



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

THURSDAY, JUNE 1, 2023 AT 4:30 PM

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

I. MEETING INSTRUCTIONS

THIS MEETING WILL BE HELD IN PERSON. THE MEETING WILL BE AVAILABLE FOR VIEWING VIA ZOOM:

<https://us02web.zoom.us/j/89973107846?pwd=aGJEbEVySlkzcTdLaWo2djIzSXpqdz09>

VIA THE CITY'S FACEBOOK PAGE.

FOR PUBLIC COMMENT PLEASE SUBMIT IN WRITING OR ATTEND THE MEETING IN PERSON.

II. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

III. CITY OFFICIALS

MAYOR
Frank Garcia

MAYOR PRO TEM
Mayra Aguiluz

COUNCIL MEMBERS
Jessica Torres
Eduardo De La Riva
Heber Marquez

CITY CLERK
Andrea Aguilar

CITY TREASURER
Mary Mariscal

CITY MANAGER
Jennifer E. Vasquez

CITY ATTORNEY
Roxanne Diaz

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

At this time speakers wishing to address the City Council on items on the agenda will be called upon in the order that the speaker card is received. The maximum time allowed for individuals to speak shall not exceed three (3) minutes

V. 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. CONSIDERATION OF RESOLUTION NO. 6300 AMENDING THE CITY OF MAYWOOD'S CLASSIFICATION PLAN

VI. 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); Successor Agency 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.

- VII. ADJOURNMENT** - The next Regular Meeting of the Maywood City Council is adjourned to June 28, 2023 at 6:00 p.m.

PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS

I, _____, Andrea Aguilar, City Clerk or 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.



AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 1.

DATE: June 1, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: NANCY RODRIGUEZ, HUMAN RESOURCE MANAGER

SUBJECT: CONSIDERATION OF RESOLUTION NO. 6300 AMENDING THE CITY OF MAYWOOD'S CLASSIFICATION PLAN

RECOMMENDATION:

Staff recommends the adoption of Resolution No. 6300 Amending the City of Maywood's Classification Plan.

BACKGROUND:

The City Council most recently amended the City's Classification Plan at the April 26th City Council meeting.

DISCUSSION:

Staff is proposing updating the title for the position of Deputy City Clerk/Executive Assistant to the City Manager to Deputy City Clerk/Assistant to the City Manager. Upon approval, this new title change reflects the responsibilities within the City Clerk department and the administrative duties assigned within the office of the City Manager and those related to the City Council.

There are no changes to the current job specifications or salary range.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact related to this action.

ATTACHMENT(S)

1. City of Maywood Classification Plan revised 06.01.2023
2. Deputy City Clerk_Assistant to the City Manager_Final_Revised 06.01.2023

RESOLUTION NO. 6300

AMENDING THE CITY'S CLASSIFICATION PLAN

WHEREAS, the City Manager is appointed as the Personnel Officer and per the City's Personnel Rules and Regulations, shall prepare and maintain the classification plan; and

WHEREAS, the City Manager reviewed the current classification plan resulting in a modernization of the title for a current job classification based on the current and future needs of the City; and

WHEREAS, the City Manager is recommending a change in title from Deputy City Clerk / Executive Assistant to the City Manager to Deputy City Clerk/Assistant to the City Manager within the classification plan; and

WHEREAS, the City Council, per the City's Personnel Rules and Regulations, shall approve any additions or deletions to the classification plan.

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF MAYWOOD DOES HEREBY 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 hereby approves the update to the Classification Plan and hereby directs the City Manager to incorporate the title update as described in the recitals of this Resolution into said Plan.

SECTION 3. The City Council authorizes the City Manager to take all necessary steps to implement the Classification Plan.

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

SECTION 5. The City Clerk shall certify the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED THIS 1st day of June 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. 6300 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 1st day of June 2023 by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Andrea Aguilar, City Clerk

**EXHIBIT A
CITY OF MAYWOOD
CLASSIFICATION PLAN**

No.	Class Specification
1	Accounting Specialist I
2	Accounting Specialist II
3	Administrative Analyst
4	Administrative Assistance
5	Assistant Planner
6	Building Inspection/Code Compliance Supervisor
7	City Manager
8	Code Compliance Officer I
9	Community Development Analyst
10	Community Service Officer
11	Community Services Liaison
12	Community Services Supervisor
13	Customer Service Rep I
14	Customer Service Rep II
15	Deputy City Clerk /Assistant to the City Manager
16	Director of Building and Planning
17	Executive Assistant
18	Finance Director
19	Finance Specialist
20	Human Resources Manager
21	Parking Enforcement Officer I
22	Parking Enforcement Officer II
23	Public Works Coordinator
24	Public Works Lead Maintenance Worker
25	Public Works Maintenance Worker
26	Public Works Superintendent
27	Secretary of Building and Planning
28	Senior Accountant*
29	Senior Parking Enforcement Officer

*Formerly labeled as Fund Accountant

City of Maywood Class Specification	
Deputy City Clerk /Assistant to the City Manager	
\$5,586.30 - \$7,129.69 Monthly	
Probationary Period: One Year FLSA Status: Exempt	Bargaining Unit: Non-Represented Employee: Confidential Approved by City Council: 06/01/2023 Resolution No.: 6300

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of the City Manager, the Deputy City Clerk / Assistant to the City Manager is a key position in the City of Maywood, responsible for all functions of the City Clerk's Office including, but not limited to, maintaining the City's legislative history; administering and supervising municipal elections; ensuring legislative compliance; and administering the City's record management program. The Deputy City Clerk is also responsible for facilitating the work of the City Council by attending all City Council meetings and recording and maintaining a full and true record of their proceedings, maintaining ordinance and resolution books, and keeping the public informed of all City Council actions. In addition, the Deputy City Clerk provides sensitive and confidential administrative support and assistance to the City Manager.

DISTINGUISHING CHARACTERISTICS

The position performs a breadth of assigned administrative support functions and responsibilities for the City Clerk and City Manager's Office.

SUPERVISION RECEIVED/EXERCISED

Appointed by and receives supervision and direction from the City Manager.

ESSENTIAL JOB FUNCTIONS

As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Plans and manages the activities generally associated with a City Clerk's Office including performing technical, legally required and administrative duties involved in the management and preservation of official City public documents and records,

coordinating responses to Public Records Act requests, and providing public services as requested of the office.

- Provides confidential and specialized administrative support and special research functions for the City Manager.
- In coordination with executive staff, reviews and approves the meeting agendas, staff reports, ordinances, resolutions and agreements, supporting reports and documents for all City Council meetings, and ensures the proper internal approvals and distribution.
- Coordinates with the City Manager, City Attorney, and all Department and Division heads as necessary in the preparation of Council agendas, staff reports, ordinances, resolutions and agenda packets.
- Manages the technical preparation, recording and transcribing of special and regular meetings and public hearings of the City Council.
- Attends all City Council meetings and prepares official minutes of the meetings. Establishes and maintains all permanent records of the actions taken by the City Council as required by City Code, policy and/or by state law, and informs the public on actions approved by the City's governing body.
- Maintains and ensures compliance of the City's Conflict of Interest Code and Fair Political Practices Commission.
- Serves as custodian of the City seal, bonds, contracts, deeds of conveyance, and other legal documents. Retains seal of Notary Public and notarizes legal documents for all departments of the City.
- Assures the proper processing, recording when necessary, and filing of all official documents and records of the City. Maintains secure files of all original ordinances and resolutions passed by the City Council.
- Tracks and oversees the appointment process of City Council-appointed boards and commissions.
- Serves as the Clerk of and provides administrative support to City commissions, responsible for preparing and posting all commission meeting agendas, resolutions, and minutes. Maintains all official records of the Council and Commissions.
- Maintains and preserves official City documents, including resolutions, ordinances, Municipal Code and City policies, ensuring they are properly posted and updated.
- Participates in the conduct of all municipal elections. Sets and publishes, as required by code and state law, all ballot information, requirements for Council candidates, and ballot

questions or referendum/initiative petition questions. Ensures compliance with the campaign provisions of the Political Reform Act.

- Accepts service of claims and other legal documents, and accepts filing of contracts, bids, proposals and requests for information.
- Assures all appropriate materials are posted on the City's website in a timely manner.
- May administer oaths and affirmations, including those of the City Council.
- Provides customer service back up assistance, including answering City Hall phones and serving customers at the counter.
- Maintain consistent attendance and punctuality.
- Makes travel arrangements, maintains calendars and schedules appointments, coordinates conferences and meetings and a variety of official events for the City Manager and/or City Council.
- Serves as communication link to community members, City staff and other government agencies.
- Maintains records of departmental expenditures and prepares purchase requisitions and payment of invoices.
- Orders supplies and equipment.
- Manages special projects and programs as assigned.
- May serve on the Emergency Management Team in the event of a disaster or emergency.
- Performs other related duties as assigned or as situation requires.

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service.
- Create and maintain a respectful and collaborative working environment.
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible.
- Demonstrates care for the organization, customers, and coworkers.
- Performs work of the highest quality possible.
- Practice and encourage initiative and innovation to improve the workplace.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles of records management, retention and destruction;
- Office practices and procedures;

- Federal and state laws and statutes governing municipal operations and open meetings including, but not limited to, the Ralph M. Brown Act, California Fair Political Practices Commission regulations, California Public Records Act, California Elections Code, Voting Rights Act, Meyers-Milius-Brown Act; Fair Political Practices Commission (FPPC) filing requirements;
- Parliamentary Procedure;
- City Municipal codes, ordinances and resolutions.

Skills:

- Interpret and apply policies, laws, and regulations;
- Keep abreast of current developments in Elections Law, the Government Code, City regulations and FPPC requirements;
- Investigate, analyze and resolve complicated and sensitive issues and complaints; effectively review and revise reports and resolutions prepared by others;
- Prepare and present clear and concise oral and written reports and recommendations; use currently available technology and applications to accomplish the tasks the Deputy City Clerk/ Assistant to the City Manager is responsible.

Ability to:

- Work independently, maintain composure and confidentiality, work effectively in an environment with changing priorities.
- Able to effectively balance competing needs and demands of City Manager, City Attorney, Department Heads, press and public.
- Develop, implement, administer, and maintain administrative policies, procedures, programs and regulations.
- Serve as a historical and legislative resource for the City Council, City Manager, City staff, and the public.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with City Council, City Manager, City staff, and commissions.
- Provide effective customer service.

Education and/or Experience:

Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

An Associates Degree from an accredited college public or business administration or a related field and/or a minimum of five years of increasingly responsible experience performing complex administrative duties in a City Clerk's and/or City Manager's office, or equivalent experience in a similar government agency.

Licensing/Certification Requirements: (positions in this class typically require)

- Possession of, or ability to obtain, a valid California driver's license.
- Possession of, or ability to obtain, Notary Public, within one year of appointment.
- Possession of, or ability to obtain (within three years of appointment), a Certified Municipal Clerk (CMC) designation.

Working Conditions:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. Operate a motor vehicle to attend meetings and conferences. This is primarily a sedentary office classification. The position also requires grasping, repetitive hand movement, finger dexterity and fine coordination in preparing statistical reports and data using a computer keyboard and calculator. Additionally, the position requires near, far, and color vision in reading correspondence, statistical data, and using the computer. Hearing and speech are required to communicate in person, before groups and over the telephone. Employees must possess the ability to lift, carry, push and pull materials and objects necessary to perform job functions. The position requires standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Work is performed in an office setting with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may encounter upset individuals over the phone and/or in person. Position may require working nights and weekends.