fund revenue derived from TAXES:.

Table 7
City of Maywood
Revenue Details - TAXES
General Fund Adopted Budget
Fiscal Year 2022-2023

OLD PROGRAM	D AC	OLD DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-614-00000-0000	4010	Current Year Secured & Redemptions - Property Tax	223,409	245,259	738,480	256,883	323,059
01-614-00000-0000	4020	Current Year Unsecured - Property Tax	59,252	34,278	-	36,357	39,993
01-614-00000-0000	4030	Prior Secured & Unsecured - Property Tax	(10,390)	(1,953)	-	(539)	-
01-614-00000-0000	4045	Residual Pproperty Tax	244,855	296,189	-	165,644	182,208
01-614-00000-0000	4070	Homeowner Exemptions	1,659	1,050	2,000	1,555	1,710
01-614-00000-0000	4090	Public Safety Augmentation-Prop 172	79,641	94,916	-	62,111	68,322
01-614-00000-0000	4099	Pass Through Payment	78,033	94,156	38,000	90,009	99,010
01-614-00000-0000	4100	Sales Tax	1,930,152	2,469,124	2,355,904	2,095,284	2,200,048
01-614-00000-0000	4130	Transient Occupancy Tax	65,889	77,468	60,000	61,906	68,097
01-614-00000-0000	4140	Utility Users Tax	942,675	1,118,937	900,000	1,002,195	1,102,415
01-614-00000-0000	4150	Franchise Fees	197,302	208,523	175,000	191,637	210,800
01-614-00000-0000	4155	Collector Fees	47,305	271,595	150,000	134,683	148,151
01-614-00000-0000	4160	Transfer Tax (Real Estate)	16,926	23,270	20,000	27,110	28,465
01-614-00000-0000	4237	CommL Cannabis Qtrly Production Fee	-	-	-	-	-
01-614-00000-0000	4238	Cannabis Sales Tax	2,565,770	4,140,841	3,000,000	2,329,695	1,980,241
Subtotal Taxes			6,442,477	9,073,651	7,439,384	6,454,530	6,452,519

TABLE 7 – REVENUE BY DETAIL shows all the detailed level of the General Fund revenue derived from LICENSES AND PERMITS:.

Table 7
City of Maywood
Revenue Details - LICENSES AND PERMITS
General Fund Adopted Budget
Fiscal Year 2022-2023

OLD PROGRAM	D AC	OLD DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-614-00000-0000	4005	Compliance Program Fee	-	90,000	45,000.00	45,000	45,000
01-614-00000-0000	4170	Business License	195,087	194,709	190,000	205,324	205,324
01-614-00000-0000	4171	SB1186 Fee	5,302	5,010	7,600	4,661	4,661
01-614-00000-0000	4172	License Processing Fee	3,312	3,639	5,000	2,262	2,500
01-614-00000-0000	4175	Tobacco Retailers License Fees	311	265	500	276	300
01-645-02000-0000	4182	Public Works Permit Fees	79,711	156,193	50,000	159,327	160,000
01-614-00000-0000	4190	Apartment License	20,763	18,624	20,000	18,471	2,500
01-614-00000-0000	4199	Temporary Parking Permits	-	-	-	-	-
01-614-00000-0000	4200	Parking Permits	61,894	14,121	90,000	57,839	60,000
01-645-02000-0000	4212	C&D Waste Div Plan Fee-Admin Fee	975	910	-	1,330	-
01-645-02000-0000	4215	Fireworks Application Fee/Sales	373	567	-	-	-
01-614-00000-0000	4220	Building Permits	86,918	53,811	-	-	-
01-645-02000-0000	4220	Building Permits	-	-	60,000	70,321	72,000
01-645-02000-0000	4221	Conditional/Land Use Permits	21,999	3,670	15,000	2,878	3,200
01-645-02000-0000	4225	Plumbing Permits	6,917	7,016	7,000	61	61
01-614-00000-0000	4230	Electrical Permit	-	-	-	9,335	10,000
01-645-02000-0000	4230	Electrical Permit	15,143	8,935	7,500	-	-
01-614-00000-0000	4240	Mechanical Permits	-	-	-	6,824	7,000
01-645-02000-0000	4240	Mechanical Permits	8,626	4,802	5,000	-	-
01-645-02000-0000	4242	CommL Cannabis Renewal Fees	133,650	14,850	105,000	89,100	80,000
01-645-02000-0000	4243	CommL Cannabis Employee/Owner Background Renewal	1,210	110	-	-	-
01-645-02000-0000	4245	Miscellaneous Permits	4,626	5,753	3,000	4,748	5,000
01-614-00000-0000	4250	Occupancy Permits	-	-	13,000	-	-
01-645-02000-0000	4250	Occupancy Permits	15,007	20,877	3,500	14,454	15,000
01-645-02000-0000	4253	Pre-Sale Property Report Fee	3,740	3,869	2,500	4,890	4,890
01-614-00000-0000	4255	Garage Sale Permits	3,885	150	3,173,048	1,905	1,895
01-614-00000-0000	4325	Vehicle License Fee	2,976,092	3,134,656	-	3,221,402	3,300,000
Subtotal Licenses and Permits			3,711,018	3,742,537	3,802,648	3,920,407	3,979,331

TABLE 7 – REVENUE BY DETAIL shows all the detailed level of the General Fund revenue derived from other revenue sources:

Table 7
City of Maywood
Revenue Details - FINES & FOREFEITURES, USE OF MONEY & PROPERTY, CHARGES FOR SERVICES, OTHER REVENUE, TRANSFERS IN
General Fund Adopted Budget
Fiscal Year 2022-2023

OLD PROGRAM	LD AC	OLD DESCRIPTION	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ADOPTED	FY21-22 Projected	FY22-23 Adopted
01-614-00000-0000	4195	Penalties: Apt. & Bus License	3,381	4,952	2,500		
01-614-00000-0000	4260	Parking Cites	157,027	27,097	150,000		
01-645-02000-0000	4260	Parking Cites	-	13,100		408,160	410,000
01-645-02000-0000	4261	Administrative Citation	2,400	95,724	15,000	85,956	85,000
01-614-00000-0000	4265	SEMC: Court Collections	103,194	5,485	100,000		
Subtotal Fines & Forfeitures			266,002	146,358	267,500	494,116	495,000
01-614-00000-0000	4320	Leased Property - Rental Income	57,804	42,344	39,345	52,300	50,000
01-614-00000-0000	4480	Vending Machine Revenue	215	512			
Subtotal Use of Money & Property			58,019	42,855	39,345	52,300	50,000
01-614-00000-0000	4040	Rubbish Assessment	208,077	25,000	15,000	4,988	7,000
01-645-02000-0000	4310	Rents & Concessions	23,253	24,000	24,000	25,799	26,000
01-645-02000-0000	4435	Plan Check Fees	60,585	35,000	45,000	67,682	70,000
Subtotal Charges for Svcs			304,574	84,000	84,000	98,538	103,000
01-614-00000-0000	4001	Reimbursements - Miscellaneous	(12,016)	5,255.00			
01-614-00000-0000	4006	Good Corporate Citizen Program		40,000.00			20,000
01-614-00000-0000	4037	CARES Act Reimbursement		344,534.00	40,000		
01-614-00000-0000	4125	Legal or Settlement Fees	-			7,213	12,500
01-614-00000-0000	4300	Interest Income	66,036	43,268	16,500		
01-614-00000-0000	4451	Resource Recycling & Recovery	7,181	7,117		5,200	1,200
01-681-03000-0000	4488	Donations	-	500			
01-681-03000-0000	4500	Miscellaneous Revenue	-	13,961	17,000		
01-614-00000-0000	4520	Insurance Refund	2,699	2,828		1,235	1,000
01-614-00000-0000	4540	Refunds & Overpayments	6,564	6,534		17,665	
01-614-00000-0000	4545	Over/Short	31	(159)			
01-614-00000-0000	4650	Rebates & Insurance Claim Payments	8,320	7,736			
Subtotal Other Revenue			110,175	471,573	73,500	31,313	34,700
14-614-01000-0000	4075	Pension Taxes	1,144,422	1,248,820	1,158,911	1,195,736	1,208,812
Subtotal Transfers In			1,588,975	1,248,820	1,158,911	1,195,736	1,208,812
Total Revenues			#####	14,809,796	12,865,288	12,246,941	12,323,362

TABLE 8 – SPECIAL REVENUE SUMMARY OF REVENUES portrays each major revenue category in the Special Fund. Each Special Fund has stipulations as to what these revenues can be used for and require reporting, management, and monitoring requirements by Federal, State and County Governments regarding their use.

Table 8
City of Maywood
Summary of Revenues
Special Revenue Funds Adopted Budget
Fiscal Years 2022-23

	FY 20/21 Actuals	FY 21/22 Adopted Budget	FY21/22 Estimated Actuals	FY22/23 Adopted Budget
SPECIAL REVENUE FUND				
04 - Gas Tax	\$ 582,227	\$ 735,800	\$ 545,510	\$ 621,000
07 - TDA Bikeway	52	20,400	-	192,000
09 - Proposition A	562,922	568,800	644,567	651,000
10 - Proposition C	485,333	482,500	575,196	750,000
12 - Measure R	355,893	355,000	316,934	1,184,960
20 - Measure M	399,802	401,000	350,561	1,250,000
30 - SB-1 Road Maintenance Rehab Act	470,707	460,900	528,284	528,284
13 - STP-L Fund	-	200	-	-
16 - CDBG	968,502	545,700	347,263	391,053
22 - AQMD	36,490	34,100	36,375	36,375
25 - SLESF	148,747	140,000	155,000	155,000
35 - Sewer Enterprise	287,237	284,000	289,275	301,614
Grant/Reimb (Fed/State/County)	388,000	134,000	-	-
32 - Measure A	-	143,500	-	-
31 - Measure W	-	-	-	-
62 - Street Lighting Fund	181,562	174,500	150,000	308,000
Total Special Revenue Funds	\$ 4,867,473	\$ 4,480,400	\$ 3,938,964	\$ 6,369,286

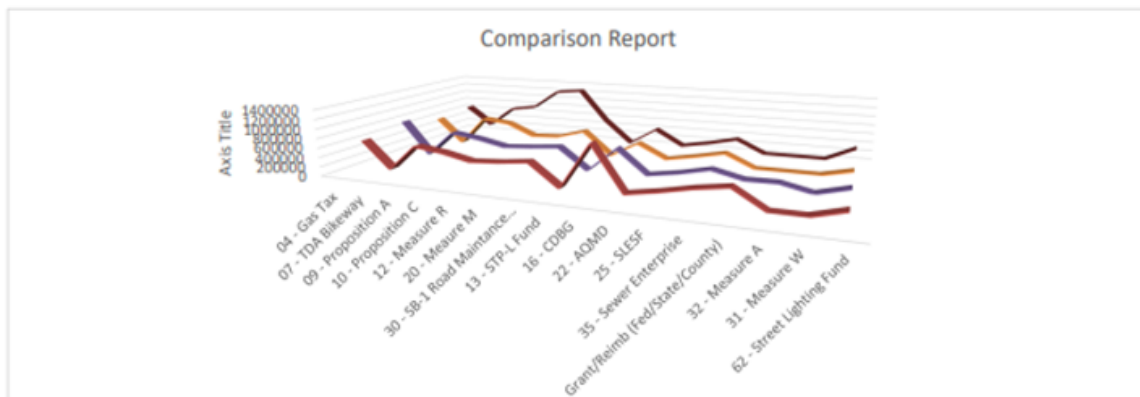


TABLE 9 – SPECIAL REVENUE FUND ADOPTED EXPENDITURE SUMMARY as Table 8 portrays the categories in the Special Fund Table 9 portrays the planned expenditures of these Special Revenues are depicted below.

Table 9
City of Maywood
Summary of Expenditures
Special Revenue Funds Adopted Budget
Fiscal Years 2022-23

	FY 20/21 Actuals	FY 21/22 Adopted Budget	FY21/22 Estimated Actuals	FY22/23 Adopted Budget
SPECIAL REVENUE FUNDS				
04 - Gas Tax	\$ 718,527	\$ 672,770	\$ 751,218	\$ 1,971,673
07 - TDA Bikeway	11,220	20,448	5,785	175,000
09 - Proposition A	950,000	563,507	550,000	520,000
10 - Proposition C	961,758	467,414	486,824	983,456
12 - Measure R	630,689	350,561	742	1,662,107
20 - Measure M	214,765	397,302	264,701	1,358,345
30 - SB-1 Road Maintenance Rehab Act	478,845	536,044	18,860	-
13 - STP-L Fund	753,069	-	-	-
16 - CDBG	1,367,701	718,020	392,297	411,702
22 - AQMD	-	36,375	3,000	73,026
25 - SLESF	-	155,000	-	-
35 - Sewer Enterprise	322,370	299,000	83,137	540,000
27 - Grant/Reimb (Fed/State/County)	33,000	531,000	-	-
32 - Measure A	-	353,000	-	-
62 - Street Lighting Fund	411,723	189,000	159,447	402,981
Total Special Revenue Funds	<u>\$ 6,853,667</u>	<u>\$ 5,289,441</u>	<u>\$ 2,716,011</u>	<u>\$ 8,098,289</u>

Table 10 - ADOPTED FY 2022/2023 CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS

Fiscal Year 2022-2023 Adopted Capital Budget															
		Funding Source													
A - Item #	B - Project #	C - Capital Improvement Program (CIP) Project Type / Project Title	04 - Gas Tax Fund	10 - Proposition C Fund	12 - Measure R Fund	20 - Measure M Fund	16 - CDBG Fund	30 - SB1 Transportation Fund	07 - Transportation Development Act (TDA) Bikeway Fund	27 - California Natural Resources	27 - State Grants	62 - Street Lighting Fund	35 - Sewer Fund	62 - Measure A Fund	01 - General Fund
Sewers															
	6101	Sanitary Sewer Management Plan Update SSMP													
2	6104	Randolph & Heliotrope Emergency Overflow Project													
3	6105	52nd Place Sewer Replacement Project and Point Repairs											\$76,085		
		Total Sewer											\$706,021		
Streets															
4	6201	Slauson Avenue Corridor Improvements			\$445,001										
5	6205	Slurry Seal Project FY 2021/2022 on Various Streets	\$500,000												
6	6207	Sidewalk and Curb Accessibility Improvements (Sidewalk Rehabilitation Project FY 2020/2021)					\$193,790								
7	6208	Citywide Street Name Sign Installation	\$240,000												
8	6210	6.6 KV Street Lighting Project										\$300,000			
9	6109	Citywide Traffic Safety and Traffic Calming Improvements	\$199,112												
10	6214	Pavement Marking and Striping Program	\$100,000												
11	6213	Flashing Stop Signs at School Crossings	\$0						\$192,000						
12	6215	Pavement Management System	\$50,000												
13	6204	Pavement Rehabilitation Project FY 2021/2022 on Various Streets		\$750,000	\$750,000			\$536,044							
14	6208	Street and Median Improvements at Slauson and Atlantic		\$750,000											
15	6111	Streetsight Improvements at Various Locations			\$486,802							\$8,000			
16	6204	Pavement Rehabilitation Project FY 2022/2023 on Various Streets		\$434,636	\$434,636			\$630,728							
17	No Project #	Sidewalk Rehabilitation Project FY 2021/2022					\$193,790								
18	No Project #	Sidewalk Rehabilitation Project FY 2022/2023					\$94,487								
		Total Street													
Parks															
16	6302	Aquatic Center Pool Replastering								\$99,962					
17	6303	Outdoor Fitness Equipment Installation								\$96,038				\$140,725	
18	6112	City Hall Roof Rehabilitation													\$250,000
19	6113	Baseball Field Improvements													\$454,897
		Total Parks													
		Other Grants													
20	6114	Active Transportation Program									\$263,000				
21	6115	Local Road Safety Plan (LSRP)									\$15,724				
		Total Other Grants													
Grand Total All Capital Projects			\$1,089,112	\$750,000	\$1,629,637	\$1,671,438	\$482,067	\$1,166,772	\$192,000	\$196,000	\$278,724	\$308,000	\$782,106	\$140,725	\$704,897

City of Maywood
Minimum and Maximum Salary Schedule
Fiscal Year 2022-2023

Position Titles Elected Officials	Annual Base Stipend		
	Allocation	Minimum	Maximum
Mayor	1	\$6,670.00	\$6,670.00
Mayor Pro-Team	1	\$6,670.00	\$6,670.00
Council Members	3	\$6,670.00	\$6,670.00
City Clerk	1	\$5,100.00	\$5,100.00
City Treasurer	1	\$5,100.00	\$5,100.00

Title	Allocation	Annual Base Salary	
		Minimum	Maximum
City Manager (CAO)	1	\$145,000.00	\$185,060.83
Finance Director	1	\$120,000.00	\$153,153.79
Director of Building and Planning	1	\$120,000.00	\$153,153.79
Human Resources Manager	1	\$80,000.00	\$102,103.00
Accounting Specialist I	1	\$51,417.60	\$65,623.33
Accounting Specialist II	1	\$55,702.40	\$71,091.95
Administrative Analyst	1	\$64,272.00	\$82,029.17
Administrative Assistance	1	\$47,132.80	\$60,154.72
Assistant Planner	1	\$60,672.00	\$77,435.00
Building Inspection/Code Compliance Supervisor	1	\$90,846.00	\$115,945.07
Code Compliance Officer I	1	\$40,705.60	\$51,951.81
Community Development Analyst	1	\$64,272.00	\$82,029.17
Community Services Liaison	1	\$51,417.60	\$65,623.33
Customer Service Rep I	1	\$42,848.00	\$54,686.11
Customer Service Rep II	1	\$44,990.40	\$57,420.42
Executive Assistant	1	\$53,560.00	\$68,357.64
Finance Specialist	1	\$51,417.60	\$65,623.33
Parking Enforcement Officer**	1	\$31,200.00	\$41,600.00
Parking Enforcement Officer II	1	\$42,848.00	\$54,686.11
Public Works Coordinator	1	\$64,272.00	\$82,029.17
Public Works Lead Maintenance Worker	1	\$55,702.40	\$71,091.95
Public Works Worker**	1	\$31,200.00	\$41,600.00
Secretary of Building and Planning	1	\$42,848.00	\$54,686.11
Senior Accountant*	1	\$64,272.00	\$82,029.17
Senior Parking Enforcement Officer	1	\$44,990.40	\$57,420.42

*Formerly labeled as Fund Accountant

**part-time classifications turned to Full-Time

Regular Part Time

Public Works Part Time (980 hrs.)	3	\$15.00	\$20.00
Parking Enforcement Officer Part Time (980 hrs.)	1	\$15.00	\$20.00
Community Service Officer Part Time (980 hrs.)	1	\$15.00	\$20.00

Hourly Rate		
Allocation	Minimum	Maximum
3	\$15.00	\$20.00
1	\$15.00	\$20.00
1	\$15.00	\$20.00

CITY OF MAYWOOD CALIFORNIA – ADOPTED FISCAL YEAR 2022-2023 BUDGET

City of Maywood Salary Schedule Fiscal Year 2022-2023

Position Titles	Annual Base Stipend
Elected Officials	Allocation
Mayor	1
Mayor Pro-Team	1
Council Members	3
City Clerk	1
City Treasurer	1

Title	Allocation	Step A Annual	Step A Monthly	Step B Annual	Step B Monthly	Step C Annual	Step C Monthly	Step D Annual	Step D Monthly	Step E Annual	Step E Monthly	Step F Annual	Step F Monthly
City Manager (CAO)	1	Benefits		follow		MGMT		contract					
Finance Director	1	\$120,000.00	\$10,000.00	\$126,000.00	\$10,500.00	\$132,300.00	\$11,025.00	\$138,915.00	\$11,576.25	\$145,860.75	\$12,155.06	\$153,153.79	\$12,762.82
Director of Building and Planning	1	\$120,000.00	\$10,000.00	\$126,000.00	\$10,500.00	\$132,300.00	\$11,025.00	\$138,915.00	\$11,576.25	\$145,860.75	\$12,155.06	\$153,153.79	\$12,762.82
Human Resources Manager	1	\$80,000.00	\$6,666.67	\$84,000.00	\$7,000.00	\$88,200.00	\$7,350.00	\$92,610.00	\$7,717.50	\$97,240.50	\$8,103.38	\$102,102.53	\$8,508.54
Accounting Specialist I	1	\$51,417.60	\$4,284.80	\$53,988.48	\$4,499.04	\$56,687.90	\$4,723.99	\$59,522.30	\$4,960.19	\$62,498.41	\$5,208.20	\$65,623.33	\$5,468.61
Accounting Specialist II	1	\$55,702.40	\$4,641.87	\$58,487.52	\$4,873.96	\$61,411.90	\$5,117.66	\$64,482.49	\$5,373.54	\$67,706.62	\$5,642.22	\$71,091.95	\$5,924.33
Administrative Analyst	1	\$64,772.00	\$5,356.00	\$67,485.60	\$5,623.80	\$70,859.88	\$5,904.99	\$74,402.87	\$6,200.24	\$78,123.02	\$6,510.25	\$82,029.17	\$6,835.76
Administrative Assistance	1	\$47,132.80	\$3,927.73	\$49,489.44	\$4,124.12	\$51,963.91	\$4,330.33	\$54,562.11	\$4,546.84	\$57,290.21	\$4,774.18	\$50,154.72	\$5,012.89
Assistant Planner	1	\$60,672.00	\$5,056.00	\$63,705.60	\$5,308.80	\$66,890.88	\$5,574.24	\$70,235.42	\$5,852.95	\$73,747.20	\$6,145.60	\$77,434.55	\$6,452.88
Building Inspection/Code Compliance Supervisor	1	\$90,846.00	\$7,570.50	\$95,388.30	\$7,949.03	\$100,157.72	\$8,346.48	\$105,165.60	\$8,763.80	\$110,423.88	\$9,201.99	\$115,945.07	\$9,662.09
Code Compliance Officer I	1	\$40,705.60	\$3,392.13	\$42,740.88	\$3,561.74	\$44,877.92	\$3,739.83	\$47,121.82	\$3,926.82	\$49,477.91	\$4,123.16	\$51,951.81	\$4,329.32
Community Development Analyst	1	\$64,772.00	\$5,356.00	\$67,485.60	\$5,623.80	\$70,859.88	\$5,904.99	\$74,402.87	\$6,200.24	\$78,123.02	\$6,510.25	\$82,029.17	\$6,835.76
Community Services Liaison	1	\$51,417.60	\$4,284.80	\$53,988.48	\$4,499.04	\$56,687.90	\$4,723.99	\$59,522.30	\$4,960.19	\$62,498.41	\$5,208.20	\$65,623.33	\$5,468.61
Customer Service Rep I	1	\$42,848.00	\$3,570.67	\$44,990.40	\$3,749.20	\$47,239.92	\$3,936.66	\$49,601.92	\$4,133.49	\$52,082.01	\$4,340.17	\$54,686.11	\$4,575.18
Customer Service Rep II	1	\$44,990.40	\$3,749.20	\$47,239.92	\$3,936.66	\$49,601.92	\$4,133.49	\$52,082.01	\$4,340.17	\$54,686.11	\$4,575.18	\$57,420.42	\$4,785.03
Executive Assistant	1	\$53,560.00	\$4,463.33	\$56,238.00	\$4,686.50	\$59,049.90	\$4,920.83	\$62,002.40	\$5,166.87	\$65,102.51	\$5,425.21	\$68,357.64	\$5,696.47
Finance Specialist	1	\$51,417.60	\$4,284.80	\$53,988.48	\$4,499.04	\$56,687.90	\$4,723.99	\$59,522.30	\$4,960.19	\$62,498.41	\$5,208.20	\$65,623.33	\$5,468.61
Parking Enforcement Officer**	1	\$31,200.00	\$2,600.00	\$32,760.00	\$2,730.00	\$34,398.00	\$2,866.50	\$36,117.90	\$3,009.83	\$37,923.80	\$3,160.32	\$39,819.98	\$3,318.33
Parking Enforcement Officer II	1	\$42,848.00	\$3,570.67	\$44,990.40	\$3,749.20	\$47,239.92	\$3,936.66	\$49,601.92	\$4,133.49	\$52,082.01	\$4,340.17	\$54,686.11	\$4,575.18
Public Works Coordinator	1	\$64,772.00	\$5,356.00	\$67,485.60	\$5,623.80	\$70,859.88	\$5,904.99	\$74,402.87	\$6,200.24	\$78,123.02	\$6,510.25	\$82,029.17	\$6,835.76
Public Works Lead Maintenance Worker	1	\$55,702.40	\$4,641.87	\$58,487.52	\$4,873.96	\$61,411.90	\$5,117.66	\$64,482.49	\$5,373.54	\$67,706.62	\$5,642.22	\$71,091.95	\$5,924.33
Public Works Worker**	1	\$31,200.00	\$2,600.00	\$32,760.00	\$2,730.00	\$34,398.00	\$2,866.50	\$36,117.90	\$3,009.83	\$37,923.80	\$3,160.32	\$39,819.98	\$3,318.33
Secretary of Building and Planning	1	\$42,848.00	\$3,570.67	\$44,990.40	\$3,749.20	\$47,239.92	\$3,936.66	\$49,601.92	\$4,133.49	\$52,082.01	\$4,340.17	\$54,686.11	\$4,575.18
Senior Accountant*	1	\$64,772.00	\$5,356.00	\$67,485.60	\$5,623.80	\$70,859.88	\$5,904.99	\$74,402.87	\$6,200.24	\$78,123.02	\$6,510.25	\$82,029.17	\$6,835.76
Senior Parking Enforcement Officer	1	\$44,990.40	\$3,749.20	\$47,239.92	\$3,936.66	\$49,601.92	\$4,133.49	\$52,082.01	\$4,340.17	\$54,686.11	\$4,575.18	\$57,420.42	\$4,785.03

*Formerly labeled as Fund Accountant
 **Part-time classifications turned to Full-Time

GLOSSARY OF TERMS

Accounting Standards: Generally accepted accounting principles (GAAP) and the Governmental Accounting Standards Board (GASB) guide local and state agencies' recording and reporting of financial information. The standards establish such guidelines as when transactions are recognized and the content of the annual financial reports.

Accounts Receivable: An asset account reflecting amounts due from private persons or organizations for goods and services provided

Accrual Basis Accounting: A basis of accounting in that transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Adopted Budget: Approved legal spending plan for a fiscal year.

Ad Valorem Tax: A tax based on value (i.e., a property tax).

Air Quality Improvement Fund (AQMD): This accounts for clean air fees received from the South Coast Air Quality Management District (SCAQMD). Expenditures in this fund are restricted.

Allocations: These are charged to all operating funds based on their fair share of the internal service provide, that is based on experience and/or a proportionate share (based on factors such as payroll, vehicle repair trend, etc.).

Annual Comprehensive Financial Report (ACFR): An ACFR is a set of financial statements for a state, municipality or other governmental entity that comply with the accounting requirements established by the Governmental Accounting Standards Board (GASB). It must be audited by an independent auditor using generally accepted government auditing standards. The ACFR expands upon the basic financial statements that are required by generally accepted accounting principles by including additional financial information broken down into three sections: Introductory, Financial, and Statistical.

Annual Financial Report (AFR): An AFR is a set of financial statements for a state, municipality or other governmental entity that comply with the accounting requirements established by the Governmental Accounting Standards Board (GASB). It must be audited by an independent auditor using generally accepted government auditing standards. The AFR provides the Basic Financial Statements, Required Supplementary Information (RSI) and Supplementary Information that are required by generally accepted accounting principles.

Appropriation: The legal authorization by the City Council to make expenditures and to incur obligations for specific purposes.

Assessed Valuation: A value established for real property for use as a basis in levying property taxes in the State of California, assess value is established by the County for the secured and unsecured property tax rolls and is governed under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1979). Proposition 13 modified the value of real taxable property for 1979 by rolling back values to 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from this limitation and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

Assessed Valuation (AV): A dollar value placed upon real estate or other property by the County of Los Angeles as a basis for levying property taxes.

Available Resources: this refers to the funds remaining from the prior year, that are available for appropriation and expenditures in the current year.

Audit: A review of the City's accounts by an independent accounting firm to verify that the City's financial statements accurately reflect the City's financial position. A financial audit is a review of the accounting and financial records to determine how government funds were spent and whether expenditures were in compliance with the City Council's appropriation.

Balance Sheet: The financial statement disclosing the assets, liabilities and fund equity or net assets of the City at a specified date in conformity with Generally Accepted Accounting Principles (GAAP).

Basis Of Accounting: A term used to refer to when revenues, expenditures, expenses, and transfers — and the related assets and liabilities — are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the modified accrual or the accrual basis.

Bonds: A Municipal bond is a written promise from a government to repay a sum of money on a specific date at a specific interest rate. Bonds are most frequently used to finance large capital projects, such as buildings, streets, and utility systems. Officially called debt securities, bonds provide ways for governments to raise large sums of money by borrowing. Bonds usually have a principal amount and a contract interest rate. The principle can be paid at maturity while the interest is generally paid semi-annually as a percent of the principal. For example, a City could see \$10,000,000 in bonds with a 5% interest rate. If the bonds matured in five years, then the \$10,000,000 would have to be paid to the bondholder. During that period, \$500,000 would have to be paid in interest each year or \$250,000 semi-annually. These bonds would be called **term bonds** since they are due at a fixed point in time. **Serial bonds** come due at different points in time.

Budget: A plan for financial operation listing an estimate of proposed appropriations and the estimated revenues for a particular time period. Once the budget has been approved by the City Council it then is considered the "adopted" budget. **Budget Adjustment:** A procedure to revise a budget appropriation. **Budget Amendments:** The City Council has the sole responsibility for adopting the City's budget and may amend the budget at any time after adoption by majority vote. The City Manager is authorized to transfer budgeted amount between departments. Actual expenditures may not exceed budgeted appropriations at the fund level. **Budget Balance:** The overall difference between government proposed revenues and spending plan. **Budget Document:** The instrument used to present a comprehensive financial plan of operations to the City Council and the public.

Budget Category: An operating budget expenditure classification - either personal services (PS) or nonpersonal services (NPS).

Budgetary Control: The control or management of resources in accordance with an approved / adopted budget to keep expenditures within the limitations of available appropriations and available revenues.

Budget and Fiscal Policies (e.g., Financial Policies): General and specific guidelines adopted by the City Council that governs the budget preparation and administration.

Building Permit: Fee required for new construction or any alterations or addition to a residence or commercial building. The Fees are provided in the Master Fee Schedule.

Business License Tax: A fee collected from those conducting business within the City.

Cannabis Sales Tax: This is collected from businesses conducting cannabis business within the city. The tax rates are approved by the City Council. The General Ledger revenue accounting code for cannabis sales tax is 4238.

Capital Improvements Projects/Program (CIP): Construction project costing \$5,000 or more are considered to be a Capital Improvement Project. A construction project is a physical improvement or construction on City asset with a life expectancy of three or more years. These capital project can span fiscal years and have multiple funding sources. Minor capital projects of less than \$5,000 are included within the operating budgets.

Capital Outlay: Expenditures for furniture, equipment, or software with a useful life greater than one year. A budget category that includes equipment having a unit cost or more than \$5,000 and an estimated useful life of more than one year. Major Capital Outlay is those items having a unit cost of \$5,000 or more.

Capital Project Funds: This fund type is used to account for financial resources used in acquiring or building major capital facilities other than those financed by Proprietary Funds. Revenues in this fund are typically contributions or transfers from other funds or agencies. At times, this fund is also used to make debt service payments on long-term lease purchase obligations. Capital Projects expenditures are recorded under General Ledger Account code 6000 "Projects".

Charges for Services: This revenue source consists of fees for providing a specific benefit service to specific members of the public, e.g., plan check and review services.

City Manager's Budget Message: The City Manager's Budget Message is a transmittal letter addressed to the Mayor and City Council that introduces the Budget. This Budget Message outlines the organizing principles of the budget and the assumptions on which the budget was developed (e.g., economy, strategic plan requirements, revenues, and expenditure needs) to accomplish the City's objectives for the upcoming Fiscal Year.

Community Development Block Grant (CDBG) Fund 16: The federal grant that supports housing, economic development, health and human services, and planning and administration. This is one of the City's Special Funds.

Contracted Services: Expenditures for services rendered under contract by personnel who are not on the payroll of the City, including all related expenses covered by the contract.

Debt Financing: Borrowing fund for capital improvements needed today and pledging future revenue to repay principal and interest expenditures. The City of Maywood uses debt finance only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule. Scheduled payment of the interest and principal to bond holders that is necessary to retire bond indebtedness.

Department: An organizational unit comprised of one or more divisions.

Disbursement or Outlay: Payment for goods and services.

Employee Benefits: Amounts paid on behalf of employees by employers in addition to salary. Examples are group health or life insurance payments, contributions to employee retirement, Social Security taxes, workers' compensation, dental and vision and unemployment insurance premiums.

Enterprise Funds: Funds established to account for the total costs of those government facilities and services that operate in a manner similar to private enterprise and utilize accrual accounting. These programs are entirely, or predominately, self-supporting, and render services on a user charge basis to the general public.

Expenditure: The disbursement of resources, typically money, on an expense of the City for goods and services that have been received, inspected, accepted and approved for payment.

Fee: A charge for services not to exceed the estimated cost of providing the service for that the fee is charged. City fees should not exceed the estimated reasonable cost of providing the particular service of facility for that the fee is charged including overhead.

Fines, Forfeitures and Penalties: Revenues received resulting from violations of various City and State Laws, and from damage to City property. These include court and Department of Motor Vehicle (D.M.V.) fines; business license penalties; and parking, and code enforcement citations.

Fiscal Year: A 12-month period of time that an annual operating budget applies. The City of Maywood has a fiscal year of July 1 to June 30.

Franchise Fees: These are paid by electric and gas public utility companies as well as the private cable television provider for the use of City right-of-way and for wear and tear to the City's streets.

Fund: A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures, and fund balances. The mayor types of funds are: General, Special Revenue, Capital, Debt, Internal Service, Enterprise, and Agency.

Fund Accounting: Accounting method of providing information on the City of Maywood's receipts and disbursements in separate categories or "funds". The City uses fund accounting to segregate sources of revenue and the purpose for which they are to be used.

Fund Type: Any one of the types of categories into which all individual funds can be categorized. Governmental Fund types include the general fund, special revenue fund, debt service funds, capital project funds and permanent funds. Proprietary Fund types include enterprise funds. Fiduciary Fund types include pension (and other employee benefit) trust funds and agency funds.

GANN Limit: Refers to the Gann Initiative (Proposition 4 on the November 1979 ballot), which imposed limits on the allowable annual appropriations of the State, schools, and most local agencies. Limit is generally prior year appropriations factored by Consumer Price Index (CPI) and population changes.

Gas Tax Fund 04: These are monies received from both the state and county that may only be used for street maintenance and repair. This is one of the City’s Special Funds.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standard of guidelines for financial accounting and reporting that the City follows. They govern the form and content of an entity’s (public, private, non-profit) basic financial statements. GAAP encompasses the conventions, rules and procedures necessary to define accounting practices at a particular time.

General Fund 01: The primary operating fund of the City that is discretionary and is supported by taxes and fees that can be used for any legal government purpose. All general tax revenue and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. The major General Fund revenue sources are property tax, sales tax, utility tax, franchise tax, transient occupancy tax, business tax, motor vehicle tax, building permit fees, building plan check fees, development review fees, and interest earnings. The General Fund is used for daily operating expenditures such as: police protection, planning, community improvement, event programming, street repair, building maintenance, and City administration.

General Fund Revenue: Non-specific program revenues, which include such items as property taxes, sales tax, interest earnings, vehicle license fees, etc. These are revenues not specified or dedicated to a particular program but may be allocated at the discretion of the City Council;

General Obligation Bond: Bonds used for various purposes and repaid by the regular (usually the General Fund) revenue raising powers of the City.

GASB: The Governmental Accounting Standards Board (GASB) is a private non-profit body responsible for establishing and improving accounting and financial reporting standards for more than 84,000 governmental units in the United States. Although they do not have the force of law, governments are required to follow GASB standards in order to obtain clean opinions from their auditors and failure to comply with GASB standards can adversely affect a state or local government’s attempts to issue bonds.

GASB 34: The GASB issued statement No. 34 changing the framework of financial reporting for State and local governments.

GASB 54: The GASB issued statement No. 54 to enhance how fund balance information is reported and improve its decision-usefulness.

GFOA: The Government Finance Officers Association of the United States and Canada is the premier association of public-sector finance professionals and is dedicated to providing high quality support to state and local governments. The GFOA’s two established criteria for financial excellence include: (1) the “Distinguished Budget Presentation Award” (Budget Program) conferred on governments whose budgets are deemed exemplary as a policy document, financial guide, operations guide, and communication device; (2) “Certificate of Achievement for Excellence in Financial Reporting” (ACFR Program) for governments whose ACFRs achieve the highest standards in financial reporting.

Grants: A contribution by a Federal or State or County government or other private-sector or non-profit sector organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee. An example is the Community Development Block Grant given by the Federal government.

Inter-fund Transfers: Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Infrastructure: The physical assets of a government (e.g., streets, water, sewer, public buildings, and parks).

Indirect Costs: Administrative overhead costs incurred by the City in managing grant programs.

Inflation: An increase in general price of goods or services resulting in a decline in the purchasing power of currently available money.

Interest Accrual: The amount of interest owed on borrowings but not to be paid until a later date.

Intergovernmental Revenue: Funds received from federal, state and other local government sources in the form of shared revenues, and payments in lieu of taxes.

Internal Controls: Internal controls are essential to “good” government management and can be defined as activities (safeguards) that are in place to provide reasonable assurance that things are “going as planned.” Simply put, internal control is anything that local officials can do to safeguard assets and make more efficient and effective use of these assets.

- *Detective controls* are designed to detect errors or irregularities that may have occurred.
- *Corrective controls* are designed to correct errors or irregularities that have been detected.
- *Preventive controls*, on the other hand, are designed to keep errors and irregularities from occurring in the first place.

Investment Revenue: Interest income from the investment of funds not immediately required to meet cash disbursement obligations.

Lease-Purchase Agreement: Agreements that are contractual and are termed leases, but whose lease amount is applied to the purchase.

Levy: (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities; (Noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.

License & Permits: These are charged by the City to cover the costs of regulating various activities. This includes building permit fees, which are required for the construction of most structures. In addition, the City charges fees for business permits, and public works permits. Licenses, such as business license grant permission to operate a business in the City. Permits of various types regulate business or residential activities per the municipal code, such as a building permit.

Lighting Assessments: This provides funding to install, maintain, and service public lighting. The revenue to pay for these improvements comes from the collection of special assessments on the land benefiting from the improvements.

Line-Item Budget: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified

category. Line-item budget are produced and used internally, for budgetary control purposes only.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Maintenance and Operation (M & O): A category in the budget, that includes all expenses except personnel and capital outlay costs. Examples include office supplies, minor equipment, motor vehicle expense and professional and contractual services.

Management Control: Management controls is a means of managing risk associated with City programs and operations. The accounting system must incorporate a comprehensive system of management controls characterized by: (1) Organizational plans that provide appropriate separation of functional responsibilities; (2) Authorization and recording procedures adequate to provide reasonable control over assets, liabilities, revenues, and expenses; (3) Sound practices incorporated within the performance of duties and functions of organizational components; and (4) Assignment of responsibilities to personnel commensurate with their qualifications.

Materials and Supplies: Expendable materials and operation supplies necessary to conduct departmental operations.

Measure A [Maintenance and Servicing] (M&S) Fund 32: This is funded by Los Angeles County Regional Park and Open Space District (RPOSD). This is annual allocation, and it is restricted to offset the maintenance cost of projects funded by RPOSD. Measure A M&S pays for the maintenance of Riverfront Park. This is one of the City's Special Funds.

Measure M Fund 20: Accounts for the revenues of Measure M activities. Measure M is funded from a ½ cent sales tax allocation administered by of the Los Angeles County Metropolitan Transportation Authority (Metro). 17% of the allocation goes to the Local Returns Program (LRP) that provides the funding for the cities. Funding from this measure can be used to improve transportation, transit services and ease traffic congestion. Measure M Fund pays for capital projects and other daily operating cost. This is one of the City's Special Funds.

Measure R Fund 12: Accounts for the revenues of Measure R activities. Measure R is funded from a ½ cent sales tax allocation administered by the Los Angeles County Metropolitan Transportation Authority (Metro). 15% of the allocation goes to the Local Returns Program (LRP) that provides the funding for the cities. Funding from this measure can be used to synchronize traffic signals, repair potholes, and for transportation projects and related improvements. Measure R Fund pays for capital projects and other daily operating cost.

Miscellaneous Revenue: this revenue sources consists of one time and/or, low dollar value revenue.

Modified Accrual Accounting: A basis of accounting in that revenues are recognized in the accounting period when they become available and measurable. Expenditures are recognized in the accounting period in that the fund liability is incurred.

Municipal Code: A document that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Net: The amount left over after deductions and allowances have been made.

Non-Departmental: Program costs that do not relate to any one department, but represents costs of a general citywide nature, such as debt service and appropriated reserve.

Non-discretionary: Relating to resources (revenue) and expenditures legally restricted for specific purposes.

Nonpersonal Services (NPS): A budget category that includes budget objects for reporting other than personnel-related expenditures. Nonpersonal services includes supplies, utilities, communications and rent, other services and charges, subsidies and transfers, equipment and equipment rental, and debt service.

Nonrecurring Expenditures: One-time expenditures for special items, such as a new fire truck or a computer system, that do not need to be budgeted for again in the year following their purchase.

Notes and Loans Issued: This category refers to revenue that was received through issuance of debt for a specific purpose.

Objective: Something to be accomplished in specific, well-defined and measurable terms and that is achievable with a specific time frames.

One Time Only: A classification of revenue or expenditure amounts that are anticipated to occur during one fiscal year only.

Ongoing: A classification of revenue or expenditure amounts that occur every fiscal year.

Operating Budget: The budget that encompasses the day-to-day City activities. The operating budget includes employee salaries, supplies, and other non-personnel items related to current activities. The operating budget also includes debt services and overhead costs for their operations.

Operating Revenue: Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operating Expenses: The cost for personnel, materials, supplies, and equipment required for a department to function.

Ordinance: A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. The difference between an ordinance and a resolution is that the latter requires less legal formality and has the lower legal status. Revenue raising measures, such as imposition of taxes, special assessments, and service charges, universally require ordinances.

Pension Levy: This was approved by the Maywood voters in March of 1974. Maywood voters approved a property tax levy on the assessed value as a means to pay for employee retirement benefit. The current rate is \$0.10 per \$100 of the assessed value.

Pension Obligation Bonds (POB): Bonds issued to reduce unfunded pension liability.

Performance Measures: Indicators used in the budget show items such as 1) the amount of work accomplished, 2) the efficiency with that tasks were completed, and 3) the effectiveness of

a program. Such indicators can help the public understand what public agency spending accomplishes.

Personal Services (PS): A budget category that includes budget objects for reporting personnel related expenditures. Personal Services includes Regular Pay, Other Pay, Additional Gross Pay, and Fringe Benefits.

Program: A group of similar activities, or type of service, that is organized as a sub-unit of an agency for accounting, budgeting, planning and performance measurement purposes.

Property Tax: This is assessed at a rate of 1% of current market value is imposed on all real and tangible personal property located within the City limits. The tax is collected by the county tax collector and a portion is remitted to the City. In fiscal year 2021-22, 11.69 cents of every property tax dollar returned to the City's General Fund. The General Ledger Revenue Accounting Codes for property taxes include 4010, 4020, 4030, 4030, 4045, 4070, 4325, 4060 and 4099.

Proposition A Fund 09: Reflects the financial activity related to Maywood's share of the Los Angeles County Metropolitan Transportation Authority's (Metro's) Proposition A local return county sales tax dollars. Proposition A is funded from a ½ cent sales tax allocation administered by MTA. 25% of the allocation goes to the Local Returns Program (LRP) that provides the funding for the cities. This money is restricted to transportation related expenditures. The Proposition A Fund is used to pay for the Dial-A-Ride program. This is one of the City's Special Funds.

Proposition C Fund 10: Reflects the financial activity related to Maywood's share of the Los Angeles County Metropolitan Transportation Authority's (Metro's) Proposition C local return county sales tax dollars. Proposition C is funded from a ½ cent sales tax allocation administered by MTA. 20% of the allocation goes to the Local Returns Program (LRP) that provides the funding for the cities. This money is restricted to certain types of transportation programs. The Proposition C Fund is used to pay for Capital projects, and other contractual services. This is one of the City's Special Funds.

Reimbursement: Payment of amount remitted on behalf of another party, department, or fund.

Reserve: Per Governmental Accounting Standards Board (GASB) Pronouncement 54, the term technically means funds externally restricted with externally enforceable limitations on their use. The term is often used to describe what has been set aside in the fund balance for a specific purpose through policy or council action.

Resolution: A special order of the City Council, that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval. A resolution has lower legal standing than an ordinance. The Budget is approved by resolution and requires a majority vote of the Council Members present.

Resources: Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue: The annual income or receipts of the City from taxes, charges, grants, and investments.

Revenue Bonds: Bonds issued to construct capital facilities, repaid from revenue produced by the operation of those facilities.

Risk Management: An organized approach to protect a government's assets against accidental loss in the most economical manner.

Salaries and Benefits: Salaries includes the compensation paid to full-time, part-time, temporary, and extra-help employees, including overtime, vacation pay, sick leave pay and any type of premium pay. Benefits includes the agency's share of the costs for health, dental, life insurance, retirement, and Workers' Compensation.

Salaries: A category in the budget that accounts for the funding of full-time and part-time employees and overtime expenses for the Fiscal Year.

Sales Tax: This is at the rate of 9.5% is levied on all retail goods sold within City limits and is collected and distributed by the State Board of Equalization as follows: State General Fund 7.5%; Los Angeles County Special District Tax 1.0% and point of sale (Maywood) 1.0%.

Senate Bill 1 (SB-1) Road Maintenance and Rehabilitation Act Fund 30: provides funding from a state imposed per-gallon excise taxes on gasoline and diesel fuel, sales taxes on diesel fuel and registration taxes on motor vehicles and dedicates these revenues to transportation purposes. This is restricted to road maintenance, rehabilitation, and critical safety projects.

Sewer Fund 35: This is a restricted assessment to maintenance and repair of the sewer system. Revenues for the fund consist of sewer connection fees from new development and sewer service fees on existing development. This is one of the City's Special Funds.

Special Assessments: A levy made against properties to offset the cost of a specific capital improvement that benefits primarily those properties.

Special Revenue Funds: this fund type issued to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes (see Fund).

Street Lighting District Fund 16: This provides restricted funding for the maintenance of street lighting and signals owned by the City of Maywood. This is one of the City's Special Funds.

Structural Balance: The degree to which revenues match expenditures over time.

Supplemental Law Enforcement Services Fund (SLESF) Fund 25: This accounts for the revenues of the City's grant funds for community-oriented policing. SLESF offsets the cost for the Los Angeles County Sheriff's Grant Deputy Service currently included in the contract for services. This is one of the City's Special Funds.

Supplies: The names of the expenditure account used to allocate funds for consumable materials.

Taxes: A means by that governments finance their expenditures imposed on property, sales and merchandise, e.g., Property Tax, Sales Tax, Business License, etc.

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Transportation Development Act Article 3 (TDA-3) Fund 07 TDA Bikeway: Proceeds are provided by the state. It is restricted to local pedestrian and bikeway-related projects, including maintenance. This is one of the City's Special Funds.

Transient Occupancy Tax (TOT): This is at a rate of 5% is collected from the operators of hotels and motels located within Maywood City limits. TOT is charged in most states, including California, to travelers when renting accommodations (a room, rooms, entire home or other living space) in a hotel, Inn, tourist home or house, motel or other lodging unless the stay is for a period of 30 days or more.

Unfunded Liabilities: Potential or actual debts for which no current funding is available.

Unreserved/Undesignated Fund Balances: The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Use and Property and Money: This categorized revenue source includes interest earnings from investment of funds, sales of obsolete property, vehicles and equipment that are no longer cost effective to repair.

Use Tax: A tax imposed on the use or storage of tangible personal property when sales tax is not paid.

User Charge: The payments of a fee for direct receipt of a public service by the party who benefits from the service.

Utility Users Tax: This is at a rate of 4% residential and 7% commercial is levied on telephone, gas, electric, water, and cable television bills. The tax rate was approved by the voters in the May 2004 municipal election.

Vehicle License Fee (VLF): Annual registration fee imposed on vehicles.

BUDGET STAFF REPORT & RESOLUTION

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 1.

DATE: June 22, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ANTHONY RAINEY, INTERIM DIRECTOR OF FINANCE

SUBJECT: PUBLIC HEARING TO CONSIDER RESOLUTION NO. 6256 ADOPTING THE FISCAL YEAR 2022-2023 OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR THE CITY OF MAYWOOD, CALIFORNIA

RECOMMENDATION:

Staff recommends that the City adopts Resolution No. 6256, adopting the Fiscal Year 2022-2023 Operating and Capital improvement budget that includes the General Fund and Special Revenue Funds.

BACKGROUND:

The purpose of the City's budget is to link what we want to accomplish for the community with the resources necessary to do so. As such, the budget offers more than just financial elements – it presents an overview of the City's total operations. The budget is a financial operational plan estimating expenditures for a given period and the proposed means to finance those objectives. The State of California requires municipalities to prepare a balanced budget, whereby sufficient resources must be identified to fund programs and services. The fiscal year (also known as FY) for all California cities begins July 1 and ends June 30. As the fiscal year progresses, monitoring of the budget is an on-going process and monthly status reports are prepared.

The City's budget consists of appropriations based on estimated revenues and expenditures developed during the six to ten-month period preceding the start of each fiscal year. The City Council A law of Congress that provides an agency with budget authority. An appropriation allows the agency to incur obligations and to make payments from the U.S. Treasury for specified purposes. Appropriations are definite (a specific sum of money) or indefinite (an amount for "such sums as may be necessary").

Those estimated revenues and expenditures rely on economic and financial assumptions that the City develops for budgetary purposes based on then-available information. The City updates its estimated revenues and expenditures during a fiscal year as economic and financial conditions develop, which often differ from those estimated at the time the annual budget was developed. At times, these

differences are material. As such, the annual budget may be modified by the City Council during the fiscal year

At the last meeting, the City Council was presented with a Preliminary Budget to assess and provide comments and directions. Staff incorporated this within the following attachments.

DISCUSSION: The following ins an overview of the detailed attachments depicting the Fiscal Year 2022/2023 Proposed Budget - **ESTIMATED FUND BALANCES** plus **REVENUE** plus **TRANSFERS IN** minus **EXPENDITURES** minus **TRANSFERS OUT** to derive an **ESTIMATED ENDING BALANCE**. Think of *fund balances* as cash in checking or savings accounts to tie one over until income – in this case *revenue* – comes in. Think of an *expenditure* as the spending by cash or credit card in exchange for goods and services. Think of *Transfers In* and *Transfers Out* as those monies you use to replenish your accounts when paying for goods and/or services. The management of the city's funds is similar to the management of a private sector's funds. What follows is a brief explanation of the attachments included.

- **TABLE 1 – SUMMARY OF REVENUES EXPENDITURES AND CHANGES IN FUND BALANCE** provides a high-level overview of revenues, expenditures, and fund balances for all of the City's funds – from the General Fund and the various Special Revenue Funds. Unlike the General Fund that can be appropriated based on the discretion of the City Council, the Special Revenue Funds have restrictions based on laws, statutes, and conditions of funders like the Federal and State and County Governments.
- **TABLE 2 – SUMMARY OF REVENUE BY MAJOR CATEGORY** represents the types of revenues – each with its own restrictions – for the General Fund. The City derives its revenues by categories such as taxes, charges for services, fines and forfeitures, licenses and permits, leases and concessions, miscellaneous, and the retiree pension levy. During the prior Council Meeting an overview was provided as to these categories of General Revenues.
- **TABLE 3 – SUB-CATEGORIES OF MAJOR REVENUE CATEGORIES** provide the components of the major revenue categories in the General Fund. For example, Plan Check Fees are a subcategory of Charges for Services and allow citizens to see where these revenues enter the City coffers in exchange for the service provided for conducting plan checks.
- **TABLE 4 – SUMMARY OF EXPENDITURES BY MAJOR CATEGORIES** provides citizens with a look at the major components of expenditures – what the City spends its revenues on. These include personnel, services and supplies, contract services, capital outlay/projects, debt service, insurance through the CJPIA (California Joint Powers Insurance Authority), and the retiree unfunded liability for payment of retired personnel.
- **TABLE 5 - SUMMARY OF EXPENDITURES BY DEPARTMENT** decomposes expenditures depicted in Table 4 by the individual departments in the City. It provides a more detailed overview of the categories of expenditures.
- **TABLE 6 - EXPENDITURE BY DETAIL BY CATEGORY** shows the aggregate of the accounts in the

City's general ledger, enabling citizens to view – at an aggregated level – the entire City's expenditures.

- **TABLE 7 – REVENUE AND EXPENDITURE BY DETAILS** shows all the detailed level of the General Fund by each department and each individual account. This ensures the tracking, monitoring and management of funds.

- **TABLE 8 – SPECIAL REVENUE SUMMARY OF REVENUES** portrays each major revenue category in the Special Fund. Again, each Special Fund has stipulations as to what these revenues can be used for and require reporting, management, and monitoring requirements by Federal, State and County Governments regarding their use.
- **TABLE 9 – SPECIAL REVENUE FUND PROPOSED EXPENDITURE SUMMARY** as Table 8 portrays the categories in the Special Fund. The planned expenditures of these special revenues are depicted in this table.
- **TABLE 10 – SPECIAL REVENUE FUND BALANCES + REVENUE & EXPENDITURE DETAILS** is like Table 6 except that the revenues, expenditures, and fund balances of each of the Special Funds is portrayed to permit anyone to see the specific accounts.

NOTES

Table 6 contains a column on the far right margin that provides “*notes*” to explain any significant items in the associated accounts. For example, a Note identifies where an additional Parking Enforcement position was added in response to the City Council's direction.

CAPITAL PROJECTS

Within Table 7 for the General Fund and Table 10 for the Special Fund, Capital Projects are depicted in Table 11 at \$9,147,624.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Resolution No. 6256 represents the Fiscal Year 2022-2023 Operating and Capital Improvement Budget.

ATTACHMENT(S)

1. Table 1 - Summary of Revenues Expenditures and Changes in Fund Balance
2. Table 2 - Summary of Revenues by Major Category
3. Table 3 - Sub-categories of Major Revenue Categories
4. Table 4 - Summary of Expenditures by Major Category
5. Table 5 - Summary of Expenditures by Department - General Fund
6. Table 6 - Expenditure Detail By Category - General Fund
7. Table 7 - Revenue & Expenditure Details - General Fund 2022-2023
8. Table 8 - Special Revenue Summary of Revenues
9. Table 9 - Special Revenue Fund Proposed Expenditure Summary
10. Table 10 - Special Revenue Fund Balances + Revenue & Expenditure Details
11. Table 11 - Proposed Capital Improvement Program (CIP) Projects for the Fiscal Year 22-23 Budget
12. Notice of Public Hearing - FY 2022-23 Operating and CIP Budgets

RESOLUTION NO. 6256

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD ADOPTING THE FISCAL YEAR 2022-2023 OPERATING
AND CAPITAL IMPROVEMENT BUDGET

WHEREAS, the City Manager and the Finance Staff have prepared and submitted to the City Council the proposed budget for Fiscal Year 2022-2023 (FY22-23), which commences July 1, 2022 and ends on June 30, 2023; and

WHEREAS, on June 8, 2022 the City Council was presented with a Preliminary Budget to provide an opportunity to the public and the City Council to comment on and provide direction for the proposed budget for FY 22-23; and

WHEREAS, the City Council has reviewed the proposed FY22-23 budget; and

WHEREAS, the City Council has determined it necessary for efficient management of the City to appropriate certain sums in various departments for various City activities.

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

Section 1. The Fiscal Year 2022-2023 Operating and Capital Improvement Budget is described in Table 1 through Table 11 (collectively "Budget Attachments"). The Budget Attachments are hereby incorporated in full as set forth herein.

Section 2. The City Council hereby adopts the 2022-2023 Operating and Capital Improvement Budget as described and in the amounts set forth in Budget Attachments. The General Fund Expenditures for Fiscal Year 2022-2023 shall not exceed \$13,924,068 and the Fiscal Year 2022-2023 Special Revenue Expenditures shall not exceed \$8,098,289. The City's Capital Improvement Budget as described in Table 11 shall not exceed in the amount of \$9,147,624.

Section 3. The funds are hereby appropriated to the respective accounts for expenditure in Fiscal Year 2022-2023 as set forth in the Budget Attachments.

Section 4. The operating expenditures and estimated revenues are set forth in Table 1 to this resolution.

Section 5. The City Clerk shall certify to the adoption of this resolution and shall keep a copy of this resolution and the Budget Attachments as the Fiscal Year 2022-2023 budget on file, and effective as of July 1, 2022.

PASSED, APPROVED AND ADOPTED THIS 22nd day of June, 2022.

DocuSigned by:

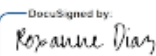
Heber Marquez, Mayor

ATTEST:

DocuSigned by:

Andrea Aguilar, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

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. 6256 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 22nd day of June, 2022 by the following roll call vote, to wit:

AYES: DE LA RIVA, LARA, TORRES, GARCIA, MARQUEZ

NAYES:

ABSENT:

ABSTAINED:

DocuSigned by:

Andrea Aguilar, City Clerk

GANN LIMIT STAFF REPORT AND RESOLUTION

AGENDA REPORT
CITY OF MAYWOOD



AGENDA ITEM NO. 5.

DATE: July 27, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ANTHONY RAINEY, INTERIM DIRECTOR OF FINANCE

SUBJECT: CONSIDERATION OF RESOLUTION NO. 6260 ESTABLISHING AN APPROPRIATION LIMIT PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION FOR FISCAL YEAR 2022-2023 FOR THE CITY OF MAYWOOD

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 6260 that establishes the appropriations limit for Fiscal Year 2022-2023 at \$9,638,744.

BACKGROUND:

The Gann Spending Limitation Initiative (Proposition 4) was approved by the voters of California in the November 1979 special ballot election. This Proposition created Article XIII B of the State Constitution And Section 7910 of the Government Code , which sets forth the calculation of State and local jurisdictions' annual appropriations limit on monies that can be spent from tax revenues. Each year, the governing body - City Council - of the local agency - the City - must establish the appropriations limit, by resolution, before the beginning of the following fiscal year. The goal of Proposition 4 was to keep State of California and local government spending capped at 1978-1979 levels, adjusted for changes in population and inflation. Under Proposition 4, if a city ends the fiscal year having exceeded its GANN limit, then it must return the excess to taxpayers within two years.

Initially, the appropriations limit was adjusted annually by:

- (1) the population change of each local agency in the preceding year (the population factor) and
- (2) the lesser of consumer price index (CPI) or the change in California per capita income from the preceding year (inflation or growth factor).

Proposition 111 (Spending Limitations Act of 1990) was voted into law on June 5, 1990 as a means for promoting accountability of local government in adopting appropriation limits and allowing for adjustments to this methodology. Included as a key component of this Proposition was a new adjustment formula, that made the appropriations limit more responsive to local growth issues. Proposition 111 linked annual adjustment factors more closely to economic factors, resulted in a change in the calculation methodology as follows:

- (3) It allows agencies (California municipalities) to select the California Per Capita Personal Income or the nonresidential assessed valuation growth due to new construction within the City, whichever is higher. Prior law required spending limits be tied to the Consumer Price Index or California Per Capita Personal Income growth, whichever was lower.

(4) It allows agencies (California municipalities) to use the percentage rate of the change in population within the City or County, whichever is higher. Prior law required the use of the change in population within the City only.

(5) It changed the base year from 1978-79 to 1986-87, then recalculated it from the new base year forward as if Proposition 111 had been in effect since the 1986-87 base year

For the population factor, the entity can select the greater of population change within the City or County. For the growth or inflation factor, local agencies may select the greater of growth in California per capita income, or growth in the local assessment valuation due to non-residential new construction. This calculation is based on the previous year's appropriations limit multiplied by the growth factor in the California Per Capita Personal Income percentage increase (1.0573) and multiplied again by the population percentage change for Maywood (1.0503) for an adjustment per factor of 1.1105. This calculation is demonstrated on Exhibit 1 to Resolution No. 2021-41. The California Department of Finance provides both the population change and the per capita personal income change in May of each year, see Attachment 2.

DISCUSSION:

In May of 2022, the California State Department of Finance (DOF) notified the local jurisdictions of the population and price data for use in the appropriations limit calculation for Fiscal Year (FY) 2022/2023.

Based on said documentation from the DOF, the percentage change in population for the City of Maywood is <0.87>%, while the Los Angeles County percentage change is <0.87>%. The preceding year's percentage change in the per capita personal income is 7.55%. Information regarding the change in local assessment valuation in non-residential new construction could not be determined..

Staff has prepared a series of worksheets to support the calculation of the FY 2022-2023 Gann Limit. Using the FY 2022-2023 Proposed Budget Revenues, each worksheet serves to carefully document the analysis of proceeds versus non-proceed of tax, including an allocation of interest between all sources of revenue.

Worksheet 5, for example, provides last year's (FY 2021-2022) limit \$9,537,086, the annual adjustment to the limit based on a weighted composite of population and inflation growth, and the new limit for FY 2022-2023 or \$ 9,638,744.

Worksheet No.4 shows how much the City expects to receive in proceeds of taxes subject to limitation for FY 2022-2023 at \$11,972,419 and is safely within the Gann Limit.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact related to the establishment of the FY 2022/23 GANN appropriations limit.

ATTACHMENT(S)

1. Attachment A - State of California Department of Finance - May 2022 Cost of Living Factor
2. Attachment B - State of California Department of Finance - Annual Percent Change in population Minus Exclusions
3. Attachment C - State of California Department of Finance - Los Angeles Incorporated Cities - Annual % Change in Population Minus Exclusions
4. Attachment D - WORKSHEET 1 CALCULATION OF PROCEEDS OF TAXES
5. Attachment E - WORKSHEET 2 USER FEES VERSUS COSTS
6. Attachment F - WORKSHEET 3 INTEREST EARNINGS PRODUCED BY TAXES
7. Attachment G - WORKSHEET 4 APPROPRIATIONS SUBJECT TO LIMITATION
8. Attachment H - WORKSHEET 5 APPROPRIATIONS LIMIT
9. Attachment I - WORKSHEET 6 EXCLUDED APPROPRIATIONS
10. Attachment J - WORKSHEET 7 INFLATION & POPULATION FACTORS
11. Attachment K - WORKSHEET 8 ADJUSTMENT FACTORS & CALCULATION OF APPROPRIATIONS LIMIT

RESOLUTION NO. 6260
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD, CALIFORNIA ESTABLISHING AN APPROPRIATIONS
LIMIT FOR THE CITY OF MAYWOOD FOR FISCAL YEAR 2021-2022

WHEREAS, Section 7910 of the California Government Code requires the City Council to establish its appropriation limit pursuant to Article XIII B of the State Constitution by resolution each year; and

WHEREAS, Section 7910 allows the City Council to choose between various factors to be used in the calculation of said appropriation limit, and

WHEREAS, the Finance Department of the City of Maywood has determined the City's appropriations limit for Fiscal Year 2022-2023 in accordance with the Constitution and laws for the State of California and the documentation used in said determination has been made available to the public in the office of the City Clerk.

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

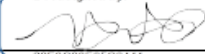
Section 1. The recitals set forth above are true and correct and incorporated herein as if set forth in full.

Section 2. The City Council elects to use as the annual adjustment factors in calculating the appropriations limit, the California per capita Income and the annual population growth for the City of Maywood, both as determined by the California Department of Finance.

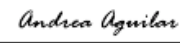
Section 3. The City Council hereby establishes the appropriations limit for the City of Maywood for Fiscal Year 2022-2023 at \$9,638,744.

Section 4. The City Clerk shall certify to the adoption of the resolution and shall cause a certified resolution to be filed in the book of original resolutions.

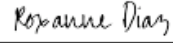
PASSED, APPROVED AND ADOPTED THIS 27th day of July, 2022.

DocuSigned by:

Heber Marquez, Mayor

ATTEST:

DocuSigned by:

Andrea Aguilar, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

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. 6260 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 27th day of July, 2022 by the following roll call vote, to wit:

AYES: DE LA RIVA, LARA, TORRES, GARCIA, MARQUEZ

NAYES:

ABSENT:

ABSTAINED:

DocuSigned by:
Andrea Aguilar

Andrea Aguilar, City Clerk

May 2022

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2022-23	7.55

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

2022-23:

Per Capita Cost of Living Change = 7.55 percent
Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio: $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio: $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23: $1.0755 \times 0.997 = 1.0723$

Fiscal Year 2022-23

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2021-2022	1-1-21	1-1-22	1-1-2022
La Canada Flintridge	-1.03	20,291	20,081	20,081
La Habra Heights	-1.08	5,655	5,594	5,594
Lakewood	-0.99	81,681	80,876	80,876
La Mirada	-0.77	49,074	48,696	48,696
Lancaster	-0.62	172,298	171,234	175,164
La Puente	-0.10	37,626	37,587	37,587
La Verne	-0.93	32,608	32,304	32,304
Lawndale	-1.07	31,638	31,301	31,301
Lomita	-1.05	20,851	20,633	20,633
Long Beach	0.20	459,711	460,636	460,682
Los Angeles	-0.88	3,851,093	3,817,053	3,819,538
Lynwood	-0.80	67,260	66,723	66,723
Malibu	-0.49	10,739	10,686	10,686
Manhattan Beach	-1.29	35,357	34,902	34,902
Maywood	-0.87	25,033	24,814	24,814
Monrovia	-0.65	37,809	37,563	37,563
Montebello	-0.90	62,180	61,622	61,622
Monterey Park	-1.00	60,814	60,207	60,207
Norwalk	-0.56	101,517	100,946	101,645
Palmdale	-0.89	168,895	167,398	167,398
Palos Verdes Estates	-1.04	13,116	12,980	12,980
Paramount	-1.00	53,009	52,477	52,477
Pasadena	-0.52	139,029	138,310	138,310
Pico Rivera	-0.62	61,827	61,442	61,442
Pomona	0.60	148,879	149,766	149,766
Rancho Palos Verdes	-0.98	41,861	41,451	41,468
Redondo Beach	-1.10	69,742	68,972	68,972
Rolling Hills	-1.12	1,703	1,684	1,684
Rolling Hills Estates	0.07	8,283	8,289	8,289
Rosemead	-0.61	50,823	50,511	50,511
San Dimas	-0.86	34,651	34,352	34,352
San Fernando	0.00	23,520	23,519	23,519
San Gabriel	-1.03	39,250	38,845	38,845
San Marino	-0.62	12,334	12,257	12,257
Santa Clarita	0.33	228,084	228,835	228,835
Santa Fe Springs	1.05	18,523	18,718	18,763
Santa Monica	-0.89	93,242	92,408	92,408
Sierra Madre	-0.86	10,959	10,865	10,865
Signal Hill	-0.90	11,702	11,597	11,597
South El Monte	0.70	19,532	19,668	19,668

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2022-23

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2021 to January 1, 2022

County	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>	
	2021-22	1-1-21	1-1-22
Los Angeles			
Incorporated	-0.71	8,907,581	8,844,059
County Total	-0.71	9,923,635	9,853,284
Madera			
Incorporated	-0.66	79,979	79,453
County Total	0.33	151,653	152,155
Marin			
Incorporated	-1.08	191,936	189,869
County Total	-1.11	256,537	253,686
Mariposa			
Incorporated	0.00	0	0
County Total	-0.20	17,018	16,984
Mendocino			
Incorporated	-0.35	28,697	28,596
County Total	-0.78	90,655	89,951
Merced			
Incorporated	0.41	192,660	193,455
County Total	0.88	280,833	283,311
Modoc			
Incorporated	1.00	2,699	2,726
County Total	0.98	8,606	8,690
Mono			
Incorporated	0.56	7,324	7,365
County Total	0.61	13,167	13,247
Monterey			
Incorporated	-0.39	314,094	312,883
County Total	-0.62	419,835	417,224

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment D

WORKSHEET 1
CITY OF MAYWOOD CALCULATION OF PROCEEDS OF TAXES
FISCAL YEAR 2022-2023

REVENUE	PROCEEDS OF TAXES	NON-PROCEEDS OF TAXES	TOTAL
<u>A - TAXES:</u>			
A1 - PROPERTY TAXES [4101 - Property Tax - Secured Taxes Current + 4102 - Property Tax - Unsecured Taxes Current + 4103 - Property Tax - Secured Taxes Prior + 4105 - Recognized Obligation Payment Schedule (ROPS) Residual Distribution + 4106 - Property Tax - State Reimbursement to City of Homeowners Exemption + 4109 - Redevelopment Property Tax Trust Fund Payments]	\$674,444		\$674,444
A2 - SALES TAX - 4201 - Sales and Tax Use Revenue	\$2,200,048		\$2,200,048
A3 - BUSINESS LICENSE - 4205 - Business License Tax	\$205,324		\$205,324
A4 - UTILITY USERS TAX (UUT) - 4211 - Utility Users Tax	\$1,102,415		\$1,102,415
A5 - TRANSIENT OCCUPANCY TAX - 4202 - Hotel / Motel Room (Transient Occupancy -TOT) Tax	\$68,097		\$68,097
A6 - CANNABIS SALES TAX - 4212 - Cannabis Sales Tax	\$1,980,241		\$1,980,241
A7 - OTHER TAXES	\$0		\$0
TOTAL REVENUE FROM TAXES (A1 through A7)	\$6,230,569	\$0	\$6,230,569
<u>B - LICENSES AND PERMITS:</u>			
B1 - CONSTRUCTION RELATED PERMITS: [4313 - Building Permits + 4315 - Conditional / Land Use Permits + 4320 - Occupancy Permits]		\$90,200	\$90,200
B2 - OTHER LICENSE FEES / PERMITS [4304 - License Processing Fee + 4310 - Tobacco Retailer License + 4305 - Public Works Permit Fees + 4311 Apartment License + 4322 - Parking Permits + 4312 - Garage Sale Permits]		\$227,195	\$227,195
TOTAL LICENSES AND PERMITS (B1 and B2)	\$0	\$317,395	\$317,395
<u>C - REVENUE FROM OTHER AGENCIES:</u>			
C1 - STATE OF CALIFORNIA MOTOR VEHICLE FEE [4107 - Motor Vehicle License Fee (VLF) In Lieu Property Tax Payment]	\$3,300,000		\$3,300,000
C2 - U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) [4407 - HCDA: Sidewalk Rehabilitation]		\$391,053	\$391,053
C3 - OTHER COUNTY REVENUES [		\$531,000	\$531,000
TOTAL REVENUE FROM OTHER AGENCIES	\$3,300,000	\$922,053	\$4,222,053
<u>D - FINES AND FORFEITURES</u>			
D1 - GENERAL COURT FINES [4404 - Southeast Municipal Court (SEMC) - Court Collections]		\$0	\$0
D2 - VEHICLE IMPOUND FEES [		\$0	\$0
D3 - ADMINISTRATIVE FEES [4403 - Citations: Administrative]		\$85,000	\$85,000
D4 - PARKING CITATIONS [4402 - Citations: Parking]		\$410,000	\$410,000
TOTAL FINES AND FORFEITURES	\$0	\$495,000	\$495,000

Attachment D (continued)

WORKSHEET 1
CITY OF MAYWOOD CALCULATION OF PROCEEDS OF TAXES
FISCAL YEAR 2022-2023

E - USE OF MONEY AND PROPERTY:

(excluding Investment Earnings)

E1 - RENTS, ROYALS, CONCESSIONS [4702 - Rents and Concessions]

\$26,000 \$26,000

E2 - FRANCHISE FEES [4203- Franchise Tax + 4302 - Collector Fee]

\$358,951 \$358,951

TOTAL USE OF MONEY AND PROPERTY:

\$0 \$384,951 \$384,951

F - USER FEES (from worksheet #1)

\$236,951 \$236,951

G - OTHER MISCELLANEOUS

G1 - Other Revenue

\$0 \$85,500 \$85,500

TOTAL OTHER MISCELLANEOUS

\$0 \$85,500 \$85,500

TOTAL A + B + C + D + E + F + G

\$9,530,569 \$2,441,850 \$11,972,419

INTEREST EARNINGS FROM WORKSHEET #3

Amount of Interest Earned from Taxes

- -

From Worksheet#3, Line

G

Amount of Interest Earned From Non-Taxes

- -

From Worksheet#3, Line

H

Total Interest

- -

TOTAL REVENUE**\$9,530,568.84 \$2,441,850.10 \$11,972,418.94**

Reserve Withdrawals

0 0 0

(Including Appropriated Fund Balance)

Grand Total Budget**9,530,568.84 2,441,850.10 11,972,418.94**

Attachment E

WORKSHEET 2
CITY OF MAYWOOD USER FEES VERSUS COSTS
FISCAL YEAR 2022-2023

	PUBLIC SAFETY	PUBLIC WORKS	COMMUNITY SERVICES	GENERAL GOVT.	TOTAL
A. COSTS REASONABLY BORNE					
A1 - County Sheriff and Crossing Guards [6110 - Los Angeles County Sheriff - Public Safety Services + 6106 - Crossing Guard Service]	\$5,237,436				\$5,237,436
A2 - Public Works [Costs of Public Works Department]		\$2,357,097			\$2,357,097
A3 - Building & Planning [Costs of Building and Planning]		\$1,000,141			
A4 -Community Services [Costs of community Services]			\$197,414		\$197,414
A5 - General Government [Costs for City Administration + City Clerk + Finance + HR/Risk Management + General Government Services]				\$8,665,229	\$8,665,229
TOTAL COST REASONABLY BORNE	\$5,237,436	\$3,357,238	\$197,414	\$8,665,229	\$16,457,176
B. FEE REVENUES					
B1 - Construction Related Fees [4704 - Plan Check Fees + 4308 - Pre-Sale Property Report Fee + 4320 - Occupancy Permits + 4319 - Miscellaneous Building Permits + 4307 - Commercial Cannabis Renewal Fees + 4318 - Mechanical Permits]	\$0	\$191,951			\$191,951
B2 - Other Service Charges [4301 - Compliance Program Fee]			\$45,000		\$45,000
TOTAL FEE REVENUE	\$0	\$191,951	\$45,000	\$0	\$236,951
C. PROCEEDS OF TAXES (I.E. Revenue that exceeds cost)	\$0	\$0	\$0	\$0	\$0
D. NON-PROCEEDS OF TAXES	\$0	\$191,951	\$45,000	\$0	\$236,951

Attachment F

WORKSHEET 3
CITY OF MAYWOOD INTEREST EARNINGS PRODUCED BY TAXES
FISCAL YEAR 2022-2023

	<u>Amount</u>	<u>Source</u>
A. Non-Interest Tax Proceeds	\$9,530,569	REVENUES - Worksheet#1
B. Exclusions	<u>\$795,042</u>	Worksheet#7
C. Net Invested Taxes	\$8,735,527	A Non-Interest Tax Proceeds minus - B Exclusions
D. Total Non-Interest Budget	\$11,972,419	REVENUES - Worksheet#1
E. Tax Proceeds as Percent of Budget	73%	C - Net Invested Taxes divided by D -Total Non-Interest Budget
F. Interest Earnings [4803 - Interest Income]	-	Budget
G. Amount of Interest Earned from Taxes	-	E - Tax Proceeds as Percent of Budget multiplied by F - Interest Earnings
H. Amount of Interest Earned From Non-Taxes	-	F - Interest Earnings minus G - Amount of Interest Earned from Taxes
I. Transpose Line G and H to Worksheet#2		

** Take the result of steps #G and #H
Copy on to Worksheet #1

Attachment G

WORKSHEET 4
CITY OF MAYWOOD APPROPRIATIONS SUBJECT TO LIMITATION
FISCAL YEAR 2022-2023

	<u>Amount</u>	<u>Source</u>
A - Proceeds of Taxes	\$9,530,569	REVENUE - Worksheet#1
B - Exclusions	<u>\$795,042</u>	EXCLUDED APPROPRIATIONS - Worksheet#7
C - Appropriations Subject to Limitation	\$8,735,527	A - Proceeds of Taxes minus B - Exclusions
D - Current Year Limit	<u>\$9,537,086</u>	Worksheet#6
E - Over/Under Limit	(\$801,559)	C - Appropriations Subject to Limitation minus D - Current Year Limit

Attachment H

WORKSHEET 5
CITY OF MAYWOOD APPROPRIATIONS LIMIT
FISCAL YEAR 2022-2023

	FY 2021-2022 Amount	FY 2022-2023 Amount	Source
A. Last Year's Limit	9,437,898	9,537,086	
B. Adjustment Factors:			
1. Population Percent (DOF)	0.9940%	0.9911%	'C' in Worksheet #8
2. Inflation Percent (DOF)	1.0573%	1.0755%	'A' in Worksheet #8
Total Adjustment Percent	1.0510%	1.0659%	(B1*B2)
C. Annual Adjustment \$\$	\$ 99,188	\$ 101,658	(B*A)
D. Other Adjustments:			
Lost Responsibility (-)			
Transfer to Private (-)	0	0	
Transfer to Fees (-)	0	0	
Assumed Responsibility (+)	0	0	
Other Adjustments (Explain)	0	0	
Sub-Total	\$ -	\$ -	
E. Total Adjustments	\$ 99,188	\$ 101,658	(C+D)
F. This Year's Limit	<u>\$ 9,537,086</u>	<u>\$ 9,638,744</u>	(A+E)

Attachment I

WORKSHEET 6
CITY OF MAYWOOD EXCLUDED APPROPRIATIONS
FISCAL YEAR 2022-2023

	<u>Amount</u>	
<u>Federal Mandates</u>		
i) 8101 - Bond Principal Expense	\$75,000	
ii) 5220 City Portion of Medicare Expense	<u>\$15,145</u>	
iii) Sub-Total	<u>\$90,145</u>	
iv) Qualified Capital Outlays - GENERAL FUND Capital Improvement Program (CIP) Projects for Fiscal Year 2022-2023	\$704,897	
v) Sub-Total	<u>\$704,897</u>	
Total Excludable (iii + iv)	<u>\$795,042</u>	transpc Workshee #

Attachment J

WORKSHEET 7
CITY OF MAYWOOD INFLATION & POPULATION FACTORS
FISCAL YEAR 2022-2023

Inflation Factors

Change in California Per Capita Personal Income 7.55%	Change in Non-Residential Assessed Valuation Not yet available.
Source - DOF Attachment A - Annual Percent Change in Population Minus Exclusions	

Population Factors

Change in Los Angeles County Population -0.89%	Change in City of Maywood Population -0.87%
Source - DOF Attachment B - Annual Percent Change in Population Minus Exclusions	Source - DOF Attachment B - Annual Percent Change in Population Minus Exclusions

Attachment K

WORKSHEET 8

CITY OF MAYWOOD ADJUSTMENT FACTORS & CALCULATION OF APPROPRIATIONS LIMIT
FISCAL YEAR 2022-2023

Under Proposition 111, each of the major adjustment factors have two options. The available options for these factors for the purpose of calculating the Fiscal Year 2022-2023 adjustments are as follows:

Price Factors:

A) Percent change in State per Capital Personal Income: 7.55%
 Source - DOF Attachment A: California Per Capita Personal Income
 Price Factor A 1.0755

B) Percent change in Assessed Valuation in non-residential
 new construction 0.00%
 Price Factor B 1

Population factors:

C) Percent change in County Population: -0.89%
 Source - DOF Attachment C: Annual Percent Change in County Population Minus Exclusions
 Population factor C 0.9911

D) Percent change in City Population -0.87%
 Source - DOF Attachment B: Annual Percent Change in City Population Minus Exclusions
 Population factor D 0.9913

Annual Adjustment Factors:

Based upon the actual data, the four possible adjustments factors are as follows:

(A x C) = (1.0755) x (0.9911) = 1.06593 *Recommended*
 (A x D) = (1.0755) x (0.9913) = 1.06614
 (B x C) = (1.0 x (0.9911)) = 0.9911
 (B x D) = (1. x 0.9913) = 0.9913

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 5.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ANTHONY RAINEY, DIRECTOR OF FINANCE

SUBJECT: CONSIDERATION OF RESOLUTION NO. 6280 OF THE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF MAYWOOD APPROVING THE PROPOSED RECOGNIZED OBLIGATION PAYMENT SCHEDULE AND ADMINISTRATIVE BUDGET FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024.

RECOMMENDATION:

Staff recommends that the City Council takes the following actions:

1. Receive and file the Recognized Obligation Payment Schedule (ROPS) of the Successor Agency of the Former Redevelopment Agency (RDA) of the City of Maywood for the period July 1, 2023 through June 30, 2024;
2. Authorize Successor Agency staff to provide any additional requested information to the Los Angeles County Auditor-Controller and/or California Department of Finance to substantiate the information contained in the ROPS and effectuate said schedule; and
3. Adopt Resolution No. 6280, a Resolution of the Successor Agency for the former Redevelopment Agency of the City of Maywood Redevelopment Agency Approving the Recognized Obligation Payment Schedule and Administrative Budget for the period July 1, 2023 through June 30, 2024 (ROPS 23-24) Pursuant to Health and Safety Code Section 34177 and Approving the Proposed Administrative Budgets for the Six-Month Fiscal Periods from July 1, 2023 through December 31, 2023 and from January 1, 2024 through June 30, 2024, and taking certain related actions.

BACKGROUND:

The redevelopment dissolution laws (AB 1x 26, et al) established a comprehensive statutory process for the dissolution and wind down of all redevelopment agencies (RDA). Pursuant to Health and Safety Code (HSC) Section 34177, each Successor Agency (SA) was required to submit a ROPS to the California Department of Finance (DOF) every six months. On September 22, 2015, the Governor signed SB 107 which revised the timeline for the preparation of the ROPS from a bi-annual process to an annual process for the fiscal period beginning July 1, 2016.

Commencing in 2019, SB 107 also requires the transition from local oversight boards to county oversight boards. SB 107 calls for counties with more than 40 Oversight Boards (i.e., Los Angeles County) to be consolidated into five Oversight Boards. The five consolidated Oversight Boards shall have jurisdiction over each Successor Agency located within its borders. Maywood is within the jurisdiction of the Los Angeles County Oversight Board, First District.

Pursuant to AB 1x 26, et.al, three documents (see Attachments) are being presented to the SA Board for consideration of approval:

- 1) Recognized Obligation Payment Schedule (ROPS 23-24) - Summary outlining A - Enforceable Obligations Funded; B - Redevelopment Property Tax Trust Fund (RPTTF), and C) Current Period Enforceable Obligations for July 1, 2023 through June 30, 2024 - ATTACHMENT 1
- 2) Recognized Obligation Payment Schedule (ROPS 23-24) - ROPS Detail July 1, 2023 through June 30, 2024 - ATTACHMENT 2- that details the amounts presented in - ATTACHMENT1
- 3) Successor Agency of The Former Maywood Community Redevelopment Agency (RDA) Administrative Budget (July 1, 2023 to June 30, 2024) – ATTACHMENT 3

DISCUSSION:

The former Redevelopment Agency for Maywood Community Redevelopment Agency (“Former Agency”) was formed, pursuant to the Community Redevelopment law (California Health and Safety Code section 33000et seq.).

PRIOR REDEVELOPMENT AGENCY PROJECTS - There are two redevelopment projects that were previously undertaken by the RDA that is now administered by the Successor Agency:

C1 - Property #1 - 5102 District Boulevard (Los Angeles County Auditor-Controller Property Tax Account # 208.02). The Maywood Community Development Agency purchased this property in 2008. It is located between 52nd Street and District Boulevard along Cudahy Avenue, directly across from an elementary school; and

C2 - Property #2 - 5110 District Boulevard (Los Angeles County Auditor-Controller Property Tax Account # 208.03). The Maywood Community Development Agency purchased this property in 2007. It is located on an irregularly shaped triangular lot with primary frontage on District Boulevard, tapering toward the East until it intersects 52nd Street near Atlantic Boulevard.

PRIOR DEBT ISSUED BY THE RDA AND RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) – The following debt instruments and fees relating to them that are being serviced by the Successor Agency to the Maywood Community Redevelopment Agency are as follows:

- E1. *Series 2017A-1 Tax Allocation Bonds* that were executed 10/18/2017
- E2. *Series 2017A-2 Tax Allocation Bonds* that were executed 10/18/2017
- E3. *Series 2017B Tax Allocation Bonds* that were executed 10/18/2017. This debt was retired (fully paid) on August 1, 2021.
- E4. *Bank Trustee Administrative Fee*, Series 2017 Tax Allocation Bonds that were executed 10/18/2017

Remaining Obligations -- As stated above, SB 107 requires Successor Agencies to transition from a bi-annual (2 times per fiscal year) ROPS adoption cycle to a one-time per year annual cycle. Pursuant to Health and Safety Code Section 34177(o), the Oversight Board-approved ROPS 2023-24 is required to be submitted to the State Department of Finance (DOF) and County Auditor-Controller by February 1, 2023.

The obligations presented on ROPS 2023-24 primarily relate to the costs to pay down and administer Successor Agency bonds, and the costs to maintain Successor Agency-owned property, assistance to dissolve Successor Agency land. Below is a summary of the non-admin obligations presented on ROPS 2023-24:

Bond-Related Expenditures:

1. Series 2017A-1Tax Allocation Bonds Payments - \$1,105,324

2. Series 2017A-2Tax Allocation Bonds Payments - \$14,046

Bank Trustee (Wells Fargo) Administrative Fees

1. Bank administrative services for Series 2017-Tax Allocation Bonds - \$6,000

Administrative Costs - \$100,500

CONCLUSION - Following the Successor Agency of the Maywood Community Redevelopment Agency's (City Council's) adoption of the ROPS 2023-2024A (July through December 2023) and ROPS 2023-2024B (January 2024 through June 2024) Administrative Budget through the attached Resolution, this will be sent to the Los Angeles County First Supervisorial District Consolidated Oversight Board ("Oversight Board") for approval and then submitted to the State of California's Department of Finance (DOF) by February 1st.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The preparation and submittal of the Recognized Obligation Payment Schedule is for the purpose of allowing the Successor Agency to pay its enforceable obligations for the period of July 1, 2023, to June 30, 2024. The administrative budget is required and provides for the Successor Agency's administrative costs for the two six-month periods during fiscal year 2023-2024.

ATTACHMENT(S)

1. ATTACHMENT 1 - Recognized Obligation Payment Schedule (ROPS 23-24) - Summary Filed for the July 1, 2023 through June 30, 2024 Period
2. ATTACHMENT 2 - Maywood Recognized Obligation Payment Schedule (ROPS 23-24) - ROPS Detail July 1, 2023 through June 30, 2024
3. ATTACHMENT 3 - FY 2023 2024 ADMINISTRATIVE COSTS TO SUPPORT THE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY

RESOLUTION NO. 6280

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT
AGENCY OF THE CITY OF MAYWOOD APPROVING THE
PROPOSED RECOGNIZED OBLIGATION PAYMENT SCHEDULE
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024 (ROPS
23-24) PURSUANT TO HEALTH AND SAFETY CODE SECTION
34177 AND APPROVING THE PROPOSED ADMINISTRATIVE
BUDGETS FOR THE SIX-MONTH FISCAL PERIODS FROM JULY 1,
2023 THROUGH DECEMBER 31, 2023 AND FROM JANUARY 1,
2024 THROUGH JUNE 30, 2024, AND TAKING CERTAIN RELATED
ACTIONS**

WHEREAS, pursuant ABx 1 26, enacted on June 28, 2011, and as subsequently amended by AB 1484, SB 341, and SB 107 ("Dissolution Act"), the Redevelopment Agency to the City of Maywood was dissolved as of February 1, 2012, and the City of Maywood elected to serve as the Successor Agency to the former Redevelopment Agency of the City of Maywood ("Successor Agency"); and

WHEREAS, pursuant to Health and Safety Code Section 34179 (q), commencing on and after July 1, 2018, the County of Los Angeles, where more than 40 oversight boards were created by the Dissolution Act, shall have five consolidated oversight boards each encompassing the five supervisorial districts; and

WHEREAS, the First Supervisorial District Consolidated Oversight Board ("Oversight Board") has jurisdiction over the Successor Agency and

WHEREAS, pursuant to Health and Safety Code Section 34177(o), the Successor Agency must prepare a Recognized Obligation Payment Schedule listing the anticipated payments for enforceable obligations to be made by the Successor Agency during the fiscal period from July 1, 2023 through June 30, 2024 ("ROPS 23-24") and submit ROPS 23-24 to the oversight board of the Successor Agency (the "Oversight Board") for approval; and

WHEREAS, pursuant to Health and Safety Code Section 34177(l)(2)(B), at the same time that the Successor Agency submits ROPS 23-24 to the Oversight Board for approval, the Successor Agency must submit a copy of such ROPS to the State Department of Finance (the "DOF"), the County administrative officer, and the County Auditor-Controller; and

WHEREAS, pursuant to Health and Safety Code Section 34177(l)(2)(C) and Section 34177(o)(1), the Successor Agency must: (i) submit the Oversight Board-approved ROPS 23-24 to the DOF, the Office of the State Controller, and the County Auditor-Controller no later than February 1, 2023, and (ii) post a copy of the Oversight Board-approved ROPS 23-24 on the Successor Agency's website; and

WHEREAS, pursuant to Health and Safety Code Section 34177(j), the Successor Agency must prepare a proposed administrative budget for each six-month fiscal period (commencing each January 1 and July 1) and submit each proposed administrative budget to the Oversight Board for approval; and

WHEREAS, each proposed administrative budget shall include all of the following: (1) estimated amounts for Successor Agency administrative costs for the upcoming six-month fiscal period; (2) proposed sources of payment for the costs identified in (1); and (3) proposals for arrangements for administrative and operations services provided by the City of Maywood or another entity; and

WHEREAS, pursuant to Health and Safety Code Section 34177(k), the Successor Agency is required to provide administrative cost estimates, from its approved administrative budget that are to be paid from property tax revenues deposited in the Redevelopment Property Tax Trust Fund, to the County Auditor-Controller for each six-month fiscal period; and

WHEREAS, there has been presented to this Board for approval, the Successor Agency's proposed administrative budgets for the six-month fiscal periods from July 1, 2023 through December 31, 2023 ("Administrative Budget 23-24A") and from January 1, 2024 through June 30, 2024 ("Administrative Budget 23-24B") (collectively the "Administrative

Budgets”).

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF MAYWOOD HEREBY FINDS, DETERMINES, RESOLVES, AND ORDERS AS FOLLOWS:

Section 1. The above recitals are true and correct and are a substantive part of this Resolution.

Section 2. ROPS 23-24, substantially in the form attached hereto as Exhibit A, is hereby approved. The Executive Director of the Successor Agency, in consultation with the Successor Agency’s legal counsel, may modify ROPS 23-24 as the Executive Director or the Successor Agency’s legal counsel deems necessary or advisable.

Section 3. This Board hereby represents and warrants to the Oversight Board that it examined all of the items on ROPS 23-24 and finds that each of them is necessary for the continued maintenance and preservation of property owned by the Successor Agency until disposition in accordance with the Dissolution Act, the continued administration of the ongoing enforceable obligations, or the expeditious wind-down of the affairs of the former Redevelopment Agency of the City of Maywood by the Successor Agency.

Section 4. Staff is hereby authorized and directed to post a copy of the Oversight Board-approved ROPS 23-24 on the Successor Agency’s Internet website (being a page on the Internet website of the City of Maywood).

Section 5. The officers and the other Staff members of the Successor Agency are hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable to effectuate this Resolution, including but not limited to requesting additional review by the DOF and an opportunity to meet and confer on any disputed items, and making adjustments to ROPS 23-24 pursuant to the DOF’s instructions, and any such actions previously taken are hereby ratified and confirmed.

Section 6. The Administrative Budgets, substantially in the form attached hereto as Exhibit B, are hereby approved.

Section 7. The Executive Director of the Successor Agency, in consultation with the Successor Agency’s legal counsel, may modify the Administrative Budgets as the Executive Director or the Successor Agency’s legal counsel deems necessary or advisable.

Section 8. Staff is hereby authorized and directed to submit the proposed Administrative Budgets to the Oversight Board for approval.

Section 9. The officers and other staff members of the Successor Agency are hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable to effectuate this Resolution and the Administrative Budgets and any such actions previously taken are hereby ratified and confirmed.

PASSED, APPROVED AND ADOPTED THIS 11th day of JANUARY, 2023.

Frank Garcia, 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, Flor Aguiluz, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6280 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 11th day of January, 2023 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Andrea Aguilar, City Clerk

Recognized Obligation Payment Schedule (ROPS 23-24) - Summary
Filed for the July 1, 2023 through June 30, 2024 Period

Successor Agency: Maywood

County: Los Angeles

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	23-24A Total (July - December)	23-24B Total (January - June)	ROPS 23-24 Total
A Enforceable Obligations Funded as Follows (B+C+D)	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	\$ 939,152	\$ 286,718	\$ 1,225,870
F RPTTF	888,902	236,468	1,125,370
G Administrative RPTTF	50,250	50,250	100,500
H Current Period Enforceable Obligations (A+E)	\$ 939,152	\$ 286,718	\$ 1,225,870

Certification of Oversight Board Chairman:

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name Title

/s/ _____
Signature Date

Maywood
Recognized Obligation Payment Schedule (ROPS 23-24) - ROPS Detail
July 1, 2023 through June 30, 2024

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 23-24 Total	ROPS 23-24A (Jul - Dec)					23-24A Total	ROPS 23-24B (Jan - Jun)					23-24B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								\$16,639,534		\$1,225,870	\$-	\$-	\$-	\$888,902	\$50,250	\$939,152	\$-	\$-	\$-	\$236,468	\$50,250	\$286,718
5	Successor Agency Staff Administrative Costs	Admin Costs	07/01/2015	12/31/2023	City of Maywood	Administrative Costs-Staff		100,500	N	\$100,500	-	-	-	-	50,250	\$50,250	-	-	-	-	50,250	\$50,250
12	Series 2017A-1Tax Allocation Bonds	Bonds Issued After 12/31/10	10/18/2017	08/01/2037	Wells Fargo Bank	Series 2017A-1Tax Allocation Bonds		16,518,988	N	\$1,105,324	-	-	-	871,823	-	\$871,823	-	-	-	233,501	-	\$233,501
13	Series 2017A-2Tax Allocation Bonds	Bonds Issued After 12/31/10	10/18/2017	08/01/2037	Wells Fargo Bank	Series 2017A-2Tax Allocation Bonds		14,046	N	\$14,046	-	-	-	11,079	-	\$11,079	-	-	-	2,967	-	\$2,967
15	Bank Trustee Admin Fee	Fees	10/18/2017	08/01/2037	Wells Fargo Bank	Series 2017-Tax Allocation Bonds		6,000	N	\$6,000	-	-	-	6,000	-	\$6,000	-	-	-	-	-	\$-

**SUCCESSOR AGENCY OF THE FORMER MAYWOOD COMMUNITY REDEVELOPMENT AGENCY
(RDA) ADMINISTRATIVE BUDGET
(July 1, 2023 to June 30, 2024)
RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS)
FISCAL YEAR 2023-2024**

In accordance with Health and Safety Code section 34177(j) this document constitutes the Administrative Budget of the Successor Agency to the Redevelopment Agency for Maywood Community Redevelopment Agency ("Former Agency"). The Successor Agency is a separate legal entity that serves, in accordance with ABx1 26, as amended by AB 1484, to wind-down the affairs of the former Maywood Community Redevelopment Agency.

This Administrative Budget has been prepared by the Successor Agency and will be submitted to the Successor Agency's Oversight Board – City Council of Maywood - for approval in accordance with the requirements of Health and Safety Code Section 34177(j).

This Administrative Budget accompanies the Successor Agency's Recognized Obligation Payment Schedule ("ROPS") prepared pursuant to Health and Safety Code Section 34177(l) for the period of July 1, 2023 through June 30, 2024. In compliance with the California Health and Safety Code, Sections 34177(j)(1), (2), and (3) the Administrative Budget is broken out into three parts:

- 1) Estimated administrative costs for applicable period.
- 2) Proposed source of payment.
- 3) Proposals for arrangements for administrative and operations services provided by the City of Maywood (the City). Per Health and Safety Code Section 24171(b), for fiscal year 2023-2024 the minimum authorized amount for Administrative Cost is \$100,500. As called for in Health and Safety Code Section 34177(k), and as documented in this Administrative Budget, the Successor Agency will report to the County Auditor-Controller that its administrative cost allowance to be paid from property taxes deposited in the Redevelopment Property Tax Trust Fund (as further described in Part B below) pursuant to Health and Safety Code Section 34183(a)(3) is the amount of \$100,500.

**SUCCESSOR AGENCY OF THE FORMER MAYWOOD COMMUNITY REDEVELOPMENT AGENCY
(RDA) ADMINISTRATIVE BUDGET
(July 1, 2023 to June 30, 2024)
RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS)
FISCAL YEAR 2023-2024**

***A. Estimated Amounts For Successor Agency Administrative Cost For
Applicable Period (Health and Safety Code Section 34177(j)(1).***

A - SALARIES (5100) AND BENEFITS (5200)	\$ 71,500
This includes	
A1. Executive oversight of the Successor Agency	
A2. Finance, Accounting and Treasury Activities (Accounting, Payroll, Accounts Payable, Accounts Receivable, Banking, Debt Administration, General Ledger Maintenance)	
A3. Community development activities (property oversight and loan receivable administration, AB1484 compliance, legislative analysis and research, implementation of the long-range property management plan)	
A4. Human resources administration.	
A5. Property tax allocation monitoring.	
B - PROFESSIONAL SERVICES	
B1 - Legal Services (6114):	\$ 25,000
Legal services to ensure compliance with applicable laws.	
B2 - Auditing Services (6306)	\$4,000
Audit and Other Financial Compliance activities associated with Successor Agency	
C - (A + B) TOTAL ADMINISTRATIVE	\$100,500

Activities may be added, revised, or deleted from this listing as necessary and appropriate during the course of the Former RDA wind-down process. Costs shown for each activity are estimates only. Actual costs required for each activity may be higher or lower than the amount shown, not to exceed the aggregate total amount shown.

B. Proposed Source of Payment For Above-Identified Administrative Costs (Health and Safety Code Section 34177(j)(2). As authorized pursuant to Health and Safety Code Section 34183(a)(3), the proposed source of payment for the administrative costs identified in Part A above is the Redevelopment Property Tax Trust Fund (RPTTF) established and maintained by the Los Angeles County Auditor- Controller pursuant to Health and Safety Code Section 34170.5(b).

C. Proposals For Arrangements For Administration and Operations Services (Health and Safety Code Section 34177(j)(3). The Successor Agency has arranged with the City of Maywood to provide the staff services, office materials, equipment, and other necessary resources to administer the responsibilities of the Successor Agency, and will draw upon services of outside legal and financial consultants as necessary, to provide for the continued administration of the former RDA to the extent City staff lacks the necessary expertise or capacity

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 6.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: SHIRLEY QUINONES, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

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

RECOMMENDATION:

Staff recommends that the City Council adopt a motion finding that the state of emergency continues to directly impact the ability of the members of the City's legislative bodies to meet safely in person, and that State and 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 December 14, 2022, City Council meeting when this item was discussed, the Council reconsidered the factual circumstances that still exist and the City Council opted to continue to hold meetings pursuant to AB361, enabling local public agencies to continue to use teleconferencing without complying with certain Brown Act provisions related to teleconferencing.

DISCUSSION:

Los Angeles County has surpassed the numbers seen at this time last year. Public Health are asking to limit the spread of COVID-19 by updating their vaccines, masking indoors, and testing before gatherings.

The County is also asking residents to stay home and away from others if sick to help reduce the rate of transmission. The County is stating that as the COVID-19 virus continues to mutate, there is a very real possibility that new variants of concern could contribute to another surge from the holiday season, making it important that Los Angeles County residents take steps to reduce the risk for serious illness. The cases have been increasing these past week, which concerns County Public Health. County Public Health has reported over 16,451 new cases over the last seven days. Los Angeles County remains in the High Community Level based on the Centers for Disease Control and Prevention (CDC) designation.

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. Additionally, the Los Angeles County Department of Public Health continues to recommend that employers take steps to reduce indoor crowding and to enable employees and visitors to physically distance themselves from each other.

Based on the research conducted since the last City Council meeting, the factual circumstances exist for the City Council to continue to hold meetings pursuant to AB 361. The state of emergency is still in effect, and there are recommended measures to promote social distancing. Meeting in person continues to directly impact the ability of members to meet safely in person. 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 of Maywood can continue to be conducted in a hybrid format (Zoom and In-person) for the next 30 days.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

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

ATTACHMENT(S)

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 7.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ROXANNE DIAZ, CITY ATTORNEY

SUBJECT: ADOPTION OF UNCODIFIED ORDINANCE NO. 22-03 REPEALING ORDINANCE NO. 16-01 REGARDING THE DATE AND TIME OF REGULAR CITY COUNCIL MEETINGS

RECOMMENDATION:

Staff recommends that the City Council adopt Ordinance No. 22-03, "An Uncodified Ordinance Repealing Ordinance No. 16-01 Regarding the Date and Time of Regular City Council Meetings."

BACKGROUND:

The City Attorney's Office is bringing forward this unmodified ordinance item as a clean-up item. The City staff is continually reviewing its processes and procedures to ensure efficiency. Maywood Municipal Code Section 2-1.01 entitled "Meeting Times" provides that regular meetings of the City Council shall be set by City Council resolution. In 2016, the City Council adopted an ordinance not a resolution to establish its meeting date and times, which was in error.

DISCUSSION:

The proposed uncodified ordinance will repeal Ordinance No. 16-01 which established City Council meeting dates and times by ordinance, which is not required by the City's Municipal Code. The Municipal Code provides that such dates and times be set by "resolution." Unlike an ordinance, which requires that it be placed on two separate agendas (one agenda for first reading and the second agenda for adoption), as well as a waiting period of 30 days before the ordinance becomes effective, a resolution is placed only on one agenda and once it is passed the resolution is effective immediately. Repealing Ordinance No. 16-01 will allow the City Council flexibility as well as promote efficiency in our processes as Section 2-1.01 of the Municipal Code clearly states that meeting dates and times should be established by resolution. City Staff will return with a proper resolution prior to the effective date of the proposed ordinance so that we are in compliance with our own Municipal Code.

LEGAL REVIEW:

This report and the proposed ordinance were drafted by the City Attorney.

FISCAL IMPACT:

This is no fiscal impact with this action.

ATTACHMENT(S)

ORDINANCE NO. 22-03

**AN UNCODIFIED ORDINANCE OF THE CITY OF MAYWOOD
REPEALING ORDINANCE NO. 16-01 REGARDING THE DATE AND
TIME OF REGULAR CITY COUNCIL MEETINGS**

THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES ORDAIN AS FOLLOWS:

Section 1. Repeal. Ordinance No. 16.01 establishing new dates and times for regular City Council meetings is hereby repealed.

Section 2. Effective Date of Ordinance. This Ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

Section 3. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED THIS 11th day of January, 2023.

Frank Garcia, 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 Ordinance No. 22-03 was adopted at a regular meeting of the City Council of the City of Maywood held on the 11th day of January, 2023 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Andrea Aguilar, City Clerk

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 8.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MIGUEL LEON, ADMINISTRATIVE ANALYST

SUBJECT: CONSIDERATION OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH FRANCISCO & ASSOCIATES, INC., FOR SERVICES RELATED TO THE STREET LIGHTING ASSESSMENT DISTRICT AND SEWER SERVICE CHARGE ASSESSMENT, AND FOR TRANSITIONING TO THE LOS ANGELES COUNTY CONSOLIDATED SEWER MAINTENANCE DISTRICT, IN A NOT TO EXCEED AMOUNT OF \$45,536.75 AND EXTENDING THE TERM OF THE AGREEMENT IN A FORM APPROVED BY THE CITY ATTORNEY AND APPROVE A BUDGET AMENDMENT TO THE SEWER ENTERPRISE FUND IN AN AMOUNT OF \$27,536.75

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Approve Amendment No. 3 to the Professional Services Agreement with Francisco & Associates, Inc., for Street Lighting Assessment District, Sewer Service Charge Assessment, and Transition to the Los Angeles County Consolidated Sewer Maintenance District Services for a not-to-exceed amount of \$45,536.75 and extending term in a form approved by the City Attorney and;
- 2) Approve a budget amendment for the Sewer Enterprise Fund in the amount of \$27,536.75.

BACKGROUND:

On May 24, 2017, City Council awarded a contract with Francisco & Associates, Inc. (FAI) to create a database for Sewer Service Charge assessment purposes and to calculate each property owner's pro-rata share of the costs. Subsequently, On April 13, 2018, the City Council approved Amendment No. 1 for additional assistance work to include both Street Lighting Assessment District and Sewer Service Charge assessment services.

On March 27, 2019, City Council approved Amendment No. 2, extending the contract term to three (3) years until June 30, 2022. The services contained Amendment No. 1. services that included updating the Engineer's Report for the Street Lighting Assessment District (SLAD) and Sewer Service Charge (SSC) , adjusting the assessments as necessary, and placing the assessments for both on the Los Angeles County Assessor's secure tax rolls.

DISCUSSION:

Staff requested a revised proposal from FAI for professional services to administer the City's Street Lighting Assessment District (SLAD), and Sewer Service Charge (SSC) for the Fiscal Year 2022-2023. The SLAD and SCC services include updating the Engineer's Report by outlining the method for allocating the assessment, developing the fiscal year database, and placing the assessments on the County's secured property tax roll. The revised cost proposal for the SLAD and SCC services for FY 2022-2023 is the amount of \$18,000.00. (Attachment 1).

Furthermore, the Los Angeles County Public Works Department has requested the City of Maywood to transition its existing Sewer Service Charges to the County Consolidated Sewer Maintenance District (CSMD) Sewer Service Charge Rate Structure. The County will assume responsibility by levying Sewer Service Charges on City parcels beginning in the Fiscal Year 2024-2025.

Francisco & Associates incorporated supplemental assistance on account of the annexation of the City into the CSMD for Fiscal Year 2023-2024. The scope includes analysis and sewer rate study required to transition the City's existing Sewer Service Charge to the County CSMD Sewer Service Rate Structure. The total compensation fee for professional services related to transitioning to the Los Angeles County Consolidated Sewer Maintenance District is \$23,945.00. A 15% percent addition is requested for reimbursable service expenses totaling \$3,591.75 (\$23,945.00 times 15%). The total amount for the supplemental services is \$27,536.75. (Attachment 2).

Staff recommends approving Amendment No. 3 to the professional services agreement with Francisco & Associates for a not-to-exceed amount of \$45,536.75 based on their qualifications, experience, and project understanding. Approving the amendment will meet the SLAD, SCC, and Los Angeles County Public Works requirements.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

An initial appropriation of \$8,250.00 from Fund 412 - Sewer Enterprise Fund for Sewer Service Charge (SSC) and \$9,750.00 from Fund 251 - Street Lighting Fund for SLAD for assessment services. The SSC and SLAD assessment services will cover the FY 2022/2023 submission to the Los Angeles County Assessor to place on the secure Property Tax Roll (Secured Property Tax Bills). An additional appropriation of \$27,536.75 from Fund 412 - Sewer Enterprise Fund will be utilized to cover the transitioning services to the Consolidated Sewer Maintenance District (CSMD), managed by the County of Los Angeles Department of Public Works Sewer Maintenance Division (SMD). The total appropriation amount for the Sewer Enterprise Fund is \$35,786.75 (\$8,250 + \$27,536.75). The total contract amount for Francisco & Associates is \$45,536.75.

F.Y. 22-23 Impact: \$45,536.75	Current F.Y. 2022/2023 Budget: Fund 412 - Sewer Enterprise Fund @ \$341,500 Fund 251 - Street Lighting Fund @ \$195,967
Fund Impacted: Fund 412 - Sewer Enterprise Fund @ \$35,786.75 Fund 251 - Street Lighting Fund @ \$9,750.00 Total: \$45,536.75	Budget adjustment requested: Fund 412 - Sewer Enterprise Fund @ \$27,536.75, General Ledger account
Source of funds: Fund 412 and 251	Updated Account Budget: Not applicable.
Account Number: 6115 Contractual Services	For fiscal year:

ATTACHMENT(S)

1. Amendment No. 3 - Francisco & Associates

**AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES
AGREEMENT BETWEEN THE CITY OF MAYWOOD AND FRANCISCO
& ASSOCIATES, INC.**

This Third Amendment to the Professional Services Agreement is dated and entered into as of July 01, 2022 ("Amendment No. 3") and amends the agreement by and between the City of Maywood, a municipal corporation ("City") and Francisco & Associates, Inc. ("Consultant") dated March 24, 2017 .

RECITALS

A. On May 24, 2017, City and Consultant entered into an agreement for professional services for the Consultant to Provide Sewer Service Charges Services ("Original Agreement") for amount of \$29,500.00;

B. On April 13, 2018, City and Consultant entered into Amendment No. 1 which added administration of street lighting assessment district and service charge services for FY 2018/19 to the Original Agreement and increased the amount by \$18,000.00 to a maximum contract amount of \$47,500.00;

C. On March 27, 2019, City and Consultant entered into Amendment No. 2 to extend the contract term by three (3) years through June 30, 2022 to the Original Agreement and increase the compensation amount by \$54,000.00, to a maximum contract amount of \$101,500.00;

D. The Original Agreement, as amended by Amendment No. 1 and Amendment No. 2, is referred to herein as the Agreement;

E. The Parties now desire to amend the Agreement to provide additional professional services, compensation and extend the term.

NOW THEREFORE, it is mutually agreed by and between the City and Consultant as follows:

Section 1. The Agreement is hereby revised to extend the term through December 31, 2024, unless sooner terminated.

Section 2. The compensation for the services provided to the City under this Amendment No. 3 shall be \$45,536.75 and the new maximum compensation amount is \$147,036.75.

Section 3. The two proposals from Francisco & Associates, Inc. dated March 29, 2022, attached to this Amendment No. 3 as Exhibit A, are hereby incorporated into the agreement as part of Consultant's services.

Section 4. Except as expressly modified by this Amendment No. 3, 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 No. 3 and the provisions of the Agreement, the provisions of this Amendment No. 3 shall control.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 3 as of the day and year first above written.

Frank Garcia, Mayor

ATTEST:

Andrea Aguilar, City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

FRANCISCO & ASSOCIATES, INC.
(CONSULTANT)

By: _____

Its: _____

EXHIBIT A

ADDITIONAL SERVICES

March 29, 2022

Jennifer Vasquez
City Manager
City of Maywood
4319 East Slauson Avenue
Maywood, CA 90270

**Subject: Proposal to Assist the City of Maywood with the Fiscal Year 2022-23
Annual Administration of the Street Lighting Assessment District
and Sewer Service Charge**

Dear Jennifer;

Please find enclosed our proposal to administer the City's Street Lighting Assessment District and Sewer Service Charge for Fiscal Year 2022-23. For the Street Lighting Assessment District our services generally include, updating the Engineer's Report which outlines the method for allocating the assessment, assisting with the preparation of Council documents, and placing the assessments on the County's secured property tax roll. For the Sewer Service Charge, our services generally include development of the fiscal year database, assisting with the preparation of Council documents, and placement of the Sewer Service Charges on the County's secured property tax roll.

If you have any questions, please contact me at (760) 438-5330.

Sincerely,
FRANCISCO & ASSOCIATES



Ed Espinoza, P.E.
Principal

Enclosed

Scope of Services – FY 2022-23 SLAD Administration

Francisco & Associates will prepare the ensuing year's Engineer's Report and place assessments on the property tax roll. The Engineer's Report will include: a description of improvements/services, the annual budget for each benefit zone (if applicable), the benefit spread methodology, assessment district diagram and a listing of individual assessments for each parcel within the assessment district. The specific tasks to complete the Engineer's Report and place assessments on the property tax roll are as follows:

Task 1 - Project Kickoff Meeting

Meet with City staff to review scope of work, project schedule, and any changes to the proposed assessment district from the previous year. Identify if there were any annexations or de-annexations to the assessment district which may affect revenues. Identify if there have been any changes in the number and types of improvements/services that the assessment district is providing for the ensuing year.

Task 2 - Collect Available Data

Collect available data from the County Assessor's office and City staff that is pertinent to the annual administration of the assessment district, including Assessor parcel characteristics and maps, building permit information, proposed budgets, listing of services and improvements, etc. The ensuing year's data would include the closed secured property tax roll from the County.

Task 3 – Update Parcel Database

Update the parcel database to include the most current parcel information such as: property owner name, mailing address, situs address, use code, acreage, units, building permits, and any other pertinent parcel attributes that are needed to calculate the assessments. In addition, if property has subdivided or consolidated remove the retired parcels and incorporate the new parcels.

Task 4 - Prepare Assessment Diagram

Prepare assessment diagram to include parcels within the boundaries of the assessment district and benefit zones. This includes all parcels that have either annexed or de-annexed into the assessment district from the prior year. Provide the City with 11" x 17" copies for their internal use (as requested).

Task 5 – Assist City with Developing Assessment District Budget

Assist City staff with developing the ensuing year's budget for the assessment district and associated benefit zones. This will include operation and maintenance expenses, revenue sources, fund balances, etc. Review the draft budget with City staff prior to the preparation of the Draft Preliminary Engineer's Report.

Task 6 Draft Preliminary Engineer's Report

Based upon the information received at the project kick-off meeting and other team meetings, prepare the Draft Preliminary Engineer's Report. The Draft Preliminary Engineer's Report will include a description of improvements/services, the ensuing year's operation and maintenance budget for each benefit zone, the benefit spread methodologies, Assessment District Diagram, and a listing of individual assessments for the ensuing year. Furthermore, the narrative in the Preliminary Engineer's Report will be reviewed initially and on an annual basis and clarified, as needed, to ensure readability and understanding by both City staff and public of the benefit spread methodology.

Task 7 – Submit the Draft Preliminary Engineer's Report to City Staff

Submit the Draft Preliminary Engineer's Report to City staff for review and comment.

Task 8 – Preliminary Engineer's Report

Based upon the comments received from City staff on the Draft Preliminary Engineer's Report, prepare the Final Preliminary Engineer's Report in electronic and hard copy for City staff and City Council approval.

Task 9 – Review and Comment on Draft Staff Report and Draft Resolutions

Review and comment on the draft staff reports and resolutions for approval at the Resolution of Intention and Public Hearing City Council meetings. Provide an electronic copy of each document to City staff for review and approval.

Task 10 – Final Engineer's Report

Based upon the comments received from City staff and City Council at the City Council meeting, prepare the Final Engineer's Report and submit hard copies as requested to City staff for City Council approval.

Task 11 – Auditor's Report

Francisco & Associates will prepare and submit the annual Auditor's Report information to the County Auditor. The Auditor's Reports will include the required County documents and associated forms, the Final Engineer's Report, the City resolution

authorizing the special assessments for the ensuing fiscal year and the electronic assessment database formatted per the County requirements. If there are any rejected parcels resulting from the first submittal, we will research them and resubmit to the County to ensure that the City receives all the revenue they are entitled to.

Task 12 – Final Assessment Roll

Francisco & Associates will provide the City with a Final Assessment Roll in hard copy (if requested) and electronic copy for their records.

Task 13 Property Owner Assistance

Francisco & Associates will provide property owner assistance, which will involve researching property owner questions, providing written responses to their questions, if necessary, and coordinating any changes with the County Auditor's office.

Scope of Services – FY 2022-23 Sewer Charge Administration

Task 1 – Project Kickoff Meeting

Meet with City staff to review scope of work, project schedule and any changes to the Sewer Service Charge Area from the previous year.

Task 2 – Annexations or De-Annexations to Sewer Service Area

Coordinate with the County each year to determine if there are annexations or de-annexations to the Sewer Service Area. If there were annexations or de-annexations modify the sewer service charge database to incorporate the changes.

Task 3 – Collect County Data

Coordinate with the County Assessor's office and obtain data that is pertinent to calculating and levying the annual sewer service charge each fiscal year. This data will include, but not be limited to, Assessor parcel numbers, property address, mailing address, land use codes, property characteristics, Assessor parcel maps, etc.

Task 4 – Collect Water Meter Data from Water Providers

Coordinate with Maywood Water Company Nos. 1, 2, and 3 to obtain the latest water meter data for each property that has a water meter(s) within the sewer service charge area. Determine which water meters should be assigned to the appropriate County Assessor parcel numbers. The water providers will provide water meter sizes and service addresses which will need to be correlated to the correct Assessor Parcel Numbers assigned by the County.

Task 5 – Preliminary Sewer Service Charge Roll

Prepare the Preliminary Sewer Service Charge Roll which will incorporate the new sewer service charge rates and any new water meters and/or changes to existing water meters to date. Provide hard copies as requested and one (1) electronic copy of the Preliminary Sewer Service Charge Roll to City staff for review and approval.

Task 6 – City Council Approval

Assist City staff each year with the preparation of the staff report and City Council resolution authorizing the ensuing year's sewer service charge.

Task 7 – Update Parcel Database

Update the Sewer Service Charge database in July of each year based on the County's closed property tax roll, to include the most current parcel information such as: property owner name, mailing address, situs address, use code, sewer service charge and any other pertinent parcel attributes. If parcels have retired, determine the new Assessor parcel number, and coordinate with City Staff to ensure the water meters associated with the retired parcels are transferred over to the new parcels. In addition, update the database to include all new water meters installed and removed by the water providers as of July 1 of each year.

Task 8 – County Auditor's Report

Prepare the County Auditor's Report in County approved electronic format and submit the sewer service charges to the County for inclusion on the ensuing year's property tax rolls. If there are any rejected parcels resulting from the first submittal research them and resubmit them to the County to ensure that the City receives the sewer service charge revenue they are entitled to.

Task 9 – Manual Invoices

Prepare a listing of parcels (includes owner name, property address, mailing address, water meter size, sewer service charge amount, etc.) that will need to be manually invoiced by the City. This listing will consist of all parcels receiving a sewer service charge that the County does not issue property tax bills for. These parcels generally consist of public agency parcels and common area parcels for condominium complexes.

Task 10 – Final Sewer Service Charge Roll

Upon confirmation that the County accepted all parcels, provide the City with hard copies as requested of the Final Sewer Service Charge Roll and one (1) electronic copy.

Task 11 – Revised Property Tax Bills

If it is determined that an incorrect water meter and/or size was allocated to a property and the property owner has not paid their property tax bill, coordinate with the County Auditor to prepare a revised property tax bill. If it is determined that an incorrect water meter and/or size was allocated to a property and the property owner paid their property tax bill, coordinate with the City to issue a refund to the property owner.

Task 12 – Property Owner Assistance

Francisco & Associates will provide property owner assistance, which will involve researching property owner questions, providing written responses to their questions, if necessary, and coordinating any changes with the County Auditor's office.

Proposed FY 2022-23 Project Schedule

Based upon discussions at the project kickoff meeting, we will develop a project schedule that is suitable to City staff. Per State law, we are required to submit the charges to the County Auditor-Controller for placement on the property tax roll no later than August 10th of each year.

City Responsibilities

- 1) Approve the City's Resolutions, Staff Reports, and Legal Notices for FY 2022-23.
- 2) Publish all required notices.
- 3) Provide legal counsel that is knowledgeable in the requirements of Proposition 218 to review and approve documents as needed.

Fee Schedule

Francisco & Associates proposes the total annual fee for FY 2022-23 as follows:

Street Lighting Assessment District: \$9,750 lump sum

Sewer Service Charge: \$8,250 lump sum

Anticipated reimbursable expenses such as mileage, County Assessor maps and data are included in the lump sum fees shown above.

Please note, these fees do not include tasks associated with conducting a Proposition 218 balloting election should the City decide to increase charges and/or assessments, nor any mailing and/or noticing that may be required to property owners. If the City decides to increase assessments or charges, mail notices to property owners, or have Francisco & Associates provide any services outside the scope outlined herein, a supplemental proposal to cover the requested services will be prepared.

March 29, 2022

Jennifer Vasquez
City Manager
City of Maywood
4319 East Slauson Avenue
Maywood, CA 90270

Subject: Proposal to Assist the City of Maywood with Transitioning to the Los Angeles County Consolidated Sewer Maintenance District

Dear Jennifer;

The Los Angeles County Public Works Department has requested the City of Maywood transition its existing Sewer Service Charges to the County Consolidated Sewer Maintenance District (CSMD) Sewer Service Charge Rate Structure prior to approving annexation of the City into the CSMD and the County assuming responsibility to levy Sewer Service Charges on City parcels beginning in Fiscal Year 2024-25.

Francisco & Associates appreciates the opportunity to submit this proposal to assist the City with the analysis and sewer rate study required to transition the City's existing Sewer Service Charge to the County CSMD Sewer Service Rate Structure. If approved, the City will levy the updated Sewer Service Charges for the first time in Fiscal Year 2023-24. Attached is the scope of services, tentative project schedule, and proposed fee.

If you have any questions, please contact me at (760) 438-5330.

Sincerely,
FRANCISCO & ASSOCIATES



Ed Espinoza, P.E.
Principal

Enclosed

Scope of Services

Task 1 – Attend Project Meetings

Meet with City staff and Los Angeles County Public Works staff (“County staff”) as needed to discuss and review documents and information relevant to annexing the City into the Los Angeles County Consolidated Sewer Maintenance District (CSMD) and transitioning the City’s existing Sewer Service Charge to the CSMD Sewer Service Charge Rate Methodology.

Task 2 – Data and Document Collection

Coordinate with City staff to obtain prior studies and supporting documents that were prepared to evaluate the City’s sewer system. Coordinate with County staff to obtain information related to the CSMD and supporting analysis for the City of Maywood.

Task 3 – Assist to Prepare and Conduct Presentation to Council on April 13th

Assist City staff and County staff with the preparation of preliminary cost estimates and power point slides for the April 13, 2022 City Council meeting regarding the process for annexing the City into the CSMD and transitioning the City’s existing Sewer Service Charge to the CSMD Sewer Service Charge Rate Methodology. The proposed Sewer Service Charge is intended to be comprised of two components – one to fund operations and maintenance that will be performed by the County and another to fund Capital Improvement Projects (CIPs). If approved, the updated Sewer Service Charges are anticipated to be placed on property tax bills for parcels in the City in Fiscal Year 2023-24 (first installment due in December 2023).

Task 4 – Model Sewer Service Charges to Fund Operations and Maintenance based on existing CSMD Sewer Service Charge Methodology

Apply the existing CSMD Sewer Service Charge Methodology and Rates to City parcels to determine the charge per parcel and the total revenue that can be generated for operations and maintenance that will be performed by the County. The current CSMD rate to fund operations and maintenance is \$50.50 per single-family home.

Task 5 – Assist the City Engineer to Perform Cost Analysis for Capital Improvement Projects

Review prior studies and supporting documents and information provided by County staff to assist the City Engineer in identifying the imminent and long-term Capital Improvement Project (CIP) needs including point repairs, pipe lining, poor connections, and other necessary repair work.

Task 6 – Perform the CIP Sewer Service Charge Rate Component Analysis

Assist City staff to determine the net unfunded amount after accounting for alternative funding sources that may be available to the City (grants, Measure W, etc.). Based on the net unfunded amount, provide City staff with Sewer Rate Service Charge options to fund CIPs based on the existing CSMD methodology for consideration. The Sewer Rate Service Charge component to fund CIPs will be in addition to the base charge to fund operations and maintenance per Task 4 above.

Task 7 – Coordinate with the Los Angeles County Public Works Department to determine the Sewer Service Charge Rate for CIPs

Based on the analysis performed in Task 6, assist the City in coordinating with County staff to determine the appropriate Sewer Service Charge Rate to fund CIPs and obtain County approval.

Task 8 – Conduct Presentation of Proposed CSMD Sewer Service Charge Rates to Council

Assist City staff in conducting a presentation to City Council regarding the proposed Sewer Charge Rates to fund CIPs. If requested, the presentation can include sewer charge rate comparisons to other neighboring cities.

Task 9 - Prepare Sewer Rate Study Report

If City Council directs City staff to proceed with annexing the City into the CSMD and transitioning the City's existing sewer service charge to the CSMD Sewer Service Charge, Francisco & Associates will prepare a study report for review by City staff. The report will include our recommendations for the financial plan and proposed Sewer Rate Service Charge Rates that will be applied by the City beginning in Fiscal Year 2023-24 and turned over to the CSMD prior to Fiscal Year 2024-25. An executive summary and introduction will present the purpose of the report and results of the study. Tables, graphs, and charts will be used as appropriate, but the emphasis will be on providing a clear, concise and understandable report that will provide the City with a thorough administrative record that demonstrates rates meet the requirements of existing law, particularly Proposition 218.

Task 10 – Assist City Staff to Annex the City into the CSMD

Assist City staff to prepare Council documents related to the adoption of the required resolution to assign maintenance of the City's Sewer System to the County. The City will be formally annexed into the CSMD prior to December 2023 and the County will begin placing the updated Sewer Service Charge Rates on City parcels in Fiscal Year 2024-25.

Proposed Project Schedule

March and April 2022 – Tasks 1, 2, and 3

May through December 2022* – Tasks 4 through 10

*No work is anticipated to be performed in the months of July and August to allow for timely placement of the City's existing sewer service charges on the upcoming Fiscal Year 2022-23 property tax roll.

City Responsibilities

- 1) Provide legal counsel that is knowledgeable in the requirements of Proposition 218 to review and approve documents as needed.

Fee Schedule

The estimates of staff time by task, individual hourly rate, and total cost per task are itemized in the table below. Francisco and Associates will provide the services on a time and materials basis. Additional services requested, such as additional meetings or additional tasks can be provided based on the hourly labor rates shown in the table below. All additional tasks would be mutually agreed upon by Francisco & Associates and the City prior to proceeding.

Task Description	Principal Engineer (\$190/hr)	Project Manager (\$175/hr)	Senior Financial Analyst (\$140/hr)	Financial Analyst (\$115/hr)	Clerical (\$75/hr)	Total Estimated Hours	Total Estimated Cost
Task 1 – Attend Project Meetings	8					8	\$1,520.00
Task 2 – Data and Document Collection	4	1				5	\$935.00
Task 3 – Assist to Prepare and Conduct Presentation to Council on April 13th	8					8	\$1,520.00
Task 4 – Model Sewer Service Charges to Fund Operations and Maintenance based on existing CSMD Sewer Service Charge Methodology	4		16	8		28	\$3,920.00
Task 5 – Assist the City Engineer to Perform Cost Analysis for Capital Improvement Projects	8	4	4			16	\$2,780.00
Task 6 – Perform the CIP Sewer Service Charge Rate Component Analysis	16	4	8			28	\$4,860.00
Task 7 – Coordinate with the Los Angeles County Public Works Department to determine the Sewer Service Charge Rate for CIPs	8					8	\$1,520.00
Task 8 – Conduct Presentation of Proposed CSMD Sewer Service Charge Rates to Council	4					4	\$760.00
Task 9 – Prepare Sewer Rate Study Report	8	4	16		2	30	\$4,610.00
Task 10 – Assist City Staff to Annex the City into the CSMD	8					8	\$1,520.00
Totals:	76	13	44	8	2	143	\$23,945.00

Reimbursable expenses will be billed at cost plus 15%. Reimbursable expenses include mileage, County Assessor maps, County secured property tax roll data, mail house cost, postage and overnight mail. Mileage will be billed at \$0.58 per mile.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 9.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: OKAN DEMIRCI, CITY ENGINEER

SUBJECT: ACCEPTANCE OF RIVERFRONT PARK FITNESS COURT PROJECT - PROJECT NO.6303

RECOMMENDATION:

It is recommended that the City Council take the following actions: (1) Accept project completion for the Riverfront Park Fitness Court Project as performed by R.E. Schultz Construction, Inc., for a total amount of \$114,660.39; (2) Authorize the City Manager to file a project Notice of Completion with the County of Los Angeles Registrar-Recorder; and (3) Authorize the City Manager to release a retention payment of \$5,733.02 to R.E. Schultz Construction, Inc. within 35 days following the recordation of the Notice of Completion.

BACKGROUND:

On April 27, 2022, the City Council awarded a public works contract totaling \$109,128.00 to R.E. Schultz Construction, Inc. for the Riverfront Park Fitness Court Project. The project construction budget also includes contingency budget of \$10,912.00 (10% of Contract) for any unforeseen conditions as necessary. The total established construction budget was \$120,040.00.

Construction activities were completed by the Contractor, and confirmed by the City Engineer. The work was completed within the approved budget.

DISCUSSION:

The project includes removal and disposal of grass and soil, forming and pouring fitness court slab and access sidewalk, excavating and constructing shade structure footings, adjusting sprinkler system, installation of fitness court anchors/hold down, installing fitness court wall and equipment, spray floor marking and applying decals.

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer's satisfaction. Construction costs totaled \$114,660.39, which is within the approved construction budget.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact associated with this action, work was completed within the previously approved

budget.

ATTACHMENT(S)

1. Notice of Completion Riverfront Park Fitness Court Project.

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF MAYWOOD
4319 E Slauson Ave
Maywood, CA 90270

Free recording requested per Gov't Code 27383

Space above this line for Recorder's use

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 9204, must be filed within 15 days after completion.

Notice is hereby given that:

1. The undersigned is owner and corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is: City of Maywood
3. The full address of the owner is: 4319 E Slauson Ave, Maywood, CA 90270
4. The nature of the interest or estate of the owner is: In Fee
5. The full names and full addresses of all persons, if any, who hold this with the undersigned as joint tenants or as tenants in common are:

	NAMES	ADDRESSES
NONE		

6. The full names and full addresses of the predecessors in interest of the undersigned. IF the property was transferred subsequent to the commencement of the work or improvements herein referred to:

	NAMES	ADDRESSES
NONE		

7. A work of improvement on the property hereinafter described was completed on December 16, 2022. The work was: Riverfront Park Fitness Court project.

8. The name of the contract, if any, for such work of improvement was
R.E. Schultz Construction, Inc. April 27, 2022
(IF NO CONTRACTOR FOR WORK OF IMPROVEMENT AS A WHOLE, INSERT 'NONE') (DATE OF CONTRACT)

9. The property on which the work of improvement was completed is in Maywood, County of Los Angeles, State of California, and is described as follows: City owned facility

10. The street address of the property is 5000 Slauson Ave, Maywood, CA 90270
(IF NO STREET ADDRESS HAS BEEN OFFICIALLY ASSIGNED, INSERT 'NONE')

Dated: _____
(NAME)

_____, City Manager
(SIGNATURE OF OWNER OR CORPORATE OFFICER OF OWNER NAMED IN PARAGRAPH 2 OR HIS AGENT)

VERIFICATION

I, the undersigned, say: I am the _____ of _____, the declarant of the foregoing notice of completion; I have read said notice of completion and know the content thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____, at _____
(CITY) (STATE)

(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE.))

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 10.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MOHAMMAD MOSTAHKAMI, PE

SUBJECT: CONSIDERATION OF AN EXCHANGE AGREEMENT AND ASSIGNMENT OF FEDERAL SURFACE TRANSPORTATION PROGRAM-LOCAL AND HIGHWAY INFRASTRUCTURE PROGRAMS FUNDS BETWEEN THE CITY AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

RECOMMENDATION:

It is recommended that the City Council approve the *Exchange Agreement and Assignment of Federal Surface Transportation Program-Local and Highway Infrastructure Programs Funds* with Los Angeles County Metropolitan Transportation Authority (Metro) and authorize the City Manager to execute the Agreement in a form approved by the City Attorney and furthermore, authorize the City Manager to execute any amendment to the Agreement if deemed necessary.

BACKGROUND:

The City of Maywood is eligible for and has available Federal Surface Transportation Program-Local ("STP-L Funds") and Highway Infrastructure Programs Funds ("HIP Funds" Funds). In order to avoid lapsing of said funds, Metro, subject to execution of the attached agreement, has agreed to exchange \$149,502 of the City's Federal STP-L Funds and \$130,782 of the City's HIP Funds for a like total amount of \$280,284 of Metro's Local Transportation Funds ("LACMTA Funds") subject to 2% administrative and processing fees. This is beneficial to and in the general interest of the City and Metro.

DISCUSSION:

The fund exchange and related assignment shall be automatically effective upon full execution of the attached agreement between the City and Metro. Pursuant to the agreement Metro hereby accepts the City's assignment of its Surface Transportation Program Local (STP-L) Fund and HIP Funds in exchange for Metro local transportation funds for use on federal-aid eligible project(s), to be determined by Metro at its sole and absolute discretion. According to the Agreement, the City will have three (3) years from the date of the Agreement to use the exchange funds. Staff plans to use the funds in the City's Street related Capital Improvement Projects expected within the next 6 months.

It is recommended that City Council approve the attached fund exchange Agreement with Metro.

ENVIRONMENTAL IMPACT:

None. Approval of the Agreement is exempt from the California Environmental Quality Act.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There will be no impact to Fund 100 - General Fund.

For purposes of this Agreement, the funds being exchanged include the City's apportionment share of FY22 STP-L Funds and it's share of HIP Funds from the federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) which was enacted on December 27, 2020.

Upon receipt of a fully executed agreement, and the City's written certification of the amounts of the City's STP-L Funds Balance and the City's HIP Funds Balance, Metro shall pay the City \$274,678 of LACMTA Funds, which includes the deduction for the processing fee. Such funds will add revenue to the City's Special Revenue Fund and will be appropriated to a specific project at a later date.

ATTACHMENT(S)

1. 02_HIP2122_MAYWOOD_Exchange Agrmt_Metro Legal Signed 12.23.22

**EXCHANGE AGREEMENT AND ASSIGNMENT OF FEDERAL SURFACE
TRANSPORTATION PROGRAM-LOCAL AND HIGHWAY INFRASTRUCTURE
PROGRAMS FUNDS**

This Exchange Agreement and Assignment of Federal Surface Transportation Program-Local and Highway Infrastructure Programs Funds ("AGREEMENT"), is made and entered into as of July 1, 2022, by and between the City of Maywood ("CITY") and the Los Angeles County Metropolitan Transportation Authority ("LACMTA").

RECITALS:

CITY is eligible for and has available Federal Surface Transportation Program-Local ("STP-L Funds") and Highway Infrastructure Programs funds ("HIP Funds").

- A. CITY desires to exchange \$149,502 of CITY's STP-L Funds ("STP-L Funds Balance") and its total allocation of \$130,782 of CITY's HIP Funds ("HIP Funds Balance") that LACMTA approved on April 22, 2021 for a like total amount of \$280,284 of LACMTA Local Transportation Funds ("LACMTA Funds").
- B. LACMTA is willing to exchange \$280,284 in LACMTA Funds for a like total amount of CITY's STP-L Funds and CITY's HIP Funds subject to the terms and conditions contained herein.
- C. An exchange of CITY's STP-L Funds and CITY's HIP Funds with LACMTA Funds is beneficial to and in the general interest of CITY and LACMTA.

NOW THEREFORE, in consideration of the mutual benefits to be derived by CITY and LACMTA, and of the promises contained herein, it is hereby agreed as follows:

AGREEMENT:

- 1. CITY hereby assigns to LACMTA \$149,502 of CITY's STP-L Funds and \$130,782 of CITY's HIP Funds. LACMTA shall be authorized to deduct such amounts from CITY's STP-L Funds Balance and CITY's HIP Funds Balance, respectively. This assignment shall be automatically effective upon full execution of this AGREEMENT without the necessity of the execution, delivery or recording of any further instrument whatsoever. Notwithstanding the foregoing, at LACMTA's request, CITY shall execute and deliver such documents and instruments as may be required to evidence such assignment of STP-L Funds and HIP Funds.
- 2. LACMTA hereby accepts CITY's assignment of CITY's STP-L Funds and CITY's HIP Funds for use on federal-aid eligible project(s), to be determined by LACMTA in its sole and absolute discretion.

3. Upon receipt of (i) a fully executed AGREEMENT, (ii) CITY's written certification of the amounts of CITY's STP-L Funds Balance and CITY's HIP Funds Balance, as defined herein, which CITY's STP-L Funds Balance and CITY's HIP Funds Balance show that CITY has sufficient STP-L Funds and HIP Funds to meet its obligations hereunder, and (iii) LACMTA's deduction of CITY's STP-L Funds and CITY's HIP Funds as provided in paragraph 1 above, LACMTA shall pay CITY \$274,678 of LACMTA Funds which includes the deduction for the processing fee described in paragraph 5 below. For purposes of this AGREEMENT, CITY's "STP-L Funds Balance" and CITY's "HIP Funds Balance" shall mean the amounts of funds contained in CITY's STP-L Funds and CITY's HIP Funds accounts as of the date that this AGREEMENT is fully executed, which include CITY's apportionment share of FY22 STP-L Funds and share of HIP Funds from the federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) that was enacted on December 27, 2020. If the STP-L Funds Balance and HIP Funds Balance become insufficient to satisfy CITY's exchange obligations hereunder, CITY hereby authorizes LACMTA to deduct from CITY's future balance of STP-L funds until LACMTA has in the aggregate received the amount of CITY's STP-L Funds and CITY's HIP Funds specified in paragraph 1 above.

4. CITY must complete and submit an Automated Clearing House (ACH) form (Exhibit A) through LACMTA's website to allow LACMTA to make disbursements electronically. Disbursements via ACH will be made at no cost to CITY. If electronic disbursements are not the preferred method of disbursement, CITY may request an exception in writing.

5. CITY shall pay LACMTA a two-percent (2%) processing and administrative fee (the "Processing Fee") in connection with the exchange contemplated by this AGREEMENT. The Processing Fee shall be assessed against the total amount of LACMTA Funds payable to CITY. CITY hereby authorizes LACMTA to deduct the Processing Fee from the amount LACMTA is to pay CITY hereunder.

6. CITY shall expend the LACMTA Funds on an STP-L and HIP Eligible Project and by the Lapsing Date, consistent with the Statement of Work, Schedule and Budget provided in Exhibit B. For the purposes of this AGREEMENT, the "Lapsing Date" shall mean the date that is three (3) years from the date that this AGREEMENT is fully executed. Any LACMTA Funds not expended by the Lapsing Date shall lapse and be returned to LACMTA within thirty (30) days of the Lapsing Date for further programming to third parties as LACMTA determines in its sole discretion.

A. For the purposes of this AGREEMENT, the term "Eligible Project" shall mean the transportation activities described in Exhibit B that: i) would normally qualify under Section 133(b) of Title 23, U.S.C: or ii) are for costs related to preventive maintenance, routine maintenance, debt service payments, availability payments, operations, personnel (including salaries of employees and those employees who have been placed on administrative leave, or contractors), and coverage for other revenue losses due to the coronavirus pandemic. Any other applicable federal regulations and standards related to procurement and project delivery issues may be substituted with applicable state and local regulations, standards, and policies.

- B. The term "expend" as used in Section 6 shall mean "encumbered by an awarded contract or paid for an eligible transportation activity".
- C. If the LACMTA Funds have lapsed and CITY has not returned all or a portion of the lapsed LACMTA Funds to LACMTA, then CITY shall be considered to be in default and agrees that such outstanding payments shall be paid from CITY funds in the following priority: first, from any of CITY's unobligated HIP Funds Balance, then from CITY's STP-L Funds Balance, then from CITY's Proposition A local return funds, then from CITY's Proposition C local return funds, then from CITY's Measure R local return funds, and then from CITY's Measure M local return funds. If CITY is in default hereunder, in addition to all rights and remedies available to LACMTA at law or in equity and without further notice or ability to cure by CITY, CITY hereby authorizes LACMTA to withhold the applicable HIP, STP-L or local return funds in the amount needed to satisfy the outstanding amount of lapsed LACMTA Funds due and owing to LACMTA prior to LACMTA transferring the balance of such funds to the CITY in accordance with the applicable state laws or ordinances.

7. CITY must use the LACMTA Funds in the most cost-effective manner. If CITY intends to use a consultant or contractor to implement all or part of the STP-L and HIP Eligible Project, LACMTA requires that such activities be procured in accordance with CITY's contracting procedures and be consistent with State law as appropriate. CITY will also use the LACMTA Funds in the most cost-effective manner when the LACMTA Funds are used to pay "in-house" staff time. CITY staff or consultants with project oversight roles may not award work to companies in which they have a financial or personal interest. This effective use of funds provision will be verified by LACMTA through on-going project monitoring and through any LACMTA interim and final audits.

8. LACMTA, and/or its designee, shall have the right to conduct audits of CITY's use of the LACMTA Funds, as deemed appropriate, such as financial and compliance audits; interim audits; pre-award audits, performance audits, and final audits. CITY agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). CITY's records shall include, without limitation, any supporting evidence deemed necessary by LACMTA to substantiate CITY's use of LACMTA Funds. These records must be retained by CITY for five years following CITY's last use of the LACMTA Funds. CITY shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work and/or not in compliance with other terms and conditions of this AGREEMENT. The eligibility of costs for CITY's own expenditures submitted to LACMTA for the Eligible Project shall be in compliance with Office of Management and Budget (OMB) Circular A-87 (relocated to Title 2 in the Code of Federal Regulations, Subtitle A, Chapter II, part 225). The eligibility of costs for CITY's contractors, consultants, and suppliers expenditures submitted to LACMTA through CITY's Monthly Progress Reports and Quarterly Expenditures shall be in compliance with OMB Circular A-87 (as relocated) or Federal Acquisition Regulation (FAR) Subpart 31 (whichever is applicable). Findings of the LACMTA audit are final. When LACMTA audit findings require CITY to return monies to LACMTA, CITY agrees to

return the monies within thirty (30) days after the final audit is sent to CITY.

9. The terms of this AGREEMENT shall commence on the date that this AGREEMENT is fully executed and shall terminate once CITY has expended all the LACMTA Funds and all LACMTA audit and reporting requirements have been satisfied.

10. CITY shall fully indemnify, defend and hold LACMTA and its officers, agents, and employees harmless from and against any liability and expenses, including, without limitation, defend costs, any costs or liability on account of bodily injury, death or personal injury of any person, or for damages of any nature whatsoever arising out of (i) a breach of CITY's obligations under this AGREEMENT; or (ii) any act or omission of CITY or its officers, agents, employees, contractors, or subcontractors in the use of the LACMTA Funds.

11. LACMTA shall fully indemnify, defend and hold CITY and its officers, agents, and employees harmless from and against any liability and expenses, including, without limitation, defend costs, any costs or liability on account of bodily injury, death or personal injury of any person, or for damages to or loss of risk of property, any environmental obligations, any legal fees and any claims for damages of any nature whatsoever arising out of (i) a breach of LACMTA's obligations under this AGREEMENT; or (ii) any act or omission of LACMTA or its officers, agents, employees, contractors, or subcontractors in the use of CITY's STP-L Funds and CITY's HIP Funds.

12. This AGREEMENT may be amended or modified only by mutual written consent of LACMTA and CITY.

13. Any correspondence, communication, or contact concerning this AGREEMENT shall be directed to the following:

CITY OF MAYWOOD

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

LACMTA

Michael Richmai
Senior Manager, Countywide Planning and Development
One Gateway Plaza (Mail Stop: 99-23-3)
Los Angeles, California 90012-2952

14. This AGREEMENT shall be interpreted and governed by the laws of the State of California.

15. This AGREEMENT constitutes the entire understanding between the parties with respect to the subject matter herein.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their respective officers as of the date stated below.

**LOS ANGELES COUNTY
METROPOLITAN TRANSPORTATION
AUTHORITY**

CITY OF MAYWOOD

By: _____
Stephanie N. Wiggins
Chief Executive Officer

By: _____
Jennifer E. Vasquez
City Manager

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Dawyn R. Harrison
Interim County Counsel

Roxanne Diaz
City Attorney

By: _____  12/23/2022
Deputy

By: _____
City Attorney

AUTOMATED CLEARING HOUSE (ACH) PAYMENT AUTHORIZATION

SECTION I: <i>Supplier Information</i>		
Supplier Number:		
Company Name:		
Payment Address:		
City:	State: CA	Zip Code:
Contact Name:	Contact Phone Number:	
Email Address:		
SECTION II: <i>Banking Information</i>		
Tax ID:		
Bank Name (Required):		
Account Name:		
Account Type (Required): ☐ Checking ☐ Savings		
Account Number (Required):		
Routing Number (Required):		
SECTION III: <i>Authorization</i>		
Print Name of Authorized Person:		
Print Title :		
Phone Number:		
Signature of Authorized Person:		
Date:		
SECTION IV: <i>Approval - Metro Use Only</i>		
Approved by:		Date:
Entered by:		Date:

AUTOMATED CLEARING HOUSE (ACH) PAYMENT AUTHORIZATION

Field	Description
Supplier Number	If you know the supplier number, please enter. If not, not required.
Company Name	Enter name of company doing business with L.A. Metro.
Payment Address	Enter address where payment may be mailed in accordance with Metro records.
Contact Name	Enter name of person from your company that Metro may contact for more information if required.
Contact Phone Number	Enter number where contact person may be reached.
Email Address	Enter the email address where payment detail information can be sent (i.e., information to include payment amount, payment date, description of invoices paid, etc.)
Tax ID Number	Enter company's tax identification number.
Bank Name	Enter the bank name where payments are to be sent (i.e. Bank of America, Washington Mutual, etc.)
Routing Number	Enter the first 9 numbers of the account to which you would like funds sent. This information is located on your check for the account. Do not use information from a deposit slip.
Account Name	Enter the official name of the account.
Account Number	Enter the account number to which funds are to be sent.
Account Type	Check the appropriate account type
Authorized Person & Title	Enter name and title of person of your company authorized to approve ACH transactions.
Signature	Must be a wet signature
Phone Number	Enter phone number where authorized person may be contacted.

AUTOMATED CLEARING HOUSE (ACH) PAYMENT AUTHORIZATION

Please mail your completed form along with a copy of a
voided check to:

Metro Accounts Payable
P.O. Box 512296
Los Angeles, CA 90051

Questions? Please feel free to contact the AP hotline at:

213-922-6811 option 3

STATEMENT OF WORK

Project Title:

FY 2022-23 Pavement Rehabilitation Project

Project Description:

Pavement maintenance and rehabilitation improvements at various streets as identified on City's Pavement Management Program. The proposed improvements include slurry seal, asphalt concrete coldmill and overlay, localized asphalt pothole repairs, construction of curb ramps, signage and striping.

Project Schedule:

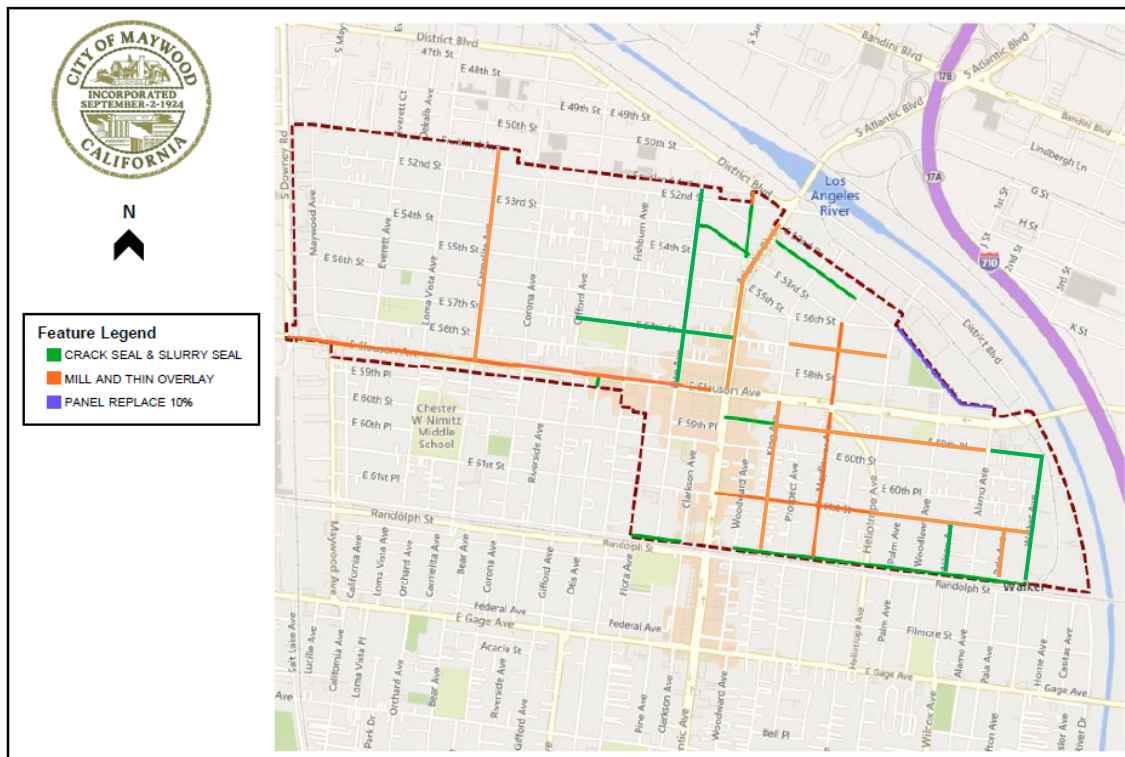
Advertise	January/February 2023
Award Contract	March/April 2023
Start Construction	May/June 2023
Complete Construction	December 2023

Project Funding:

SB-1/RMRA	\$630,728
Measure M Local Return	\$434,636
Measure R Local Return	\$367,918
LACMTA Funds*	\$274,678
Total Project Cost:	\$1,707,960

**Net of 2% processing and administrative fee.*

Project Map:



AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 11.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: SHIRLEY QUINONES, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

SUBJECT: DISCUSSION OF CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCY BOARDS AND COMMITTEES

RECOMMENDATION:

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

BACKGROUND:

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

DISCUSSION:

Annually, the City Council reviews the various designated members on the submitted City Council Appointment List and makes revisions as appropriate.

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

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

FPPC Form 806 will be finalized, formatted, and posted with the names of the City's appointees and alternates,

following Council action. A current Form 806 is attached for Council review.

LEGAL REVIEW:

The City Attorney has reviewed this staff report.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENT(S)

1. Appointments to Boards Committees - Rev.12.14.2022
2. Form 806 2022 rev 12142022

CITY OF MAYWOOD
CITY COUNCIL APPOINTMENTS TO BOARDS/COMMITTEES
AS OF December 14, 2022

Boards/Committee	Delegate	Alternate	Date/Time (Term if Applicable)	Stipend/ Voluntary
California Contract Cities Board of Directors 17315 Studebaker Road #210 Cerritos, CA 90703 (562) 622-5533 staff@contractcities.org	Jessica Torres	Ricardo Lara	3 rd Wednesday of the month 6:00 p.m.	Voluntary
Eco-Rapid Transit Board of Directors 16401 Paramount Blvd. Paramount, CA 90273 (562) 663-6850	Angelina Martinez	Raul Rodriguez	2 nd Wednesday of the month 6:00 p.m.	Stipend \$100
Gateway Cities Council of Governments 16401 Paramount Boulevard Paramount, CA 90723 (562) 663-6850	Heber Marquez	Jessica Torres	1 st Wednesday of the month 6:00 p.m.	Stipend \$125
Greater LA County Vector Control District (GLACVCD) 12545 Florence Avenue Santa Fe, CA 90670 (562) 944-9656 kmiddleton@glacvcd.org	Jessica Torres		2 nd Thursday of the month 7:00 p.m. Term: 12/14/2024	Stipend \$100
HUB Cities Board of Directors 2677 Zoe Avenue Huntington Park, A 90255 323-586-4700	Eddie De La Riva	Frank Garcia	3 rd Thursday of the month 5:30 p.m.	Stipend \$200
League of California Cities; Los Angeles Division 700 N. Alameda, Los Angeles, CA 90012 (626) 716-0076 kguerrero@cacities.org	Ricardo Lara	Eddie De La Riva	1 st Thursday of the month 6:00 p.m.	Voluntary
Sanitation Districts of LA County 1955 Workman Mill Road District 2 Whittier, CA 90607 (562) 908-4288 x 1500 RASperin@lacsdsd.org	Heber Marquez	Ricardo Lara	2 nd Wednesday of the month 1:30 p.m.	Stipend \$125
Southern California Association of Governments 900 Wilshire Blvd Ste 1700 Los Angeles, CA 90017 (213) 236-1800 Maywood – District 27	Frank Garcia	Eddie De La Riva	Annual General Assembly Business Meeting (May 4-5, 2023)	

Agency Report of: Public Official Appointments

[Reset Page](#)
[Print Form](#)

A Public Document

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

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
California Contract Cities	▶ Name <u>Torres, Jessica</u> (Last, First) Alternate, if any <u>vacant</u> (Last, First)	▶ <u>12 / 22 / 21</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ <u>0</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
Eco-Rapid Transit	▶ Name <u>Martinez, Angelina</u> (Last, First) Alternate, if any <u>Rodriguez, Raul</u> (Last, First)	▶ <u>10 / 12 / 22</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ <u>100.00</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☒ \$1,001-\$2,000 ☐ Other
Gateway Cities Council of Governments	▶ Name <u>Marquez, Heber</u> (Last, First) Alternate, if any <u>Torres, Jessica</u> (Last, First)	▶ <u>12 / 09 / 20</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ <u>125.00</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☒ \$1,001-\$2,000 ☐ Other
Greater LA County Vector Control District	▶ Name <u>Torres, Jessica</u> (Last, First) Alternate, if any _____ (Last, First)	▶ <u>12 / 14 / 22</u> Appt Date ▶ <u>2 years</u> Length of Term	▶ Per Meeting: \$ <u>100.00</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☒ \$1,001-\$2,000 ☐ Other

3. Verification

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

<u>Shirley Quinones</u>	<u>Exec.Asst./Deputy City Clerk</u>	<u>12/14/2022</u>
Signature of Agency Head or Designee	Print Name	Title
		(Month, Day, Year)

Comment: _____

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

**California
Form 806**

A Public Document

Reset Page

Print Form

Page 2 of 2

1. Agency Name

City of Maywood

Date Posted: _____
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
HUB Cities Board of Directors	▶ Name <u>De La Riva, Eduardo</u> (Last, First) Alternate, if any <u>Garcia, Frank</u> (Last, First)	▶ <u>01 / 08 / 20</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ <u>200.00</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☒ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
League of California Cities; Los Angeles Division	▶ Name <u>Lara, Ricardo</u> (Last, First) Alternate, if any <u>De La Riva, Eduardo</u> (Last, First)	▶ <u>12 / 09 / 20</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
Sanitation Districts of LA County	▶ Name <u>Marquez, Heber</u> (Last, First) Alternate, if any <u>Lara, Ricardo</u> (Last, First)	▶ <u>12 / 22 / 21</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ <u>125.00</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☒ \$1,001-\$2,000 ☐ Other
Southern California Association of Governments (SCAG)	▶ Name <u>Garcia, Frank</u> (Last, First) Alternate, if any <u>De La Riva, Eddie</u> (Last, First)	▶ <u>12 / 22 / 21</u> Appt Date ▶ <u>Until Replaced</u> Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
	▶ Name _____ (Last, First) Alternate, if any _____ (Last, First)	▶ ____ / ____ / ____ Appt Date ▶ _____ Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other
	▶ Name _____ (Last, First) Alternate, if any _____ (Last, First)	▶ ____ / ____ / ____ Appt Date ▶ _____ Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ Other

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 12.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: JENNIFER VASQUEZ, CITY MANAGER

SUBJECT: CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM EAST YARD COMMUNITIES FOR ENVIRONMENTAL JUSTICE (EYCEJ) IN THE AMOUNT OF \$10,000.

RECOMMENDATION:

Staff recommends that the City Council approve the Community Benefit Fund Application from East Yard communities for Environmental Justice (EYCEJ) in the amount of \$10,000.

BACKGROUND:

The Application is dated September 12, 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.

This is the first Community Benefit Fund application submitted by East Yard Communities for Environmental Justice.

DISCUSSION:

EYCEJ has been in existence since 2001 and is a nonprofit community-based organization located in Commerce and works to facilitate self-advocacy in the East Los Angeles, Southeast Los Angeles and Long Beach areas. They work with adults and young people collectively for a safe and healthy environment for communities that are disproportionately suffering from the negative impacts of industrial pollution.

EYCEJ is requesting a \$10,000 grant to be used to provide stipends for community members to help paint two (2) large-scale murals at Riverfront Park and Maywood Park about the history of Sleepy Lagoon and Latinx/Indigenous water education, as well as conduct outreach for the murals.

Funds from this grant will be utilized to provide emerging artists from Maywood compensation for painting two (2) large-scale murals in their community. EYCEJ will help organize residents. Participants will receive mentorship from established local artists while learning painting techniques and receiving education on local history and environmental justice. This project aims to beautify two (2) Maywood parks with large-scale educational murals highlighting the area's significant cultural and environmental history. The project was developed by local artists and the community artist stipend is intended to cultivate and promote homegrown

artists and community leaders in Maywood. These murals were requested by Maywood residents in previous scoping meetings and will be created by residents.

EYCEJ has received a State Coastal Commission Coastal Stories grant for Sleepy Lagoon Murals, which will match the community member stipend funding requested for the project. The requested amount will be \$9,000 for community art stipends and \$1,000 for community outreach.

Qualification Review

EYCEJ, a non-profit agency, provides environmental education and jobs for residents and artists 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. However, in limited circumstances, the City Council has the discretion to award grants in the amount not to exceed \$10,000.

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 murals will be educational narratives about Sleepy Lagoon, environmental/social justice, and Latino/Indigenous water heritage. Participants will receive mentorship, technical training, and art education on mural painting techniques by established artists from similar cultural backgrounds as local residents.

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, \$59,300 has been spent from this account. Therefore, there is an 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. 22-23 Impact: \$10,000	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: \$15,700
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. EYCEJ CBF Application 9.12.22
2. EYCEJ IRS Letter

CITY OF MAYWOOD

COMMUNITY BENEFIT FUND APPLICATION

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

Application Funding Cycle

Date of Application: 9/12/2022

- ☐ Q1: July 1 – September 30
☐ Q2: October 1- December 31
☒ Q3: January 1 - March 30
☐ Q4: April 1 - June 30

Amount Requested: \$10,000

Organization Name: East Yard Communities for Environmental Justice (EYCEJ)	Phone Number: 323-263-2113
Street Address: 2317 Atlantic Boulevard	Fax Number:
City, State, Zip: Commerce, California 90040	Federal EIN: 46-5685097
Contact Person: Laura J Cortez	
Contact Email Address: laurac.eycej@gmail.com	

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

East Yard Communities for Environmental Justice (EYCEJ) is a community-based organization that works to facilitate self-advocates in East Los Angeles, Southeast Los Angeles and Long Beach. We work with adults and youth collectively for a safe and healthy environment for communities that are disproportionately suffering the negative impacts of industrial pollution.

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)?

2001

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

EYCEJ is an environmental justice nonprofit located in neighboring Commerce, the organization conducts organizing and has members who live in Maywood

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

This grant will fund artist stipends for community members to help paint 2 large scale murals in Maywood (at Riverfront and Maywood Parks) about Sleepy Lagoon and Latinx/Indigenous water education, as well as conduct outreach with EYCEJ for the murals.

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

The local artist stipends will be facilitated between January and March of 2023.

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

EYCEJ has received a State Coastal Commission Coastal Stories grant for the Sleepy Lagoon Murals, this funding will match community member stipend funding for the project.

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

This will expand funding for emerging artists from Maywood to receive compensation for painting 2 large scale murals in their community. They will help organize residents, receive mentorship from established local artists while learning painting techniques and receiving education on local history and environmental justice.

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

This project aims to beautify 2 Maywood parks with large scale educational murals highlighting the significant cultural and environmental history of the area. The project was developed by local artists and the community artist stipend is intended to cultivate and promote homegrown artists and community leaders in Maywood. These murals were requested by Maywood residents in previous scoping meeting, and will be created by residents.

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

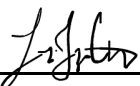
Both murals will be educational narratives about Sleepy Lagoon, environmental/social justice, and Latino/ Indigenous water heritage. Murals will include interactive QR codes that connect to an educational website. Participants will receive mentorship, technical training and art education on mural painting techniques by established artists from similar cultural backgrounds as local residents.

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

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

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

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

Date: 09 / 26 / 2022	Signature: 			
Print Name and Title: Laura J. Cortez, Organizer & Co-Executive Director				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 19 2014**

EAST YARD COMMUNITIES FOR
ENVIRONMENTAL JUSTICE
2317 ATLANTIC BLVD
COMMERCE, CA 90040-1201

Employer Identification Number:
46-5685097
DLN:
17053252331013
Contact Person:
RONALD D BELL ID# 31185
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 12 2013
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

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

Letter 947

EAST YARD COMMUNITIES FOR

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink, reading "Tamera Ripporda". The signature is written in a cursive style with a large, looping 'T' and 'R'.

Director, Exempt Organizations

EAST YARD COMMUNITIES FOR

ADDENDUM

This supersedes our letter dated February 4, 2014, which was issued with an incorrect Employer Identification Number. We have updated our records to reflect the proper Employer Identification Number as shown in the heading of this letter.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 13.

DATE: January 11, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: CALVIN KO, ASSISTANT PLANNER

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

RECOMMENDATION:

Staff recommends that the City Council approve the application for a commercial cannabis microbusiness license renewal for Chron Maywood (Chron), LLC, located at 5415 Maywood Avenue, for a one-year term expiring on December 8, 2023, and authorize the Director of Building and Planning to notify the applicant in writing of the City Council's decision.

BACKGROUND:

On August 28, 2019, the Maywood City Council adopted ordinance 19-03 that changed the status of commercial cannabis uses and businesses in the City. Most significantly, the ordinance banned the issuance of any new commercial cannabis licenses. Applications that were in the process had to have received their license and conditional use permit prior to the effective date of the Ordinance. The adoption of this ordinance also made any existing commercial cannabis business a non-conforming use subject to the provisions of section 16.2 of Appendix C of the Zoning Code.

Ordinance 19-03 ("Ordinance") created a process for the renewal of existing licenses. The ordinance details the application renewal process by establishing requirements to determine if an application can be renewed or denied. These requirements must be met to allow the City Council to determine whether a license should be renewed, or if there are grounds for denial.

This process requires that the City Council determines if the cannabis entries operate lawfully. The information necessary to make this determination is provided by Hinderliter, de Llamas & Associates ("HdL"). Every year, the business is inspected quarterly to determine if the business is operating in compliance with State law and the City's Ordinance. The inspection also ensures the business operates in a safe manner to protect both employees and customers at each business. Staff accompanies HdL on these inspections to verify compliance with the approved Conditions of Approval for the Conditional Use Permit. These inspections with their suggested remedial actions help to ensure proper operation prior to license renewal.

As part of this renewal process, HdL conducts criminal background checks on all owners, managers, employees, contractors and volunteers employed in Maywood's commercial cannabis industry. All who are found to have disqualifying factors will not be permitted to work, own, manage or volunteer for a cannabis business in Maywood. HdL will also conduct a financial audit annually, which includes the verification of the tracking and tracing of the product and matching the product with its respective transaction. This measure will detect illegal diversion or the sale of an unlicensed (illegal) product, which is central to the verification of lawful

and complete remittance of the local cannabis tax.

DISCUSSION:

Chron's Conditional Use Permit was approved on June 19, 2018. Chron is a cannabis manufacturer, distributor, cultivator, and vehicle delivery operator that is currently finishing their tenant improvement and trying to obtain their business license. Their first inspection was conducted on December 7, 2022. No sales tax payments have been made.

Chron currently has a microbusiness license with four components: (1) vehicle delivery retail CC-32, (2) cultivation CC-34, (3) manufacturing CC-31 and (4) distribution CC-33. They are licensed by the State of California Bureau of Cannabis Control (license #C12-0000187-LIC) as a microbusiness, and their license is valid through July 15, 2023.

Renewals per the Ordinance are to be renewed annually. The renewal process began last year and is continued throughout the year with quarterly inspections and an annual audit. This business is beginning to utilize its vehicle delivery and cultivation license. The other licenses have not been started as they are making modifications to the interior configuration and have submitted plans to the building department for approval of new door locations. This is important as the floor area of the premises is controlled by each license and does not overlap. The doorways are there to provide a physical separation of each license area. There were other issues that are being addressed before the site moves forward with being fully operational (See attached quarterly inspection report). Another quarterly inspection will be conducted in March of 2023 along with any inspection required to get the business in compliance. No audit was conducted as they had just started trying to become operational. Staff will provide an update when the plans are approved and the business becomes fully operational. As a result of the adherence to the regulations, the evaluation of Chron's commercial cannabis license renewal application was completed.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Chron will be taxed as a microbusiness for purposes of Cannabis Tax. As such, they will be taxed at a 10% Cannabis Sales Tax. Tax payments will be made directly to the City on a quarterly basis. Taxes collected help support the City and the services provided for the residents. Chron is not currently in operation and therefore no tax payments have been made. Issuance of the business license will allow Chron to operate as a microbusiness and generate Cannabis Sales Tax as well as Sales Tax Revenue for the City's General Fund.

ATTACHMENT(S)

1. Chron Maywood LLC_Maywood_Inspection Engagement Letter 12-7-2022
2. Documents for Inspection 2022
3. Chron Maywood_Maywood_Compliance Inspection 12-07-2022



November 29, 2022

Salvador Pastor
Chron Maywood, LLC
5415 Maywood Ave.
Maywood, CA 90270
(858) 346-3512
sal@chronmaywood.com

Notice of Compliance Inspection

Dear Mr. Pastor,

The purpose of this letter is to notify Chron Maywood, LLC that the City of Maywood has retained the services of HdL Companies (HdL) to conduct a compliance inspection of your commercial cannabis business.

Please be advised that on Wednesday, December 07, 2022, from 2:30 pm to 3:30 pm, HdL and City staff will conduct an inspection of your facility to review compliance with State and Local cannabis business regulations. The duration of the inspection is anticipated to be approximately one (1) hour. Please be prepared to produce business records as identified in the attached "Documents for Inspection" and participate in interviews as needed. Photographs may be taken of the facility, equipment, and inventory for documentation purposes. Photographs will not include identifiable features of employees or customers.

The City values its business relationship with Chron Maywood, LLC and looks forward to your cooperation and the opportunity to complete the compliance inspection in the most expeditious manner. If you have any questions or require additional information, please contact me, Calvin Ko, Assistant City Planner at 323-562-5723 and calvin.ko@cityofmaywood.org.

Respectfully,

Calvin Ko

Calvin Ko
Assistant Planner, City of Maywood

cc: Michelle Shaw, HdL Companies

DOCUMENTS FOR INSPECTION

The following items should be readily available onsite. Do not mail to the City prior to the date of inspection.

I. REQUIRED FOR ALL BUSINESSES

- ☐ Premises Diagram (Compliant with §15006)
- ☐ Copy of State and City Licenses (Compliant with §15039)
- ☐ Current List of Employees
- ☐ Example of your Employee ID card (Compliant with §15043)
- ☐ Burglar Alarm Contract
- ☐ Valid Lease (or proof of legal control of Premises)
- ☐ Prior City and State Inspection Reports (if applicable)

II. RETAIL

In addition to Section I above:

- ☐ Example of your Exit Packaging
- ☐ Security Guard Card(s) and Weapons Permit(s)
- ☐ Security Guard Contract
- ☐ Proof of Vehicle Registration/Insurance

III. DISTRIBUTION

- ☐ Example of product packaging and labelling (i.e., CA Universal Label) (Compliant with §15303 & 17410)
- ☐ Proof of Vehicle Registration/Insurance
- ☐ Proof of GPS Tracking capability
- ☐ Proof of Liability Insurance

IV. MANUFACTURING

In addition to Section I above:

- ☐ Proof of written batch production records (Compliant with §17216)
- ☐ Proof of Industrial Hygienist Inspection Report

V. TESTING

- ☐ All Items in Section I Above



CITY OF MAYWOOD

COMPLIANCE INSPECTION



Inspection Date	December 07, 2022, Announced, Staff Present
Inspection By	Michelle Shaw
Business Name / DBA	Chron Maywood, LLC State Lic#: C12-0000187-LIC Local Lic#: B20-000-122
Business Address	5415 Maywood Ave. Maywood, CA 90270
Business Type	Type 12 – Microbusiness (Non-Storefront, Manufacturer, Distributor, Cultivator)
Business Contact Information	Salvator Pastor (858) 346-3512 sal@chronmaywood.com

SUMMARY

On December 07, 2022, HdL conducted a compliance inspection. This 4th Quarter inspection was designed to evaluate site security, inventory control, and record-keeping procedures. This was the first (1st) time HdL inspected the business.

The business has only been in operation approximately one (1) month before the inspection date. Although the Licensee was given notice of the scheduled inspection, along with a "Documents for Inspection" list, the Licensee's employees on site were not prepared or equipped to produce electronic or hard copies of the required documents as requested. It was discovered that surveillance cameras were not installed in some areas of the licensed premises, including limited-access areas, corridors, and hallways between licensed premises, and where the video surveillance system (DVR) was stored. The General Manager explained that the cameras for the areas missing coverage were ordered before the commencement of operations, but they are back ordered and pending delivery. The Licensee was also not able to attend the inspection due to illness.

The Licensee was conducting commercial cannabis activities relative to that authorized by the license. State regulations and local laws examined were discussed with the Licensee. Observations and recommendations are noted below:

RESULTS

§15000.1 GENERAL REQUIREMENTS **Compliant**

- (a) Every person who conducts commercial cannabis activity shall obtain and maintain a valid license for each separate premises at which commercial cannabis activity is conducted.
- (b) Commercial cannabis activity shall only be conducted between licensees.
- (c) The licensee shall only conduct commercial cannabis activities authorized by the license and on the premises.
- (d) All transfers of cannabis and cannabis products shall be conducted by a licensed distributor.
- (e) Licenses shall not be transferrable or assignable to another person or premises, except as provided in section 26050.2 of the Business and Professions Code.
- (f) Applicants and licensees shall use their legal business name on all documents related to commercial cannabis activity.

Observation: N/A

§15000.3 PREMISES REQUIREMENTS **Compliant**

- (a) A licensed premises shall not be in a location that requires persons to pass through a business that sells alcohol or tobacco or a private residence to access the licensed premises.
- (c) A licensed premises shall not include the living areas of a private residence, such as bathrooms, bedrooms, kitchens, and living rooms unless living areas are required to be included in the licensed premises.

- (d) Licensees shall ensure that the Department has immediate access to their licensed premises.
- (e) Nothing in this section shall be interpreted to prohibit two or more licensed premises from occupying separate portions of the same parcel of land or sharing common-use areas, such as a bathroom, breakroom, hallway, or building entrance.
- (f) All structures included as part of the licensed premises shall be permanent structures.

Observation: N/A

§15000.7 STORAGE OF INVENTORY **Compliant**

- (a) All cannabis and cannabis products must be stored within the licensed premises.
- (b) A licensee shall not store cannabis goods outdoors.
- (c) Bathrooms and changing facilities shall be separated from all storage areas by solid walls that extend from the floor to the ceiling. Employee break areas, if any, shall be separate and distinct from areas where cannabis and cannabis products are stored.
- (d) Licensees may use additional shipping containers as temporary storage space on their licensed premises when their storage needs exceed the capacity of their storage space.

Observation: N/A

§15006 PREMISES DIAGRAM **Non-Compliant**

- (a) An applicant shall submit to the Department, with the application, a complete and detailed diagram of the proposed premises.
- (b) The diagram shall show the boundaries of the property and the proposed premises to be licensed, showing all boundaries, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and shall include a brief statement or description of the principal activity to be conducted therein.
- (c) The diagram shall show and identify commercial cannabis activities that will take place in each area of the premises and identify limited-access areas. Cannabis activities shall be identified on the diagram.
- (d) The diagram shall show where all cameras are located and assign a number to each camera for identification purposes unless the premises is exempt from the video surveillance requirement pursuant to section 15315 or section 15044.
- (e) The diagram shall be to scale to determine the bounds of the premises.

Observation:

- *Employees were unable to produce an electronic or hard copy of the Premises Diagram as requested.*

§15025 ADDITIONAL PREMISES REQUIREMENTS FOR RETAILERS AND MICROBUSINESS **Compliant**

- (a) Licensed retailers and licensed microbusinesses authorized to engage in retail sales shall only serve customers who are within the licensed premises, or at a delivery address that meets the requirements of this division.
 - (1) The sale and delivery of cannabis goods shall not occur through a pass-out window or a slide-out tray to the exterior of the licensed premises.
 - (2) Licensed retailers or licensed microbusinesses authorized to engage in retail sales shall not operate as or with a drive-in or drive-through except for curbside delivery conducted pursuant to section 15404.
- (b) Alcoholic beverages shall not be stored or consumed on a licensed premises.
- (c) Any licensed retailer or microbusiness authorized to conduct retail sales that are adjacent to another premises engaging in manufacturing, cultivation, or distribution shall be separated from those premises by solid walls that extend from floor to ceiling, and any doors leading to the cultivation, distribution, or manufacturing premises shall remain closed.

Observation: N/A

§15037 GENERAL RECORD RETENTION REQUIREMENTS **Compliant**

- (a) Licensees must keep and maintain records in connection with the licensed commercial cannabis business. Records must be kept for at least seven years from the date of creation unless a shorter time is specified.
- (b) Records must be kept in a manner that allows the records to be produced for the Department in either hard copy or electronic form.
- (c) Records must be legible and accurate. No person may intentionally misrepresent or falsify records.
- (d) Records must be stored in a secured area where the records are protected from debris, moisture, contamination, hazardous waste, and theft.

Observation: N/A

§15039 LICENSE POSTING REQUIREMENT **Compliant**

- (a) Upon issuance of the license, the licensee shall prominently display the license on the licensed premises where it can be viewed by state and local agencies. If the licensed premises is open to the public, the license shall be displayed in an area that is within plain sight of the public.
- (b) Upon issuance of any license, a retailer, whose licensed premises is open to the public, shall prominently display the Quick Response Code (QR Code) certificate issued by the Department so that it can be viewed and scanned from outside of the licensed premises.
- (c) The QR Code certificate displayed by a licensee, as required by subsection (b), shall be posted in the front window of the licensed premises within three (3) feet of any public entrance to the licensed premises, or in a locked display case mounted on the outside wall of the licensed premises within three (3) feet of any public entrance to the licensed premises. The QR Code certificate shall be posted in a manner that is visible from the outside of the licensed premises to the public and all persons entering the premises.

Observation: N/A

§15042 PREMISES ACCESS REQUIREMENTS **Non-Compliant**

- (a) For a premises that is not open to the public, the licensee shall establish and implement an identification and sign-in/sign-out procedure for all persons accessing the premises, including authorized individuals, suppliers, and visitors.
- (b) Licensees shall ensure that only employees of the licensee and other authorized individuals access the licensed premises.
- (c) For the purpose of this section, "authorized individuals" include outside vendors, contractors, or other individuals conducting business that requires access to the licensed premises.
- (d) An individual who enters the licensed premises and is not employed by the licensee shall be escorted by an employee of the licensee at all times while within the licensed premises.
- (e) A licensee shall maintain a record of all authorized individuals who are not employees of the licensee who enter the licensed premises. The record shall include the name of the individual, the company the individual works for, the reason the individual entered the licensed premises, the date, and the times the individual entered and exited the licensed premises. These records shall be made available to the Department immediately upon request.

Observation:

- *The Licensee did not have a sign-in/sign-out procedure implemented, or a Visitor Log used for identifying and recording authorized individuals accessing the licensed premises pursuant to subsection (e).*

§15043 LICENSEE EMPLOYEE BADGE REQUIREMENT **Compliant**

All agents, officers, or other persons acting for or employed by a licensee conducting retail sales or participating in a temporary cannabis event shall display a laminated or plastic-coated identification badge issued by the licensee at all times while engaging in commercial cannabis activity. The identification badge shall, at a minimum, include the licensee's "doing business as" name and license number, the employee's first name, an employee number exclusively assigned to that employee for identification purposes, and a color photograph of the employee that clearly shows the full front of the employee's face and that is at least 1 inch in width and 1.5 inches in height.

Observation:

- *At the time of the inspection, employees were not issued employee identification badges. Prior to the writing of this report, the Licensee has issued ID badges as prescribed by regulation.*

§15044 VIDEO SURVEILLANCE SYSTEM **Non-Compliant**

- (a) Each licensed premises shall have a digital video surveillance system with a minimum camera resolution of 1280 × 720 pixels on the licensed premises. This requirement does not apply to a licensed premises authorized exclusively for cultivation activities or the cultivation area of a licensed microbusiness premises.
- (b) The video surveillance system shall at all times be able to record images of the area effectively and clearly under surveillance.
- (c) Each camera shall be permanently mounted and in a fixed location. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit on the licensed premises and allows for the clear and certain identification of any person and

activities in all areas required to be filmed under subsection (d).

- (d) Areas that shall be recorded on the video surveillance system include the following:
- (1) Areas where cannabis or cannabis products are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved within the licensed premises;
 - (2) Limited-access areas;
 - (3) Security rooms;
 - (4) Areas storing a surveillance-system storage device with at least one camera recording the access points to the secured surveillance recording area; and
 - (5) Entrances and exits to the licensed premises, shall be recorded from both indoor and outdoor vantage points.
- (e) Licensed retailers and licensed microbusinesses authorized to engage in retail sales shall also record point-of-sale areas and areas where cannabis goods are displayed for sale on the video surveillance system. Camera placement must allow for the recording of facial features.
- (f) Cameras shall record continuously 24 hours per day and at a minimum of 15 frames per second (FPS).
- (g) The physical media or storage device on which surveillance recordings are stored shall be secured in a manner to protect the recording from tampering or theft.
- (h) Surveillance recordings shall be kept for a minimum of 90 calendar days.
- (i) Surveillance recordings are subject to inspection by the Department to view and obtain copies of the recordings at the licensed premises immediately upon request.
- (j) Recorded images shall clearly and accurately display the time and date.
- (k) The video surveillance system shall be equipped with a failure notification system that provides notification to the licensee of any interruption or failure of the video surveillance system or video surveillance-system storage device.
- (l) All licensees sharing a video surveillance system shall be held responsible and subject to discipline for any violations of the video surveillance requirements.
- (m) A licensed distributor transport only licensee engaged in self-distribution whose premises is on the same parcel of land as their licensed cultivation premises shall not be required to comply with the provisions of this section.

Observation:

- *There were areas on the licensed premises lacking camera coverage pursuant to subsection (d), including all limited-access areas, corridors, hallways between licensed premises, and the room where the video surveillance system is stored.*
- *Employees of the Licensee were unable to show proof of 90 days' video recording pursuant to subsections (h) and (i). The employees on site did not have the login/password information to access the video recording system.*

§15046 LOCKS Compliant

A licensee shall ensure that all limited-access areas can be securely locked using commercial-grade, nonresidential door locks. A licensee shall also use commercial-grade, nonresidential door locks on all points of entry and exit to the licensed premises. This requirement does not apply to a licensed premises authorized exclusively for cultivation activities or the cultivation area of a licensed microbusiness premises.

Observation: N/A

§15047 ALARM SYSTEM Compliant

- (a) A licensee shall maintain an alarm system as defined in Business and Professions Code section 7590.1(c) at the licensed premises. This requirement does not apply to a licensed premises authorized exclusively for cultivation activities or the cultivation area of a licensed microbusiness premises.
- (b) A licensee shall ensure a licensed alarm company operator or one or more of its registered alarm agents installs, maintains, monitors, and responds to the alarm system.
- (c) Upon request, a licensee shall make available to the Department all information related to the alarm system, monitoring, and alarm activity.

Observation: N/A

§15048.5 USE OF HARVEST BATCH NAME AND PACKAGE TAGS Compliant

- (a) The assigned harvest batch name shall match what is in the track and trace system and the harvest batch name next to the batch shall be the same.
- (b) Each harvest batch and manufactured cannabis batch shall be assigned a package tag and recorded in the track and trace system. The package tag shall be assigned and recorded in the track and trace

system no later than the time at which any part of that harvest batch has finished undergoing any applicable drying, curing, grading, and trimming.

- (c) For all cannabis and cannabis products held in a container, the package tag shall be affixed to the container holding the cannabis or cannabis products. If cannabis or cannabis products are held in multiple containers, the package tag shall be affixed to one of the containers and the other containers shall be labeled with the applicable UID number. Each unit within the container shall be labeled with the applicable UID number. All containers with the same UID number shall be placed contiguous to one another to facilitate identification by the Department.

Observation: N/A

§15049 TRACK AND TRACE REPORTING **Compliant**

- (a) All cannabis and cannabis products on the licensed premises shall be assigned a plant or package tag, except for harvested plants that are being dried, cured, graded, or trimmed, as specified in this division, and recorded in the track and trace system.
- (b) Each of the following activities shall be recorded in the track and trace system within 24 hours of occurrence.
 - (1) Receipt of cannabis or cannabis products.
 - (2) Rejection of transferred cannabis or cannabis products.
 - (3) Manufacturing of cannabis or cannabis products.
 - (4) Use of cannabis or cannabis product for internal quality control testing or product research and development.
 - (5) Destruction or disposal of cannabis or cannabis products.
 - (6) Packaging or repackaging of cannabis or cannabis products, except that cultivation licensees shall comply with section 15049.1(b)(5).
 - (7) Laboratory testing, including testing results.
 - (8) Sale or donation of cannabis or cannabis products.
- (e) If a licensee rejects a partial shipment of cannabis goods pursuant to section 15052.1(b), the licensee shall record the partial rejection in the track and trace system.

Observation: N/A

§15049.2 RECORDING TRANSFERS OF CANNABIS AND CANNABIS PRODUCTS **Compliant**

- (a) A licensee shall prepare a shipping manifest through the track and trace system prior to transferring cannabis and cannabis products off of a licensed premises.
- (b) The distributor who transports the cannabis or cannabis product shall record the following additional information on the shipping manifest: (1) The actual date and time of departure from the licensed premises; and (2) The actual date and time of arrival at each licensed premises.
- (c) Upon pick-up or receipt of cannabis and cannabis products for transport, storage, or inventory, a licensee shall ensure that the cannabis or cannabis products received are as described in the shipping manifest. The licensee shall record acceptance or receipt, and acknowledgment of the cannabis or cannabis products in the track and trace system.
- (d) If there are any discrepancies between the type or quantity of cannabis or cannabis products specified in the shipping manifest and the type or quantity received by the licensee, the licensee shall reject the shipment.

Observation: N/A

§15051 TRACK AND TRACE SYSTEM RECONCILIATION **Not Observed**

- (a) The license shall review the information recorded in the track and trace system at least once every 30 calendar days to ensure its accuracy, including, at a minimum:
 - (1) Reconciling on-hand inventory of cannabis and cannabis products with the records in the track and trace system; and
 - (2) Reviewing the licensee's authorized users and removing any users who are no longer authorized to enter information into the track and trace system.
- (b) If a licensee finds a discrepancy between the on-hand inventory and the track and trace system, the licensee shall conduct an audit and notify the Department in writing if the discrepancy is significant as defined in section 15034.

Observation: N/A

§15300 DISTRIBUTION ACTIVITIES **Compliant**

A licensed distributor shall distribute only cannabis and cannabis products, cannabis accessories, and

licensees' branded merchandise or promotional materials.

Observation: N/A

§15303 PACKAGING, LABELING, AND ROLLING **Compliant**

- (a) A licensed distributor may package, repackage, label, and relabel cannabis in the form of dried flower, including pre-rolls, for retail sale. All packages of cannabis in the form of dried flower, including pre-rolls, shall comply with the requirements in chapter 11.
- (b) A licensed distributor shall not process cannabis, but may roll pre-rolls that consist exclusively of any combination of flower, shake leaf, or kief. Pre-rolls shall be rolled, packaged, and labeled prior to regulatory compliance testing.
- (c) Licensed distributors may label and relabel a package containing manufactured cannabis or cannabis products with the amount of cannabinoids and terpenoids based on regulatory compliance testing results.

Observation: N/A

§15304 TESTING ARRANGEMENTS **Compliant**

After taking physical possession of a batch of cannabis or cannabis products, the licensed distributor shall contact a licensed testing laboratory and arrange for a laboratory employee to come to the licensed distributor's licensed premises to select a representative sample for laboratory testing.

Observation: N/A

§15308 INSURANCE REQUIREMENTS **Non-Compliant**

- (a) A distributor licensee shall at all times carry and maintain commercial general liability insurance in the aggregate in an amount no less than \$2,000,000 and in an amount no less than \$1,000,000 for each loss.

Observation:

- *The Licensee was unable to show proof of insurance pursuant to subsection (a). The document was stored electronically by the Licensee and employees were not able to produce it as requested.*

§15309 INVENTORY ACCOUNTING **Compliant**

- (a) A licensed distributor shall be able to account for all inventory and provide that information to the Department upon request.
- (b) To account for inventory, a licensed distributor shall ensure all batches of cannabis or cannabis products are stored in accordance with section 15302 and shall be able to provide the Department with the status of the batch as follows:
 - (1) The batch is being held in storage for another licensee;
 - (2) The batch is awaiting sampling for regulatory compliance testing;
 - (3) The batch has been sampled and is awaiting regulatory compliance testing results;
 - (4) The batch has passed regulatory compliance testing;
 - (5) The batch has failed regulatory compliance testing and is awaiting approval for remediation;
 - (6) The batch has failed regulatory compliance testing and is awaiting destruction; and
 - (7) The batch is being stored or held for any other lawful purpose under the Act or this division.

Observation: N/A

§15314 SHIPPING MANIFEST **Compliant**

- (a) Prior to transporting cannabis or cannabis products, a licensed distributor shall generate a shipping manifest through the track and trace system for the following activities:
 - (1) Regulatory compliance testing and sampling;
 - (2) Sale of cannabis or cannabis products to a licensee;
 - (3) Destruction or disposal of cannabis or cannabis products; and
 - (4) Any other activity, as required pursuant to this division, or by the Department.
- (b) The licensed distributor shall transmit the shipping manifest to the Department and the licensee that will receive the cannabis or cannabis products prior to transporting the cannabis or cannabis products.
- (c) The licensed distributor shall ensure and verify that the cannabis or cannabis products being taken into possession for transport at the originating licensed premises are as described and accurately reflected in the shipping manifest.
 - (1) The licensed distributor shall not take into possession or transport:
 - (A) Any cannabis or cannabis products that are not on the shipping manifest; or

- (B) Any cannabis or cannabis products that are less than or greater than the amount reflected on the shipping manifest.
- (2) The licensed distributor is responsible for any discrepancies between the shipping manifest and the cannabis or cannabis products in its possession during transport and subject to any enforcement or disciplinary action related to such discrepancy.
- (3) A licensed distributor shall not void or change a shipping manifest after departing from the originating licensed premises.
- (d) A shipping manifest shall accompany every transport of cannabis or cannabis products.

Observation: N/A

§15403 HOURS OF OPERATION **Compliant**

A licensed retailer shall sell and deliver cannabis goods only between the hours of 6:00 a.m. Pacific Time and 10:00 p.m. Pacific Time.

Observation: N/A

§15403.1 REQUIREMENTS WHILE NOT OPEN FOR BUSINESS **Compliant**

At any time, the licensed premises is not open for retail sales, a licensed retailer shall ensure that:

- (a) The licensed premises is securely locked with commercial-grade, nonresidential door locks as required in section 15046 of this division;
- (b) The licensed premises is equipped with an active alarm system pursuant to section 15047 of this division, which shall be activated when the licensed retailer or its employees are not on the licensed premises; and
- (c) Only employees of the licensee and other authorized individuals are allowed access to the licensed premises. Authorized individuals include individuals employed by the licensee as well as any outside vendors, contractors, or other individuals conducting business that requires access to the licensed premises.

Observation: N/A

§15406 CANNABIS GOODS FOR SALE **Compliant**

A licensed retailer shall not make any cannabis goods available for sale or delivery to a customer unless:

- (a) The cannabis goods were received by the licensed retailer from a licensed distributor or licensed microbusiness authorized to engage in distribution;
- (b) The licensed retailer has verified that the cannabis goods have not exceeded their best-by, sell-by, or expiration date if one is provided;
- (c) In the case of manufactured cannabis products, the product complies with all requirements of the Business and Professions Code section 26130;
- (d) The cannabis goods have undergone regulatory compliance testing as required by the Act and chapter 6;
- (e) The batch number, if any, is labeled on the package of cannabis goods and matches the batch number on the corresponding certificate of analysis for regulatory compliance testing;
- (f) The packaging and labeling of the cannabis goods complies with Business and Professions Code section 26120 and this division; and
- (g) The cannabis goods comply with all applicable requirements found in the Act and this division.

Observation: N/A

§15412 PROHIBITION ON PACKAGING AND LABELING BY A RETAILER **Compliant**

- (a) A licensed retailer shall not accept, possess, or sell cannabis goods that are not packaged as they will be sold at final sale, in compliance with this division.
- (b) A licensed retailer shall not package or label cannabis goods.
- (c) A licensed retailer may place a barcode or similar sticker on the packaging of cannabis goods to be used in inventory tracking. A barcode or similar sticker placed on the packaging of cannabis goods shall not obscure any labels required by the Act or this division.

Observation: N/A

§15413 CANNABIS GOODS PACKAGING AND EXIT PACKAGING **Compliant**

- (a) All cannabis goods sold by a licensed retailer shall be in compliance with the packaging requirements in chapter 11.
- (b) A package containing cannabis goods shall be tamper-evident and child-resistant. If the package contains multiple servings, the package must also be resealable.

- (c) All cannabis goods purchased by a customer shall not leave the licensed retailer's premises unless the goods are placed in an opaque exit package.
- (d) Immature plants and seeds sold by a licensed retailer are not required to be placed in resealable, tamper-evident, child-resistant packaging.

Observation: N/A

§15414 NON-STOREFRONT RETAILER **Compliant**

- (a) A non-storefront retailer licensee shall be authorized to conduct retail sales exclusively by delivery as defined in Business and Professions Code section 26001(o).
- (b) A complete application for a non-storefront retailer license shall include all the information required in an application for a retailer license.
- (c) A non-storefront retailer licensee shall comply with all the requirements applicable to retailer licensees, except for those provisions related to public access to the licensed premises and the retail area.
- (d) The licensed premises of a non-storefront retailer licensee shall be closed to the public.

Observation: N/A

§15415 DELIVERY EMPLOYEES **Compliant**

- (a) All deliveries of cannabis goods shall be performed by a delivery employee who is directly employed by a licensed retailer.
- (b) Each delivery employee of a licensed retailer shall be at least 21 years of age.
- (c) All deliveries of cannabis goods shall be made in person. Delivery of cannabis goods shall not be made through the use of an unstaffed vehicle.
- (d) Deliveries of cannabis goods shall be received by customers only during the hours of operation established by section 15403. Delivery employees shall return to the licensed premises after making their last delivery of the day if they have any unsold cannabis goods to return to the premises.
- (e) During the process of delivery, the licensed retailer's delivery employee may not engage in any activities except for cannabis goods delivery and necessary rest, fuel, or vehicle repair stops.
- (f) A delivery employee shall provide a copy of the retail license, a copy of the QR Code Certificate, and their employee identification badge to a delivery customer upon request.
- (g) Prior to providing cannabis goods to a delivery customer, a delivery employee shall confirm the identity and age of the delivery customer as required by section 15404 and ensure that all cannabis goods sold comply with requirements of section 15413.
- (h) A licensed retailer shall maintain an accurate list of the retailer's delivery employees and shall provide the list to the Department upon request.

Observation: N/A

§15422 RECEIVING SHIPMENTS OF INVENTORY **Compliant**

- (a) A licensed retailer shall receive a shipment of cannabis goods only from a licensed distributor or licensed microbusiness authorized to engage in distribution.
- (b) A licensed retailer shall accept shipments of cannabis goods only between the hours of 6:00 a.m. Pacific Time and 10:00 p.m. Pacific Time.
- (c) During business hours, shipments of cannabis goods shall not enter the licensed premises through an entrance or exit that is available for use by the public.
- (d) A licensed retailer whose licensed premises only have one entryway may be exempt from the requirements of subsection (c) of this section if the licensed retailer obtains authorization from the local jurisdiction explicitly authorizing this activity. The licensed retailer shall be required to provide this authorization to the Department upon request. For this section to apply, the licensed premises must physically have only one entryway and cannot have any other entryways.

Observation: N/A

§15423 INVENTORY DOCUMENTATION **Compliant**

A licensed retailer shall maintain an accurate record of its inventory. A licensed retailer shall provide the Department with the record of inventory immediately upon request. A licensed retailer shall keep a record of the following information for all cannabis goods the licensed retailer has in its inventory:

- (a) A description of each item such that the cannabis goods can easily be identified;
- (b) An accurate measurement of the quantity of the item;
- (c) The date and time the cannabis goods were received by the licensed retailer;
- (d) The sell-by or expiration date provided on the package of cannabis goods if any;
- (e) The name and license number of the licensed distributor or licensed microbusiness that transported the

cannabis goods to the licensed retailer; and

- (f) The price the licensed retailer paid for the cannabis goods, including taxes, delivery costs, and any other costs.

Observation: N/A

§15424 INVENTORY RECONCILIATION Compliant

- (a) A licensed retailer shall be able to account for all of its inventory.
- (b) In conducting an inventory reconciliation, a licensed retailer shall verify that the licensed retailer's physical inventory is consistent with the licensed retailer's records pertaining to inventory.
- (c) The result of inventory reconciliation shall be retained in the licensed retailer's records and shall be made available to the Department upon request.
- (d) If a licensed retailer identifies any evidence of theft, diversion, or loss, the licensed retailer shall notify the Department and law enforcement pursuant to section 15036 of this division.
- (e) If a significant discrepancy as defined in section 15034 of this division is discovered between a licensed retailer's physical inventory and the licensed retailer's inventory records, the licensed retailer shall notify the Department and law enforcement pursuant to section 15036 of this division.

Observation: N/A

§ 15500 MICROBUSINESS Compliant

- (a) In order to hold a microbusiness license, a licensee must engage in at least three (3) of the following commercial cannabis activities: cultivation, manufacturing, distribution, and retail sale. License types created by the Department in regulation shall not be considered qualifying commercial cannabis activities for purposes of obtaining a microbusiness license, except for the Type N manufacturing license and the distributor transport only license.
- (b) An applicant for a microbusiness license shall indicate on the application for licensure all commercial cannabis activities in which the applicant intends to engage.
- (c) All cultivation, manufacturing, distribution, and retail activities performed by a licensee under a microbusiness license shall occur on the same licensed premises.
- (d) A holder of a microbusiness license engaged in cultivation shall comply with all the rules and requirements applicable to the cultivation license type suitable for the cultivation activities of the licensee.
- (e) A holder of a microbusiness license engaged in manufacturing shall comply with all the rules and requirements applicable to a Manufacturer 1 license in this division.
- (f) A holder of a microbusiness license engaged in distribution shall comply with all the rules and requirements applicable to a distributor license in this division.
- (g) A holder of a microbusiness license engaged in retail sale shall comply with all the rules and requirements applicable to a retailer license, or a non-storefront retailer license if retail sales are conducted by delivery only, in this division.
- (h) A holder of a microbusiness license may only engage in the commercial cannabis activity requested in the license application and approved by the Department at the time the license is issued.
- (i) A holder of a microbusiness license shall comply with all the security rules and requirements applicable to the corresponding license type suitable for the activities of the licensee.
- (j) Areas of the licensed premises for manufacturing, cultivation, and distribution shall be separated from the retail areas by a wall and all doors between the areas shall remain closed when not in use.
- (k) A suspension or revocation of a microbusiness licensee shall affect all commercial cannabis activities allowed pursuant to that license.

Observation: N/A

§16202 GENERAL CULTIVATION REQUIREMENTS Compliant

- (a) Licensees are prohibited from transferring any commercially cultivated cannabis or nonmanufactured cannabis products from their licensed premises. All transfers of cannabis and nonmanufactured cannabis product from a licensed cultivation premises must be conducted by a distributor licensed by the Department.
- (b) Artificial lighting is permissible only to maintain immature plants outside the canopy area.

Observation: N/A

§16300 CULTIVATION REQUIREMENTS Compliant

- (a) Cannabis plants maintained outside of the designated canopy area(s) for specialty cottage, specialty, small, and medium licenses are prohibited from flowering. Should a plant outside of the canopy area(s)

begin flowering, a plant tag shall be applied, and the plant shall be moved to a designated canopy area and reported in the track and trace system without delay.

- (b) All plants or portions of a plant used for seed production shall be tagged with a plant tag pursuant to section 15048.4.
- (c) A licensee propagating immature plants for distribution or seed for distribution to another licensee shall obtain a nursery license.
- (d) Licensees shall process their harvested cannabis only in the area(s) designated for processing in their cultivation plan or transfer their harvested cannabis to a licensed processor, manufacturer, or distributor via a licensed distributor.

Observation: N/A

§16307 PESTICIDE USE REQUIREMENTS **Compliant**

- (a) Licensed cultivators shall comply with all applicable pesticide statutes and regulations enforced by the Department of Pesticide Regulation.
- (b) For all pesticides that are exempt from registration requirements, licensed cultivators shall comply with all applicable pesticide statutes and regulations enforced by the Department of Pesticide Regulation and pesticide application and storage protocols.

Observation: N/A

§16308 CANOPY REQUIREMENTS **Compliant**

- (a) Licensed cultivators shall comply with the following requirements for canopy areas:
 - (1) Each canopy shall be marked with clearly identifiable physical boundaries around all areas that will contain mature plants. Physical boundaries include, but are not limited to, interior walls, shelves, greenhouse walls, hoop house walls, garden benches, hedgerows, fencing, garden beds, garden plots, or stakes delineating the perimeter.
 - (2) Each canopy shall be of sufficient size to contain the mature plants in their entirety at any point in time. No portion of the plant is permitted to hang over an established canopy boundary.
- (b) Seeds, immature plants, or propagated material received from a licensed nursery as trade samples shall be cultivated in a canopy area dedicated to trade samples that meets the requirements of subsection (a). Canopy areas used to cultivate trade samples received from a licensed nursery shall be included in the licensed cultivator's cultivation plan and shall be included in the aggregate square footage of the canopy areas.
- (c) Licensed cultivators may utilize canopy areas to produce seeds for their own use.

Observation: N/A

§16309 CULTIVATION PLAN **Compliant**

- (a) Licensed cultivators shall establish and maintain a cultivation plan that includes all of the following:
 - (1) A premises diagram drafted in accordance with section 15006.
 - (2) A cannabis waste management plan developed in accordance with section 17223.
 - (3) A pest management plan developed in accordance with section 16310.

Observation: N/A

§16310 PEST MANAGEMENT PLAN **Compliant**

- (a) The licensed cultivator shall develop a pest management plan that includes:
 - (1) The product name and active ingredient(s) of all pesticides to be applied to cannabis; and
 - (2) Any integrated pest management protocols, including chemical, biological, and cultural methods, that will be used to prevent and control pests on the cultivation site.

Observation: N/A

§17203 PERMISSIBLE EXTRACTIONS **Compliant**

- (b) To request authorization from the Department to conduct cannabis extraction using a method other than those specified in subsections (a)(1) through (4), the applicant or licensee shall submit a detailed description of the extraction method, including any documentation that validates the method and any safety procedures to be utilized to mitigate any risk to public or worker health and safety.

Observation: N/A

§17204 SOLVENT REQUIREMENTS **Compliant**

- (b) The licensed manufacturer shall maintain copies of the safety data sheets for any chemical solvents used and make these records readily available to employees and the Department upon request.

(c) The licensed manufacturer shall maintain documentation evidencing the purity of any chemical solvents used and make these records readily available to employees and the Department upon request.

Observation: N/A

§17206 CLOSED-LOOP EXTRACTION SYSTEM REQUIREMENTS Not Observed

- (a) Chemical extractions using CO₂; a volatile solvent; or chlorofluorocarbon, hydrocarbon, or other fluorinated gas shall be conducted in a professional closed-loop extraction system designed to recover the solvents that are certified in accordance with section 17206.1.
- (b) The licensed manufacturer shall establish and implement procedures to ensure that the closed-loop extraction system is maintained in accordance with the equipment manufacturer's specifications. The licensed manufacturer shall maintain logs documenting the date(s) of maintenance; a description of the maintenance done, including any mechanical parts that were replaced; and the initials of the employee conducting the maintenance.
- (c) The licensed manufacturer shall establish and implement procedures to ensure routine verification that the system is operating in accordance with equipment manufacturer specifications and continues to comply with fire, safety, and building code requirements.
- (d) A licensed manufacturer shall develop and implement written standard operating procedures, good manufacturing practices, and a training plan prior to using the closed-loop system.

Observation:

- *No extraction equipment was installed or operational at the time of the inspection.*

§17209 GROUNDS, BUILDING, AND MANUFACTURING PREMISES Compliant

(a) Exterior facility and grounds. A licensed manufacturer shall ensure the facility exterior and grounds under the licensed manufacturer's control meet the following minimum standards:

- (4) Openings into the building (such as windows, exhaust fans, ventilation ducts, or plumbing vent pipes) shall be screened, sealed, or otherwise protected to minimize the potential for pests to enter the building;
- (5) Waste treatment and disposal systems shall be provided and maintained so as to prevent contamination in areas where cannabis products may be exposed to such a system's waste or waste by-products.

(b) Interior facility. A licensed manufacturer shall ensure the construction, design, and maintenance of the interior of the manufacturing premises as follows:

- (1) Walls, ceilings, and floors. Walls, ceilings, and floors shall be constructed of a material that is smooth, nonporous, easily cleanable, corrosion-resistant, and suitable to the activity that will be conducted. Fixtures, ducts, and pipes shall not pose a source of drip or condensate that may contaminate cannabis, cannabis products, components, contact surfaces, or packaging material.

(F) Waste disposal. A licensed manufacturer shall provide for waste disposal in accordance with Health and Safety Code sections 114244(a) and (c) and 114245.1. Cannabis waste shall be disposed of in accordance with section 17223.

(C) Poisonous or toxic materials such as cleaning compounds, sanitizing agents, and pesticide chemicals that are necessary for premises and equipment maintenance and operation shall be handled and stored in a manner that meets the requirements of Health and Safety Code sections 114254.1, 114254.2 and 114254.3.

Observation: N/A

§17210 EQUIPMENT AND UTENSILS Compliant

(c) Cleaning, sanitizing, and maintenance. Equipment and utensils shall be maintained in a clean and sanitary condition and kept in good repair. The quality control program for cleaning, sanitizing, and maintenance of equipment and utensils shall include the following elements, at a minimum:

- (1) A detailed, written procedure for cleaning, sanitizing, and maintaining (including calibrating) equipment and utensils;
- (2) A schedule for cleaning, sanitizing, and maintaining equipment and utensils;
- (3) A log for documentation of the date and time of maintenance, cleaning, and sanitizing of equipment and utensils; and
- (4) A procedure for storing cleaned and sanitized equipment and utensils in a manner to protect the equipment and utensils from contamination.

Observation: N/A

§17215 MASTER MANUFACTURING PROTOCOL **Compliant**

- (a) A licensed manufacturer shall establish and follow a written master manufacturing protocol for each unique formulation of cannabis product manufactured, and for each batch size, in order to mitigate the potential for adulteration through the incorporation of incorrect amounts of cannabinoids, unintended ingredients, or hazards identified in the product quality plan; the potential for misbranding through the incorporation of ingredients not identified on the label or mislabeling of the product; and to ensure uniformity in finished batches and across all batches produced.

Observation: N/A

§17217 STANDARD OPERATING PROCEDURES **Non-Compliant**

- (a) A licensed manufacturer shall establish and maintain written standard operating procedures that are easily accessible to onsite personnel. The standard operating procedures shall, at minimum, include the following:
- (1) Policies or procedures developed in accordance with the security plan required by section 15042.1;
 - (2) Emergency response procedures, including safety data sheets for any chemicals on site;
 - (3) Policies and procedures developed in accordance with section 17206;
 - (4) Policies and procedures developed in accordance with this article;
 - (5) Procedures for complying with the track and trace requirements established in article 6 of chapter 1; and
 - (6) Cannabis waste management procedures in compliance with section 17223.
- (b) Procedures shall be written in English but may be made available in other languages, as necessary for the licensee's personnel.

Observation:

- *Written standard operating procedures ("SOPs") are stored electronically and were not easily accessible to onsite personnel pursuant to subsection (a).*

§17218 INVENTORY CONTROL **Compliant**

- (a) A licensed manufacturer shall establish and implement a written inventory control plan capable of tracking the location and disposition of all cannabis and cannabis products at the licensed premises.
- (b) A licensed manufacturer shall reconcile the on-hand inventory of cannabis and cannabis products at the licensed premises with the records in the track and trace system at least once every thirty (30) calendar days.
- (c) If a licensed manufacturer finds a discrepancy between the on-hand inventory and the track and trace system, the licensee shall conduct an audit.
- (d) If the inventory reconciliation conducted pursuant to subsection (b) or the audit conducted pursuant to subsection (c) reveals a discrepancy that is significant pursuant to section 15034, the licensed manufacturer shall notify the Department within 24 hours of the discovery. The result of inventory reconciliation and any audit shall be retained in the licensed manufacturer's records and shall be made available to the Department upon request.
- (e) The licensed manufacturer shall maintain sales invoices and receipts for all batches of cannabis and cannabis products received at and transferred from its licensed premises. The licensed manufacturer shall prepare a sales invoice or receipt that meets the requirements of Business and Professions Code section 26161 prior to each sale or transport of cannabis products from the premises.

Observation: N/A

§17221 WEIGHING DEVICES AND WEIGHMASTERS **Compliant**

- (a) A licensee shall use weighing devices approved, tested, and sealed in accordance with the requirements in the Business and Professions Code, division 5, chapter 5 (commencing with section 12500) and its implementing regulations, and registered with the county sealer consistent with Business and Professions Code, division 5, chapter 2 (commencing with section 12240).

Observation: N/A

§17223 WASTE MANAGEMENT **Compliant**

- (a) A licensee shall dispose of all waste in accordance with the Public Resources Code and any other applicable state and local laws. It is the responsibility of the licensee to properly evaluate waste to determine if it should be designated and handled as hazardous waste, as defined in Public Resources Code section 40141.
- (b) A licensee shall establish and implement a written cannabis waste management plan that describes the method or methods by which the licensee will dispose of cannabis waste, as applicable to the licensee's

activities.

Observation: N/A

§17401 RELEASE TO DISTRIBUTOR AS FINISHED PRODUCT **Compliant**

- (a) Cannabis products shall not be transferred to a licensed distributor, or microbusiness authorized to engage in distribution, for regulatory compliance testing unless the cannabis products are in their final form and packaged and labeled for retail sale.
- (b) Notwithstanding subsection (a), a product label may exclude labeling of cannabinoid content if the cannabinoid content is to be added to the label at the distribution premises after issuance of a Certificate of Analysis in accordance with section 17407.

Observation: N/A

§17402 GENERAL PROVISIONS **Compliant**

- (a) Any information required to be listed on a label shall be written in English.
- (b) A label shall be unobstructed and conspicuous so that it can be read by the consumer.
- (c) All required label information shall be located on the outside container or wrapper of the finished product to be sold at a retailer or be easily legible through the outermost container or wrapper. If the immediate container holding the cannabis goods is separable from the outermost packaging, such as a container placed inside of a box, the immediate container shall be labeled with the universal symbol as described in section 17410.

Observation: N/A

§17403 LABELING REQUIREMENTS: NONMANUFACTURED CANNABIS GOODS **Compliant**

- (a) The label for a package of nonmanufactured cannabis goods shall include a primary panel that includes the following information in a type size no smaller than 6 point and proportional to the size of the primary panel and container:
 - (1) The identity of the product;
 - (2) The net weight of cannabis in the package, listed in both metric and U.S. customary units; and
 - (3) The universal symbol is described in section 17410.
- (b) The label for a package of nonmanufactured cannabis goods shall include an informational label that includes the following information in a type size no smaller than 6 point and proportional to the size of the informational panel and container:
 - (1) The UID;
 - (2) The name of the licensed cultivator or licensee packaging the product (either the legal business name or the one listed on the license certificate) and that licensee's contact number or website address;
 - (3) The date of packaging for retail sale; and
 - (4) The following statement in bold print: "GOVERNMENT WARNING: THIS PACKAGE CONTAINS CANNABIS, A SCHEDULE I CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED PATIENT. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION."
- (c) Nothing in this section prohibits the inclusion of additional information on the primary panel, provided that the label does not violate the requirements of section 17408.
- (d) The cannabinoid content for a package of nonmanufactured cannabis goods shall be labeled as specified in section 17407.

Observation: N/A

§17406 INFORMATIONAL PANEL LABELING REQUIREMENTS **Compliant**

The label for a manufactured cannabis product shall include an informational panel that includes the following:

- 1) The name of the licensed manufacturer and its contact number or website address;
- 2) The date of the cannabis product's manufacture and packaging;
- 3) The "GOVERNMENT WARNING" statement in bold print;
- 4) The statement "FOR MEDICAL USE ONLY,";
- 5) A list of all product ingredients in descending order of predominance by weight or volume;
- 6) If the cannabis product contains an ingredient, flavoring, coloring, or an incidental additive that bears or contains a major food allergen, the word "contains," followed by a list of the applicable

- major food allergens;
- 7) The names of any artificial colorings contained in the product;
- 8) If an edible cannabis product, the amount, in grams or milligrams, of sodium, sugar, carbohydrates, and total fat per serving;
- 9) Instructions for use, such as the method of consumption or application, and any preparation necessary prior to use;
- 10) The UID and the batch or lot number;
- 11) The batch or lot number; and
- 12) If the cannabis product is perishable or is perishable after opening, the statement, "KEEP REFRIGERATED" or "REFRIGERATE AFTER OPENING," as applicable.

Observation: N/A

§17410 UNIVERSAL SYMBOL Compliant

- (a) The symbol established pursuant to Business and Professions Code section 26130 shall replicate the following in form:
- (b) The symbol shall be black or white in color. The symbol shall be made conspicuous by printing the symbol in a contrasting color.
- (c) The symbol shall be no smaller in height than one-half (0.5) inch except as allowed under subsection (d).
- (d) A cannabis vape cartridge or integrated cannabis vaporizer shall bear a universal symbol in a size no smaller than one-quarter (0.25) inch wide by one-quarter (0.25) inch high that is engraved, printed, or affixed with a sticker.
- (e) The symbol shall not be altered or cropped in any way other than to adjust the sizing for placement on the primary panel.

Observation: N/A

§17411 PACKAGING Compliant

- (a) A package used to contain a cannabis good shall comply with the following requirements:
 - (1) The package shall protect the cannabis goods from contamination and shall not expose the goods to any toxic or harmful substance.
 - (2) The package shall be tamper-evident, which means that the packaging is sealed so that the contents cannot be accessed without obvious destruction of the seal upon initial opening.
 - (3) If the cannabis good has more than one serving, the package shall be resealable.
 - (4) The package shall not imitate any package used for products typically marketed to children.
 - (5) If the cannabis good is an edible product, the package shall be opaque.
 - (6) Notwithstanding subsection (a)(5), cannabis beverages may be packaged in clear glass containers or any color.
 - (7) The package shall be child-resistant, as described in section 17412.

Observation: N/A

ORDINANCE

5-45.02(a) LICENSE REQUIRED Compliant

- (a) No person shall engage in commercial cannabis activity within the City of Maywood without a valid license issued under this chapter and a valid conditional use permit ("CUP") issued under the Maywood Municipal Code Zoning Ordinance. Any activity authorized under such a license shall additionally comply with all provisions of this chapter and state law at all times.

Observation: N/A

5-46.07 OPERATION AND NOTIFICATION REQUIREMENTS Non-Compliant

- (a) It shall be unlawful for any person with a license to operate any commercial cannabis activity to violate any of the following rules and regulations:
 - (1) All licensees shall comply with state law at all times;
 - (2) All licensees shall maintain a record system that provides adequate tracking capability, including, but not limited to, a point of sale and a track-and-trace system.
 - (3) All licensees shall pay any applicable sales tax or other tax obligations under state or local law;
 - (4) All products shall be secured in a safe and lawful manner, including the use of commercial-grade locks, security alarms, and camera systems;

Observation:

- *Inspectors observed state regulatory violations by the Licensee pursuant to subsection (a)(1). This violation coincides with the following regulations:*
 - o *§15006 Premises Diagram – Employees were unable to provide an electronic or hard copy of the Premises Diagram.*
 - o *§15042 Premises Access Requirements – The Licensee did not have a Visitor Log.*
 - o *§15044 Video Surveillance System – Areas on the licensed premises were lacking camera coverage; Employees of the Licensee were unable to show proof of 90 days' video recording.*
 - o *§15308 Insurance Coverage – The Licensee was unable to show proof of insurance.*
 - o *§17217 Standard Operating Procedures – Written standard operating procedures (“SOPs”) were not easily accessible.*

5-46.08 INSPECTIONS **Compliant**

The Building Official or designated officials shall have the right to enter all cannabis businesses from time to time unannounced for the purpose of making reasonable inspections to observe and enforce compliance with this chapter. Such inspections shall be limited to observing the licensed premises for purposes of determining whether the commercial cannabis business is being operated or maintained in compliance with this Code, State law, and other applicable laws and regulations. Failure to comply shall result in commercial cannabis license revocation.

Observation: N/A

5-46.14 MAINTENANCE OF RECORDS **Non-Compliant**

- (a) A licensee shall maintain all the records required for retention by Section 5037 of Title 16 of the California Code of Regulations, as the same may be amended from time to time, for a period of at least seven (7) years.
- (b) Records shall be kept in a manner that allows the records to be produced to the City at the premises in either hard copy or electronic form, whichever the City requires.
- (c) A licensee shall report any loss, damage, or destruction of these records to the City Manager within twenty-four (24) hours of the loss, damage, or destruction.

Observation:

- *Records were not kept in a manner pursuant to subsection (b). This violation coincides with the following regulations:*
 - o *§15006 Premises Diagram – Employees were unable to produce a detailed Premises Diagram.*
 - o *§15042 Premises Access Requirements – Employees were unable to produce a Visitor Log.*
 - o *§17217 Standard Operating Procedures – Employees were unable to produce written SOP's.*

5-46.15 SITE MANAGEMENT **Compliant**

- (a) A licensee shall prevent and immediately abate conditions at the premises that constitute a nuisance or other violation of this Code.
- (b) The licensee shall maintain the exterior of the premises, including any parking lots and landscaped areas under the control of the licensee, free of litter, debris, trash, and unused equipment.
- (c) The licensee shall remove all graffiti from the cannabis business site and parking lots under the control of the licensee within twenty-four (24) hours of its application.

Observation: N/A

RECOMMENDATIONS

REGULATORY

§15006 PREMISES DIAGRAM

- *Licensee should provide a detailed Premises Diagram to the City meeting all the requirements of this section, including the location of limited-access areas, the correct location of all surveillance cameras, what activities will take place in each space, and disclose where the video recording system will be stored. **A response is required for this recommendation.***

§15042 PREMISES ACCESS REQUIREMENTS

- *Licensee should have a Visitor Log showing an accurate record of all authorized individuals accessing the licensed premises. The record should include the name of the individual, the company the individual works for, the reason the individual entered the licensed premises, the date, and the times the individual entered and exited the licensed premises. **A response is required for this recommendation.***

§15044 VIDEO SURVEILLANCE SYSTEM

- *Licensee should provide proof to the City that the recording system can retain the minimum required 90 days of retention, including a failure notification system, and battery backup in case of power outages. **A response is required for this recommendation.***
- *Licensee should install surveillance cameras throughout the facility to effectively record images and commercial cannabis business activities conducted on the licensed premises, including all limited-access areas, corridors, hallways between licensed premises, and the room where the video surveillance system is stored. **A response is required for this recommendation.***

§15308 INSURANCE REQUIREMENTS

- *Licensee should show proof of commercial general liability insurance coverage in an amount no less than \$2,000,000 aggregate and an amount no less than \$1,000,000 for each loss. **A licensee response is required for this recommendation.***

§17217 STANDARD OPERATING PROCEDURES

- *Licensee should provide written standard operating procedures ("SOPs") that are easily accessible to onsite personnel in electronic or hard copy format. **A response is required for this recommendation.***

ORDINANCE

5-46.07 OPERATION AND NOTIFICATION REQUIREMENTS

- *To comply with this provision of the City of Maywood Municipal Code, the Licensee should ensure all observed non-compliant State violations are remediated. **A response is required for this recommendation.***

5-46.14 MAINTENANCE OF RECORDS

- *Licensee should maintain and retain records in a manner that allows all records to be produced in either electronic or hard copy format. **A response is required for this recommendation.***

NON-REGULATORY

- *Licensee should install self-closing, self-latching mechanisms on all interior and exterior doors that lead into licensed premises and limited-access areas.*

EXHIBITS NONE