



# City of Maywood

4319 East Slauson Avenue • Maywood, California 90270  
Tel: (323) 562-5700 • Fax (323) 773-2806

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

August 7, 2024

82 September 24, 2024

Executive Officer  
Board of Supervisors  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 383  
Los Angeles, CA 90012

EDWARD YEN  
EXECUTIVE OFFICER

Enclosed please find a copy of the City of Maywood's Resolution No. 6353, calling and giving notice of the holding of a General Municipal Election to be held on Tuesday, November 5, 2024, Resolution No. 6354 requesting consolidation of said election, and Resolution No. 6355 regulations for candidates for elective office pertaining to candidate statements of said election, adopted by the City of Maywood City Council at their regular meeting held on May 22, 2024.

Additionally, enclosed, please also find a copy of the City of Maywood Resolution No. 6373 and Resolution No. 6374 regarding adding two measures to our ballot approved by the City Council on August 5, 2024, for the General Municipal Election to be held this Tuesday, November 5, 2024.

The City of Maywood has respectfully requested the Board of Supervisors of the County of Los Angeles to permit the Registrar-Recorder's Department to tender any assistance, records or election equipment it deems necessary, according to state and federal law, for the conduct of said election.

The City will reimburse the County for services performed when the election is completed and upon presentation to the City of a properly approved bill.

Respectfully,

Daisy Guerrero  
Deputy City Clerk/Assistant to the City Manager

**RESOLUTION NO. 6353**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD IN THE CITY OF MAYWOOD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES**

**WHEREAS**, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 5, 2024, for the election of Municipal Officers.

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

**Section 1.** Pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Maywood, California, on Tuesday, November 5, 2024, a General Municipal Election of the qualified electors of the City for the purpose of electing two (2) Members of the City Council each for the full term of four years; a City Clerk for the full term of four years; and a City Treasurer for the full term of four years.

**Section 2.** The Deputy City Clerk or the City Elections Official as determined by the City Council, is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election. The ballots to be used at the election shall be in form and content as required by law.

**Section 3.** The polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code Section 10242, except as provided in Section 14401 of the Elections Code of the State of California. In addition, ballot drop boxes and vote centers for the election shall be open as required during the identified voting period pursuant to Elections Code Sections 4005 and 14401.

**Section 4.** In all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

**Section 5.** Notice of the time and place of holding the election is given and the Deputy City Clerk or the City Elections Official as determined by the City Council, is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

**RESOLUTION NO. 6354**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE**

**WHEREAS**, the City Council of the City of Maywood has called a General Municipal Election to be held on November 5, 2024, for the purpose of electing officers of the City of Maywood; and

**WHEREAS**, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the city the vote centers and polling places of the two elections be the same, and that the Los Angeles County Registrar of Voters canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

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

**Section 1.** Pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election on Tuesday, November 5, 2024, for the purpose of the election of two members of the City Council, a City Clerk, and a City Treasurer, all for the full terms of 4 years.

**Section 2.** Pursuant to the Elections Code, the Los Angeles County Registrar of Voters is authorized to canvass the returns of the General Municipal Election and shall certify the results to this City Council. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

**Section 3.** The Board of Supervisors is requested to issue instructions to the Los Angeles County Registrar of Voters to take any and all steps necessary for the holding of the consolidated election. The City Manager is hereby authorized to contract with the County for such election-related services.

**Section 4.** The City of Maywood recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any additional costs.

**Section 5.** The Deputy City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Los Angeles County Registrar of Voters.

## RESOLUTION NO. 6355

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024

WHEREAS, § 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement.

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

**Section 1.** General Provisions. Pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Maywood on November 5, 2024, may prepare a candidate's statement on an appropriate form provided by the Deputy City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. In addition to these restrictions, pursuant to Elections Code Section 13308, any candidate statement submitted shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The Deputy City Clerk or the City Elections Official as determined by the City Council shall not cause to be printed, posted on an Internet Web site, or circulated any statement that the Deputy City Clerk determines is not so limited or that includes any reference prohibited by this section. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

#### **Section 2.** Language Translation Policy

- A. Pursuant to the Federal Voting Rights Act, candidates statements will be translated into all languages required by the County of Los Angeles. The County is required to translate candidate's statements into the following languages: Spanish.
- B. The County will mail separate voter information guides and candidates statements in other languages, as required, to voters pursuant to County policies and procedures. The County will make the voter information guides and candidate statements in the required languages available at all polling places and voting centers, on the County's website, and in the Election Official's office.

**Section 4.** Additional Materials. No candidate will be permitted to include additional materials in the voter information guide.

**Section 5.** The Deputy City Clerk or the City Elections Official as determined by the City Council shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

**Section 6.** All previous resolutions establishing City Council policy on payment for candidates statements are repealed.

**Section 7.** This resolution shall apply only to the election to be held on November 5, 2024, and shall then be repealed.


**Section 8.** The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED, APPROVED AND ADOPTED THIS 22<sup>nd</sup> day of May, 2024.**

  
Eddie De La Riva, Mayor

ATTEST:

APPROVED AS TO FORM:

  
Brian E. Juarez, City Clerk

  
Roxanne Diaz, City Attorney

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


I, Brian E. Juarez, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6355 was duly passed and adopted by the City Council of the City of Maywood, at a adjourned meeting of the City Council held on the 22<sup>nd</sup> of May, 2024, by the following roll call vote, to wit:

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

NOES:

ABSENT:

ABSTAIN:

  
Brian E. Juarez, City Clerk

**RESOLUTION NO. 6373**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024 FOR THE SUBMISSION TO THE VOTERS OF A MEASURE TO CHANGE THE OFFICE OF THE CITY CLERK TO AN APPOINTIVE POSITION**

**WHEREAS**, State law requires all cities to have a City Clerk;

**WHEREAS**, the City Clerk can be either elected by a majority of the voters or appointed;

**WHEREAS**, the office of the City Clerk is currently an elected office;

**WHEREAS**, the duties, responsibilities and requirements of a City Clerk have changed significantly over the years;

**WHEREAS**, the City Clerk's role has become increasingly technical and demands a certain skillset as well as experience;

**WHEREAS**, basic historic duties of the City Clerk are set forth in Government Code Section 40801 et. seq., and include keeping minutes; recording, publishing and certifying city ordinances; keeping custody of the city seal; and administering oaths or affirmations and taking and certifying affidavits and depositions pertaining to city business;

**WHEREAS**, in addition to these basic historic duties, the California State Legislature has assigned ever greater and more complex responsibilities to the City Clerk;

**WHEREAS**, the only qualification in State law for elected City Clerks is that they must be at least 18 years old and registered voters of the City;

**WHEREAS**, the administration of local government has become more complex over time, increasingly requiring specialized skills and ever-greater professional training, education, experience and certification;

**WHEREAS**, the City Clerk is responsible for ensuring compliance with the state's open meeting laws and that legislative actions abide by the Ralph M. Brown Act, including but not limited to preparing the legislative agenda, publishing notices of meetings, verifying that legal notices have been posted or published, posting agendas, coordinating the city's meeting agenda software system, adjourning meetings, completing the necessary arrangements to ensure an effective meeting and making available to the public agendas of meetings and responding to public inquiries;

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

**Section 1.** The facts set forth in the recitals of this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

**Section 2.** On May 22, 2024, the Maywood City Council called a General Municipal Election to be held in the City of Maywood ("City") on November 5, 2024 ("General Municipal Election") and requested that the Los Angeles County Board of Supervisors consolidate said election with the Statewide General Election to be held on the same date, through the adoption of Resolution No. 6353 and Resolution No. 6354. Accordingly, pursuant to California Elections Code Sections 9222 and 10201, the City Council hereby orders that at said General Municipal Election a ballot measure to convert the office of the City Clerk to an appointive position be submitted to the voters for consideration. The full text of the proposed ordinance to make the office of the City Clerk appointive is attached to this Resolution as Exhibit A and incorporated herein by reference. The measure to be submitted to the voters shall appear and be printed on the ballot as follows:

<b>City of Maywood Appointive City Clerk Measure</b>	
Shall the office of the City Clerk be appointive?	YES
	NO

**Section 3.** The proposed ordinance shall only take effect if at least a majority (50% + 1) of those voting vote in favor of it.

**Section 4.** The City Attorney is hereby directed to prepare an impartial analysis of the measure pursuant to Elections Code Section 9280.

**Section 5.** The City Council directs that arguments for and against the measure may be filed in accordance with applicable law, and that all members of the City Council are authorized to file the argument in favor of the measure to be voted on at such General Municipal Election pursuant to Elections Code Section 9282. Rebuttal arguments shall not be accepted in connection with this measure.

**Section 6.** In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections. All persons qualified and registered to vote in the City of Maywood as of the date of such election

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

I, Brian E. Juarez, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 0373 was adopted at a special meeting of the City Council of the City of Maywood held on the 5th day of August 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

DocuSigned by:

*Brian E. Juarez*

0AD93FCAF50644E

Brian E. Juarez, City Clerk

**Section 1.** Article 9 of Title 2, Chapter 2 of the Maywood Municipal Code is hereby enacted to read as follows:

**"ARTICLE 9 — CITY CLERK**

**2-2.901 — City Clerk - Appointed.**

Pursuant to California Government Code Sections 36501 and 36508 through 36510, the City Clerk shall be appointed and serve at the pleasure of the City Council. Notwithstanding, pursuant to Government Code Section 36510, the City Council may by ordinance, vest in the City Manager its authority to appoint the City Clerk. The appointed person shall not be required to be a City resident or elector.

**2-2.902 — Powers and duties.**

A. The City Clerk shall have the powers, duties and responsibilities granted to and imposed upon the office of the City Clerk pursuant to the following:

1. The provisions of Chapter 2 of Part 3 of Division 3 of Title 4 of the California Government Code (commencing with Section 40801), with the exception of the financial and accounting duties set forth in Government Code Sections 40802 through 40805;
2. Other state laws, with the exception of those financial powers and duties imposed upon the City Clerk by Title 4, Div. 3, Part 2, Chapter 4 of the California Government Code (commencing with Section 37201); and
3. The provisions of the Maywood Municipal Code.

B. The City Clerk shall also perform such other duties as may be required of the City Clerk by the City Manager or the City Council."

**Section 2.** Effective Date. If a majority of the voters voting at the November 5, 2024 General Municipal Election approves this Ordinance, it shall take effect 10 days after the City Council declares and certifies the results of the election by resolution. The position of City Clerk shall be filled by appointment thereafter upon the earlier of either a vacancy in the office or at the expiration of the current term of office of the incumbent in accordance with Government Code Section 36510.

**Section 3.** To the extent the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or provisions of any prior City ordinance, motion, resolution, rule or regulation governing the same subject, the terms of this Ordinance shall prevail.

**Section 4.** In interpreting this Ordinance or resolving any ambiguity, this Ordinance shall be interpreted in a manner that effectively accomplishes its stated purpose.

**Section 5.** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is held to be invalid or unconstitutional by

**RESOLUTION NO. 6374**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024 FOR THE SUBMISSION TO THE VOTERS OF A MEASURE TO CHANGE THE OFFICE OF THE CITY TREASURER TO AN APPOINTIVE POSITION**

**WHEREAS**, State law requires all cities to have a City Treasurer;

**WHEREAS**, the City Treasurer is elected by a majority of the voters or appointed;

**WHEREAS**, the office of the City Treasurer is currently an elected office;

**WHEREAS**, the statutory duties of the City Treasurer are set forth in Government Code Section 41001, et. seq., and generally provide that the City Treasurer is to safely keep any money received, comply with all laws governing the deposit and securing of public funds, pay out only those warrants signed by legally designated persons, submit a monthly report to the City Clerk, and collect license fees and taxes;

**WHEREAS**, the California Attorney General has summarized the duties of the City Treasurer and opined that "these duties do not necessarily require the city treasurer's full-time attention, especially if the city has a finance department responsible for performing the financial affairs of the city";

**WHEREAS**, the administration of local government has become more complex over time, increasingly requiring specialized skills and ever-greater professional training, education, experience and certification;

**WHEREAS**, the only qualification in State law for elected City Treasurers is that they must be at least 18 years old and registered voters of the City;

**WHEREAS**, consistent with modern municipal practice, the day-to-day financial operations in the City of Maywood are handled by a full-time staff in the City's Finance Department, including the Director of Finance;

**WHEREAS**, the Finance Director and the finance staff are ultimately under the direction and control of the City Manager and the City Treasurer does not have authority to direct the work of the staff or the Finance Director;

**WHEREAS**, the City Treasurer has mandatory duties and responsibilities under State law and the treasurer should be therefore knowledgeable of numerous accounting and fiscal reporting requirements mandated by State law and the Government Accounting Standards Board;

Supervisors consolidate said election with the Statewide General Election to be held on the same date, through the adoption of Resolution No. 6353 and Resolution No. 6354. Accordingly, pursuant to California Elections Code Sections 9222 and 10201, the City Council hereby orders that at said General Municipal Election a ballot measure to convert the office of the City Treasurer to an appointive position be submitted to the voters for consideration. The full text of the proposed ordinance to make the office of the City Treasurer appointive is attached to this Resolution as Exhibit A and incorporated herein by reference. The measure to be submitted to the voters shall appear and be printed on the ballot as follows:

<b>City of Maywood Appointive City Treasurer Measure</b>	
Shall the office of the City Treasurer be appointive?	YES
	NO

**Section 3.** The proposed ordinance shall only take effect if at least a majority (50% + 1) of those voting vote in favor of it.

**Section 4.** The City Attorney is hereby directed to prepare an impartial analysis of the measure pursuant to Elections Code Section 9280.

**Section 5.** The City Council directs that arguments for and against the measure may be filed in accordance with applicable law, and that all members of the City Council are authorized to file the argument in favor of the measure to be voted on at such General Municipal Election pursuant to Elections Code Section 9282. Rebuttal arguments shall not be accepted in connection with this measure.

**Section 6.** In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections. All persons qualified and registered to vote in the City of Maywood as of the date of such election shall be entitled to vote. That the ballots to be used at the election shall be in the form and content as required by state law.

**Section 7.** Notice of the time and place of holding the General Municipal Election is hereby given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in the time, form and manner as required by law, and to publish a synopsis of the measure as required by law.

**Section 8.** The City Clerk is hereby directed to submit a complete certified copy of this Resolution to the Los Angeles County Registrar of Voters Office and to the Los Angeles County Board of Supervisors.

**EXHIBIT A**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE PEOPLE OF THE CITY OF MAYWOOD ENACTING A NEW ARTICLE 8 TO CHAPTER 2 OF TITLE 2 OF THE MAYWOOD MUNICIPAL CODE TO CHANGE THE OFFICE OF THE CITY TREASURER TO AN APPOINTIVE OFFICE, SUBJECT TO APPROVAL OF A MAJORITY OF THE ELECTORS VOTING ON THE MEASURE AT THE CITY'S GENERAL MUNICIPAL ELECTION OF NOVEMBER 5, 2024**

**WHEREAS**, pursuant to California Government Code Section 36502, the office of the City Treasurer in the City of Maywood is currently an elective office;

**WHEREAS**, Government Code Section 36508 and Elections Code Section 9222 authorize the City Council to submit to the electors the question of whether the elective City Treasurer shall be an appointive office and, if a majority of voters voting on the measure approve it, the office shall become appointive;

**WHEREAS**, an appointive City Treasurer would allow the City to appoint an individual that has the requisite training, education, skills, and experience necessary to fulfill the legal responsibilities of the City Treasurer;

**WHEREAS**, if the measure is adopted, the City Council intends to delegate to the City Manager the appointment authority for the position to ensure the appointment of a professional with the skills and expertise needed for the position of City Treasurer;

**WHEREAS**, on August 5, 2024, pursuant to State law, the City Council adopted Resolution No. 6374, which called for a General Municipal Election to be held on November 5, 2024, submitting to voters this measure to convert the elected office of the City Treasurer into an appointive office; and

**WHEREAS**, all other legal prerequisites to the adoption of this ordinance have occurred.

**NOW, THEREFORE**, the People of the City of Maywood do ordain as follows:

**Section 1.** Article 8 of Title 2, Chapter 2 of the Maywood Municipal Code is hereby enacted to read as follows:

**"ARTICLE 8 — CITY TREASURER**

**2-2.801 — City Treasurer - Appointed.**

**Section 7.** The Mayor is hereby directed to attest to the adoption of this Ordinance by signing where indicated below upon certification by the City Clerk that a majority of those electors voting on this Ordinance have voted in the affirmative.

**PASSED, APPROVED AND ADOPTED BY THE PEOPLE OF THE CITY OF MAYWOOD ON THIS DAY OF NOVEMBER 5, 2024.**

\_\_\_\_\_  
Eddie De La Riva, Mayor

ATTEST:

\_\_\_\_\_  
Brian E. Juarez, City Clerk

**Certificate Of Completion**

Envelope Id: 8A2D5044055946B194E37D4D934C6691	Status: Completed
Subject: Complete with Docusign: Resolution No. 6373 - Change the Office of the City Clerk to an Appoint...	
Source Envelope:	
Document Pages: 16	Signatures: 6
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Daisy Guerrero
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	4319 E Slauson Avenue
	Maywood, CA 90270
	daisy.guerrero@cityofmaywood.org
	IP Address: 12.150.134.74

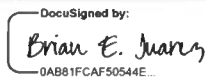
**Record Tracking**

Status: Original	Holder: Daisy Guerrero	Location: DocuSign
8/6/2024 4:54:06 PM	daisy.guerrero@cityofmaywood.org	

**Signer Events**

Brian E. Juarez  
 brianjuarez323@gmail.com  
 City Clerk  
 Security Level: Email, Account Authentication (None)

**Signature**


DocuSigned by:  
  
 0AB81FCFAF50544E...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 172.56.233.21  
 Signed using mobile

**Timestamp**

Sent: 8/6/2024 4:57:33 PM  
 Viewed: 8/6/2024 5:01:31 PM  
 Signed: 8/6/2024 5:01:56 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 8/6/2024 5:01:31 PM  
 ID: 7c1ddad0-cc2d-4368-b4bd-c68540b84dab

Roxanne Diaz  
 rdiaz@rwglaw.com  
 City Attorney  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 A7800E5CABA241F...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 104.28.116.191  
 Signed using mobile

Sent: 8/6/2024 4:57:34 PM  
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 Signed: 8/6/2024 6:11:48 PM

**Electronic Record and Signature Disclosure:**  
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/6/2024 4:57:34 PM
Certified Delivered	Security Checked	8/6/2024 6:11:37 PM

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Maywood (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [shirley.quinones@cityofmaywood.org](mailto:shirley.quinones@cityofmaywood.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Maywood as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Maywood during the course of your relationship with City of Maywood.

**RECEIVED**

By Anjanette Allen at 11:39 am, Jul 11, 2024

RESOLUTION NO. 6353

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD IN THE CITY OF MAYWOOD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES**

**WHEREAS**, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 5, 2024, for the election of Municipal Officers.

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

**Section 1.** Pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Maywood, California, on Tuesday, November 5, 2024, a General Municipal Election of the qualified electors of the City for the purpose of electing two (2) Members of the City Council each for the full term of four years; a City Clerk for the full term of four years; and a City Treasurer for the full term of four years.

**Section 2.** The Deputy City Clerk or the City Elections Official as determined by the City Council, is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election. The ballots to be used at the election shall be in form and content as required by law.

**Section 3.** The polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code Section 10242, except as provided in Section 14401 of the Elections Code of the State of California. In addition, ballot drop boxes and vote centers for the election shall be open as required during the identified voting period pursuant to Elections Code Sections 4005 and 14401.

**Section 4.** In all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

**Section 5.** Notice of the time and place of holding the election is given and the Deputy City Clerk or the City Elections Official as determined by the City Council, is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

**Section 6.** In the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the Los Angeles County Registrar of Voters, the City Council in accordance with Election Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

**Section 7.** The Deputy City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions, and transmit copies of the necessary resolutions to the County Registrar forthwith.

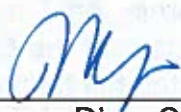
**PASSED, APPROVED AND ADOPTED THIS 22<sup>nd</sup> day of May, 2024.**

  
\_\_\_\_\_  
Eddie De La Riva, Mayor

ATTEST:

  
\_\_\_\_\_  
Brian E. Juarez, City Clerk

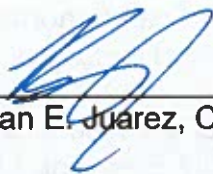
APPROVED AS TO FORM:

  
\_\_\_\_\_  
Roxanne Diaz, City Attorney

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

I, Brian E. Juarez, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6353 was duly passed and adopted by the City Council of the City of Maywood, at a adjourned meeting of the City Council held on the 22<sup>nd</sup> of May, 2024 by the following roll call vote, to wit:

AYES: DE LA RIVA, AGUILUZ, GARCIA, MARQUEZ, TORRES  
NOES:  
ABSENT:  
ABSTAIN:

  
\_\_\_\_\_  
Brian E. Juarez, City Clerk

**RESOLUTION NO. 6354**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE**

**WHEREAS**, the City Council of the City of Maywood has called a General Municipal Election to be held on November 5, 2024, for the purpose of electing officers of the City of Maywood; and

**WHEREAS**, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the city the vote centers and polling places of the two elections be the same, and that the Los Angeles County Registrar of Voters canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

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

**Section 1.** Pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election on Tuesday, November 5, 2024, for the purpose of the election of two members of the City Council, a City Clerk, and a City Treasurer, all for the full terms of 4 years.

**Section 2.** Pursuant to the Elections Code, the Los Angeles County Registrar of Voters is authorized to canvass the returns of the General Municipal Election and shall certify the results to this City Council. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

**Section 3.** The Board of Supervisors is requested to issue instructions to the Los Angeles County Registrar of Voters to take any and all steps necessary for the holding of the consolidated election. The City Manager is hereby authorized to contract with the County for such election-related services.

**Section 4.** The City of Maywood recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any additional costs.

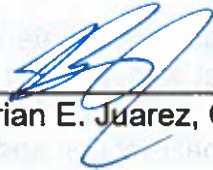
**Section 5.** The Deputy City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Los Angeles County Registrar of Voters.

**Section 6.** The Deputy City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.


**PASSED, APPROVED AND ADOPTED THIS 22<sup>nd</sup> day of May, 2024.**

  
\_\_\_\_\_  
Eddie De La Riva, Mayor

ATTEST:

  
\_\_\_\_\_  
Brian E. Juarez, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Roxanne Diaz, City Attorney

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

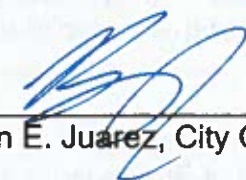
I, Brian E. Juarez, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6354 was duly passed and adopted by the City Council of the City of Maywood, at a adjourned meeting of the City Council held on the 22<sup>nd</sup> of May, 2024, by the following roll call vote, to wit:

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

NOES:

ABSENT:

ABSTAIN:

  
\_\_\_\_\_  
Brian E. Juarez, City Clerk

## RESOLUTION NO. 6355

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024

**WHEREAS**, § 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement.

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

**Section 1.** General Provisions. Pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Maywood on November 5, 2024, may prepare a candidate's statement on an appropriate form provided by the Deputy City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. In addition to these restrictions, pursuant to Elections Code Section 13308, any candidate statement submitted shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The Deputy City Clerk or the City Elections Official as determined by the City Council shall not cause to be printed, posted on an Internet Web site, or circulated any statement that the Deputy City Clerk determines is not so limited or that includes any reference prohibited by this section. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

### **Section 2.** Language Translation Policy

- A. Pursuant to the Federal Voting Rights Act, candidates statements will be translated into all languages required by the County of Los Angeles. The County is required to translate candidate's statements into the following languages: Spanish.
- B. The County will mail separate voter information guides and candidates statements in other languages, as required, to voters pursuant to County policies and procedures. The County will make the voter information guides and candidate statements in the required languages available at all polling places and voting centers, on the County's website, and in the Election Official's office.

### **Section 3. Payment**

#### **A. Translations:**

1. The candidate shall be required to pay for the cost of translating the candidates statement into any required foreign language as specified in A of Section 2 above pursuant to Federal and/or State law.
2. The candidate shall be required to pay for the cost of translating the candidates statement into any foreign language that is not required as specified in (A) and/or B of Section 2 above, pursuant to Federal and/or State law, but is requested as an option by the candidate.

#### **B. Printing:**

1. The candidate shall be required to pay for the cost of printing the candidates statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language required in (A) of Section 2 above, in the main voter pamphlet.
3. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language requested by the candidate per (B) of Section 2 above, in the main voter pamphlet.
4. The Los Angeles County Registrar of Voters shall provide the City Clerk or the City Elections Official as determined by the City Council, with an estimate of the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk or the City Elections Official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk or the City Elections Official may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk or the City Elections Official shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

**Section 4.** Additional Materials. No candidate will be permitted to include additional materials in the voter information guide.

**Section 5.** The Deputy City Clerk or the City Elections Official as determined by the City Council shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

**Section 6.** All previous resolutions establishing City Council policy on payment for candidates statements are repealed.


**Section 7.** This resolution shall apply only to the election to be held on November 5, 2024, and shall then be repealed.

**Section 8.** The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED, APPROVED AND ADOPTED THIS 22<sup>nd</sup> day of May, 2024.**

  
Eddie De La Riva, Mayor

ATTEST:

  
Brian E. Juarez, City Clerk

APPROVED AS TO FORM:

  
Roxanne Diaz, City Attorney

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


I, Brian E. Juarez, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6355 was duly passed and adopted by the City Council of the City of Maywood, at a adjourned meeting of the City Council held on the 22<sup>nd</sup> of May, 2024, by the following roll call vote, to wit:

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

NOES:

ABSENT:

ABSTAIN:

  
Brian E. Juarez, City Clerk