



GARDENA CITY COUNCIL

Regular Meeting Notice and Agenda

Council Chamber at City Hall

1700 West 162nd Street, Gardena, California

Website: www.cityofgardena.org

Tuesday, February 13, 2024

Open Session 7:30 p.m.

TASHA CERDA, *Mayor*

MARK E. HENDERSON, *Mayor Pro Tem*

RODNEY G. TANAKA, *Council Member*

PAULETTE C. FRANCIS, *Council Member*

WANDA LOVE, *Council Member*

MINA SEMENZA, *City Clerk*

GUY H. MATO, *City Treasurer*

CLINT OSORIO, *City Manager*

CARMEN VASQUEZ, *City Attorney*

LISA KRANITZ, *Assistant City Attorney*

If you would like to participate in this meeting, you can participate via the following options:

1. **VIEW THE MEETING live on SPECTRUM CHANNEL 22 or ONLINE at**
youtube.com/CityofGardena
2. **PARTICIPATE BEFORE THE MEETING** by emailing the Deputy City Clerk at publiccomment@cityofgardena.org by 5:00p.m. on the day of the meeting and write "Public Comment" in the subject line.
3. **ATTEND THE MEETING IN PERSON**

PUBLIC COMMENT: The City Council will hear from the public on any item on the agenda or any item of interest that is not on the agenda at the following times:

- Agenda Items – At the time the City Council considers the item or during Oral Communications
- Non-agenda Items – During Oral Communications
- Public Hearings – At the time for Public Hearings listed on the Agenda

If you wish to address the Council, please complete a "Speaker Request" form and present it to the City Clerk or Sergeant of Arms. You will be called to the podium by name when it is your turn to address the Council. The City Council cannot legally take action on any item not scheduled on the Agenda. Such items may be referred for administrative action or scheduled on a future Agenda. Members of the public wishing to address the City Council will be given three (3) minutes to speak.

4. The City of Gardena, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office by phone (310) 217-9565 or email cityclerk@cityofgardena.org at least 24 business hours prior to the scheduled general meeting to ensure assistance is provided. Assistive listening devices are available.

STANDARDS OF BEHAVIOR THAT PROMOTE CIVILITY AT ALL PUBLIC MEETINGS

- Treat everyone courteously;
- Listen to others respectfully;
- Exercise self-control;
- Give open-minded consideration to all viewpoints;
- Focus on the issues and avoid personalizing debate; and
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions

Thank you for your attendance and cooperation

1. **ROLL CALL**

PUBLIC COMMENT ON CLOSED SESSION

2. **CLOSED SESSION**

CITY ATTORNEY REPORT OUT OF CLOSED SESSION

3. **PLEDGE OF ALLEGIANCE**

Michelle Bahena and Cesario Galindo
Junipero Serra High School

4. **INVOCATION**

Reverend John Iwohara
Gardena Buddhist Church

5. **PRESENTATIONS**

5.A Gardena Events Video Presentation

5.B Gardena Military Veteran Recognition to Honor Eugene Vasquez, who served in the U.S. Marine Corps. He was chosen at the recommendation of Mayor Pro Tem Henderson *(to be accepted by Eugene Vasquez)*

5.C Certificates of Commendation presented to members of the Second Gardena Police Department Citizen's Academy *(Candidates to be presented by Chief Saffell)*

[Andrew Galang - Citizens Academy Certificate.pdf](#)

[Bella Real - Citizens Academy Certificate.pdf](#)

[Hugo De Arcos- Citizens Academy Certificate.pdf](#)

[Rafael Oliveria - Citizens Academy Certificate.pdf](#)

6. **PROCLAMATIONS**

6.A "BLACK HISTORY MONTH" February 2024 *(to be proclaimed only)*
[Proclaim Only-Black History Month-2024.pdf](#)

7. **APPOINTMENTS**

8. **CONSENT CALENDAR**

NOTICE TO THE PUBLIC - Roll Call Vote Required On The Consent Calendar

All matters listed under the Consent Calendar will be enacted by one motion unless a Council Member requests Council discussion, in which case that item will be removed from the Consent Calendar and considered separately following this portion of the agenda.

PUBLIC COMMENT ON CONSENT CALENDAR

- 8.A Waiver of Reading in Full of All Ordinances Listed on this Agenda and that they be Read by Title Only
CONTACT: CITY CLERK
- 8.B Approved Minutes:
Regular Meeting of the City Council, January 23, 2024
CONTACT: CITY CLERK
[01232024 REGULAR Minutes CC Meeting - FINAL.pdf](#)
- 8.C Receive and File of Minutes:
Planning and Environmental Quality Commission, January 16, 2024
CONTACT: COMMUNITY DEVELOPMENT
[2024_01_16 PCMIN](#)
- 8.D Approval of Warrants/Payroll Register, February 13, 2024
CONTACT: ADMINISTRATIVE SERVICES
[Warrant-Payroll Register 02-13-24.pdf](#)
- 8.E Personnel Report P-2024-3 2-13-24
CONTACT: ADMINISTRATIVE SERVICES
[PERS RPT P-2024-3.pdf](#)
[Classification and Compensation Schedule - Eff Feb 13 2024 - Att. 1.pdf](#)
[Job Description Revenue and Purchasing Manager - Attachment 2.pdf](#)
- 8.F [RESOLUTION NO. 6657](#), Adopting an Amended Paid Sick Leave Policy for Non-Represented Part-Time, Temporary, and Seasonal Employees, in order to comply with AB 1041 and SB 616, effective January 1, 2024
CONTACT: ADMINISTRATIVE SERVICES
[RESOLUTION NO. 6657 RE PAID SICK LEAVE POLICY.pdf](#)
[PAID SICK LEAVE POLICY - January 2024.pdf](#)
- 8.G [RESOLUTION NO. 6651](#), Artesia Boulevard Landscaping Assessment District Renewal for the Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025
CONTACT: PUBLIC WORKS
[Artesia Landscaping District Resolution No. 6651.pdf](#)
[Vicinity_Map.pdf](#)

- 8.H [RESOLUTION NO. 6652: Consolidated Street Lighting District Renewal for the Fiscal Year Commencing July1, 2024, and Ending June 30, 2025](#)
CONTACT: PUBLIC WORKS
[Consolidated Street Lighting District Resolution No. 6652.pdf](#)
[District_Map.pdf](#)
- 8.I [Acceptance and Notice of Completion for the Council Chambers Audio Visual Upgrade Design/Build Project, JN 536](#)
CONTACT: PUBLIC WORKS
[NOC_COuncil Chambers AV Upgrade_JN 536.pdf](#)
- 8.J [Approve Carnival Contract with CM Amusement for the Spring Carnival at Mas Fukai Park on Friday, April 19, Saturday, April 20, and Sunday, April 21, 2024](#)
CONTACT: RECREATION AND HUMAN SERVICES
[CM Amusements Carnival Contract Spring 2024](#)

9. **EXCLUDED CONSENT CALENDAR**

10. **PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET**

10.A **FEBRUARY 6, 2024 MEETING**

CONDITIONAL USE PERMIT #10-23, AND ENVIRONMENTAL ASSESSMENT #19-23

The Planning Commission reviewed a request for a conditional use permit, per section 18.32.030.B of the Gardena Municipal Code, to allow the sale of beer and wine for off-site consumption in a new retail market located in the General Commercial (C-3) zone with a Mixed-Use Overlay (MUO), make a determination of public convenience or necessity and direct staff to file a Notice of Exemption as an existing facilities project.

LOCATION: 1332 W. Rosecrans Ave

APPLICANT: Khoushnaf Nasrou

Commission Action: The Planning Commission approved Resolution No. PC 2-24, by a vote of 5-0, approving Conditional Use Permit #10-23, making the findings for a public convenience and necessity, and directed staff to file a Notice of Exemption.

City Council Action: Receive and file or Call for Review (By way of two votes from the City Council)

To view the complete Planning Commission packet [CLICK HERE](#)
[2024_02_06](#)

11. **ORAL COMMUNICATIONS (LIMITED TO A 30-MINUTE PERIOD)**

Oral Communications by the public will be heard for one-half hour at or before 8:30 p.m. or at the conclusion of the last agenda item commenced prior to 8:30 p.m. Oral Communications not concluded at that time shall be resumed at the end of the meeting after Council Reports. Speakers are to limit their remarks to three minutes, unless extended by the Mayor. An amber light will appear to alert the speaker when two minutes are complete, and a red light will appear when three minutes are over. Your cooperation is appreciated.

11.A **PUBLIC COMMENT**

[02-13-2024 Regular CC Meeting - PC #1 - Oral Communication.pdf](#)

12. **DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES**

13. **DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT**

13.A [PUBLIC HEARING: A Substantial Amendment to the Fiscal Year 2023-2024 Community Development Block Grant \(CDBG\) Annual Action Plan](#)

Staff Recommendation:

- Conduct a public hearing and receive testimony, allow three (3) minutes for each speaker;
- Approve the proposed 2023-2024 Annual Action Plan Substantial Amendment which allocates \$650,000 of unallocated CDBG funds for the demolition phase for a new Community Center; and
- Authorize the City Manager to execute and submit the plan, amendment and any other necessary and related documents to the U.S. Department of Housing and Urban Development (HUD).

[Staff Report - CDBG Substantial Amendment 2024.pdf](#)

[Gardena - 2023-2024 Action Plan Substantial Amendment.pdf](#)

14. **DEPARTMENTAL ITEMS - ELECTED & CITY MANAGER'S OFFICES**

15. **DEPARTMENTAL ITEMS - POLICE**

15.A [Authorize and Execute Three-Year Agreement with Palicon Group for Background Investigation Services Not to Exceed \\$246,800](#)

Staff Recommendation: Authorize and Execute Contract

[RFP - Background Investigation Services](#)

[Gardena-Palicon Contract](#)

[Palicon Group - Final Pricing](#)

[RFP Response - Palicon Group](#)

16. **DEPARTMENTAL ITEMS - PUBLIC WORKS**

17. **DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES**

18. **DEPARTMENTAL ITEMS - TRANSPORTATION**

- 18.A [Approve a Contract Change Order to Anser Advisory for Construction Management Services in the Amount of \\$14,565 for the GTrans Dispatch Remodel Project, JN 512 and a Revised Contract Total of \\$114,483](#)

Staff Recommendation: Approve Change Order

[Wallace & Associates \(Anser Advisory\) Proposal for Contract Change Order.pdf](#)
[Wallace & Associates Initial Proposal for Dispatch Remodeling Project \(JN 512\)](#)
[08-13-2019 City Council Approval of On-Call Consultant Services](#)

19. **COUNCIL ITEMS**

20. **COUNCIL DIRECTIVES**

21. **CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS**

22. **COUNCIL REMARKS**

1. COUNCIL MEMBER LOVE
2. MAYOR PRO TEM HENDERSON
3. COUNCIL MEMBER FRANCIS
4. MAYOR CERDA
5. COUNCIL MEMBER TANAKA

23. **ANNOUNCEMENT(S)**

24. **REMEMBRANCES**

Ms. Gloria Oghie; Longtime Gardena resident and mother of Beautification commissioner, Ochuwa Oghie.

Ms. Ruth Hamilton; Owner of Dare U to Care organization.

Mrs. Missouri Billingslea, 108 years of age; Mrs. Billingslea migrated to Southern California in the 1940's and lived in Gardena for the past year. Mrs. Billingslea passed away on January 20, 2024, just shy of her 109th birthday. She will forever be remembered as a remarkable individual who brought joy and inspiration to those around her.

25. **ADJOURNMENT**

The Gardena City Council will adjourn to the Closed Session portion of the City Council Meeting at 7:00 p.m. followed by the Regular City Council Meeting at 7:30 p.m. on Tuesday, February 27, 2024.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted in the City Hall lobby not less than 72 hours prior to the meeting. A copy of said Agenda is available on our website at www.CityofGardena.org.

Dated this 9th day of February 2024

/s/ MINA SEMENZA
MINA SEMENZA, City Clerk

Certificate of Commendation

presented to

Andrew Galang

in official acknowledgement of your accomplishment and extending deep
appreciation for your commendable service in the

Citizens Academy

with the

Gardena Police Department



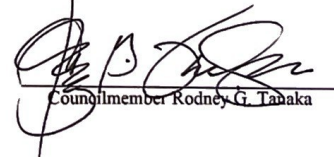
We, the Mayor and Members of the City Council of the City of Gardena,
California, do hereby deem it a distinct honor and privilege to
present this recognition and we offer our sincere
congratulations and best wishes for continued
success in all your future endeavors.

~ Presented this 13th day of February, 2024 ~




Mayor Tasha Cerda


Councilmember Mark E. Henderson


Councilmember Rodney G. Tanaka


Councilmember Paulette C. Francis


Councilmember Wanda Love

Certificate of Commendation

presented to

Bella Real

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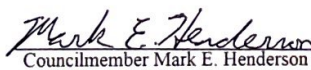


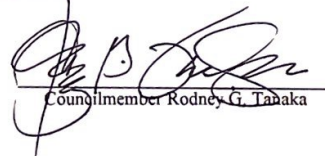
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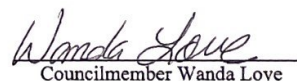



Mayor Tasha Cerda


Councilmember Mark E. Henderson


Councilmember Rodney G. Tanaka


Councilmember Paulette C. Francis


Councilmember Wanda Love

Certificate of Commendation

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Hugo De Arcos

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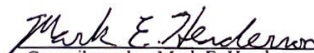



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Mayor Tasha Cerda


Councilmember Mark E. Henderson


Councilmember Rodney G. Tadaka


Councilmember Paulette C. Francis


Councilmember Wanda Love

Certificate of Commendation

presented to

Rafael Oliveria

in official acknowledgement of your accomplishment and extending deep
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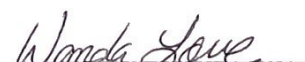



Mayor Tasha Cerda


Councilmember Mark E. Henderson


Councilmember Rodney G. Tabaka


Councilmember Paulette C. Francis


Councilmember Wanda Love

“ BLACK HISTORY MONTH ” **~ February 2024 ~**

Black History Month is observed nation-wide during February each year to recognize the past achievements and current status of African Americans in our Country, as it coincides with the birthday of Frederick Douglass on February 14 and the birthday of U.S. President Abraham Lincoln on February 12. The observance was officially established as Black History Month in February 1976.

The Gardena Hollypark Youth Affairs Alliance initiated the observance of Black History Month in our community as part of the Dr. Martin Luther King Jr. birthday commemorative activities, in the belief that “the role of history in the life of a people is to give them a kind of measurement as to where they have been and where they are now; and if they understand history correctly, they will have some definition of what they must become.”

Gardena’s annual activities included the Dr. Martin Luther King Jr. Commemorative Parade, which took place on the morning of Saturday, January 13, 2024, followed by the “Battle of the Bands” Celebration at Rowley Park. These events provide the community with an opportunity to reflect on the strengths of Black heritage and family lifestyles, as well as providing African American citizens with a positive sense of racial identity.

Therefore, I, TASHA CERDA, MAYOR OF THE CITY OF GARDENA, CALIFORNIA, do hereby proclaim **FEBRUARY 2024** to be

BLACK HISTORY MONTH

in the City of Gardena and encourage all citizens to highlight those who have been an inspiration within and to our community and who continue to make the world a more equal and just place for future generations.



CITY OF GARDENA CELEBRATES

BLACK HISTORY MONTH

MINUTES
Regular Meeting of the
Gardena City Council
Tuesday, January 23, 2024

The Regular Meeting Notice and Agenda of the Gardena City Council of the City of Gardena, California, was called to order at 7:33 PM on Tuesday, January 23, 2024, in the Council Chamber at City Hall 1700 West 162nd Street, Gardena, California; Mayor Tasha Cerda presiding.

1. ROLL CALL

Present: Mayor Tasha Cerda; Mayor Pro Tem Mark E. Henderson; Council Member Rodney G. Tanaka; Council Member Paulette C. Francis and Council Member Wanda Love; Other City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; City Clerk Mina Semenza; and Deputy City Clerk Becky Romero.

PUBLIC COMMENT ON CLOSED SESSION - None

2. CLOSED SESSION - None

CITY ATTORNEY REPORT OUT OF CLOSED SESSION - None

3. PLEDGE OF ALLEGIANCE

Adebola Akinsanya and Justin Bell led the Pledge of Allegiance. Both are in the 5th grade and attend Purche Elementary School. Adebola is interested in becoming a doctor and enjoys playing basketball, his favorite subject is math. Justin is a great student, and he too enjoys playing football for the Gardena Mohicans for the last three seasons, his favorite subject is science, and he wants to become a firefighter when he gets older. Both students are in the STEM Magnet program and assist the kindergarten students during their recess as part of the school's community service project. Both students thanked and introduced their parents and family members.

4. INVOCATION

Pastor Larry Dozier, of The New Earth Christian Church, gave the Invocation.

5. PRESENTATIONS

5.A March 5, 2024 Election Presentation - ***City Clerk Mina Semenza gave the presentation***

5.B Recognition of Members of the City of Gardena Police Explorer Post #142 for their Successes at the 26th Annual Chandler Tactical Competition in Chandler, Arizona - ***was accepted by Members of the Explorer Post #142 and their Leaders Lieutenant Alex Rivera, Sergeant Octavio Saldana, Detective Marisol Bazan, Officer Victor Saldana, K-9 Officer Mike Medeiros, Detective Liliana Pinela, and Officer Kiara Preciado. Chief of Police Mike Saffell spoke and shared information about the competition activities and gave the names of Post members and the high marks that were won in the competition.***

Explore Advisor Detective, Tyler Nash thanked all members of the Council, Explorer Post members and the Gardena Foundation, and Chief Saffell for all their support. He expressed his appreciation to the Explorer Post for their hard work and dedication and to all his advisor staff. He also commended Team Leader, Captain Hailey Ibarra for her leadership. He stated that if anyone had questions for him to please contact him at tnash@gardenapd.org. Mayor Cerda thanked them all for presenting the city and felt very proud.

5.C Gardena Events Video Presentation

6. **PROCLAMATIONS**

7. **APPOINTMENTS** – *No Appointments were made.*

8. **CONSENT CALENDAR**

8.A Waiver of Reading in Full of All Ordinances Listed on this Agenda and that they be Read by Title Only

CONTACT: CITY CLERK

8.B Approved Minutes:

Regular Meeting of the City Council, January 9, 2024

CONTACT: CITY CLERK

8.C Receive and File of Minutes:

Planning and Environmental Quality Commission, December 5, 2023

CONTACT: COMMUNITY DEVELOPMENT

8.D Approval of Warrants/Payroll Register, January 23, 2024

CONTACT: CITY TREASURER

January 23, 2024: Wire Transfer: 12617-12629; Prepay: 174700-174702; Check Numbers: 174703-174847 for a total Warrants issued in the amount of \$2,569,470.51; Total Payroll Issued for January 12, 2024: \$1,830,564.51.

8.E Monthly Investment Portfolio, December 2023

CONTACT: CITY TREASURER

8.F Personnel Report P-2024-2 1-23-24

CONTACT: HUMAN RESOURCES

It was moved by Council Member Francis, seconded by Mayor Pro Tem Henderson, and carried by the following roll call vote to Approve the Consent Calendar with the exception of Item 8.B:

Ayes: Council Member Francis, Mayor Pro Tem Henderson, Council Member Tanaka and Mayor Cerda

Noes: None

Absent: None

Abstain: Council Member Love

9. EXCLUDED CONSENT CALENDAR

- 8.B CITY CLERK - Approved Minutes: Regular Meeting of the City Council, January 9, 2024 – ***Item pulled by Council Member Francis***

Council Member Francis asked for confirmation if the minutes reflected the comments made by public speaker Anthony P. Dixon. Deputy City Clerk Becky Romero confirmed that the minutes are accurate.

It was moved by Council Member Francis, seconded by Mayor Pro Tem Henderson, and carried by the following roll call vote to Approve Item 8.B:

Ayes: Council Member Francis, Mayor Pro Tem Henderson, Council Member Tanaka, and Mayor Cerda

Noes: None

Absent: None

Abstain: Council Member Love

10. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET

10.A JANUARY 16, 2024 MEETING

ZONE TEXT AMENDMENT #1-24

The Planning Commission considered a recommendation to the City Council on the adoption of Ordinance No. 1865 to repeal and readopt Chapter 18.60 relating to Temporary Use Permits and Temporary Events Permits, amending Sections 5.08.170, 8.16.030, and 8.16.050 to delete the requirement for a temporary use permit for circuses, carnivals, and fireworks, amending Section 5.04.160 of Title 5 relating to permits, and finding the ordinance to be categorically exempt from the provisions of the California Environmental Quality Act pursuant to Guidelines section 156061(b)(3) and 15304 as a minor alteration to land.

Commission Action: The Planning Commission approved Resolution No. PC 1-24, by a vote of 4-0, recommending that the City Council adopt Ordinance No. 1860.

City Council Action: Receive and File. This item will be brought forth to the Council for review at a future City Council meeting.

This Item was Received and Filed. This item will be brought forth to the Council for review at a future City Council meeting.

11. ORAL COMMUNICATIONS

- 1) Andrea Simental, Library Manager for the Gardena Mayme Dear Library; she came to announce library events for the Gardena Mayme Dear and the Masao W. Sato Libraries.
- 2) Paul Randall, Director of Mama Rosa's Food Pantry; thanked everyone for helping him obtain the special event approval letter and conditions of approval for the food pantry to continue operating. He also provided information on the food distribution that took place on Saturday.

- 3) Franco Morales, asked all members of the Council for support to meet his fundraiser goal. Mayor Cerda and Council Member Love extended their help and asked that he reach out to their office. Mayor Cerda commended him for all his community work.

12. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES – *No Items*

13. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT

13.A 12-Month Pilot Commercial Façade Improvement Program Updates

City Manager Osorio presented the Staff Report.

Economic Development Manager, Jackie Choi gave a PowerPoint presentation and was available to answer any questions as Director of Community Development, Greg Tsujiuchi and MGD Consultant, Miguel Ramirez.

Mayor Cerda asked if anyone asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Francis, Mayor Cerda, Mayor Pro Tem Henderson and Council Member Love regarding how there is no data or even a plan; the research that took place to identify what businesses require façade improvements; there not being enough data to support the work that has been done; what is the 90-day approval process as stated on the report; asked about the older structural businesses and most of them being contaminated with asbestos; what were some of the responses from potential owners that may be interested in the project; what are some of the business owners concerns; how can the program become permanent and the total amount of funding that would need to be budgeted; how can the program be made fair to all businesses without increasing costs; will the program be beneficial to the city and the business owners since we are only able to fund a certain amount; how do we manage that; Mayor Pro Tem Henderson, Council Members Love and Francis all gave their suggestions.

Manager Jackie Choi gave an explanation of the type of work that has been done, Consultant Miguel Ramirez spoke about different types of programs and funding, and Director Tsujiuchi provided additional information about the project and stated they are here looking for Council direction and answered all questions.

City Manager Osorio provided additional clarification regarding the options presented to the Council.

The Mayor spoke and gave her suggestion; she then asked all Members of the Council what option they want to move forward with.

- Council Member Francis stated she was in favor of Option 2.
- Mayor Pro Tem Henderson stated he was in favor of Option 3.
- Council Member Tanaka stated he was in favor of Option 3.
- Council Member Love stated she was in favor of Option 3.
- Mayor Cerda stated she was in favor of Option 3.

It was moved by Mayor Cerda, seconded by Council Member Love, and carried by the following roll call vote for Option 3:

Ayes: Mayor Cerda, Council Member Love, Mayor Pro Tem Henderson, and Council Member Tanaka

Noes: Council Member Francis

Absent: None

13.B Consideration of a Special Business Activity Permit for Care for the Children, a Non-Profit Organization, to Conduct Curb Painting Activities

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Director of Community Development, Greg Tsujiuchi informed everyone that, the one thing left off the report was if the permit was approved and before the issuance of the permit, the vendor would be required to provide a name and number to contact at Care for the Children on the notice in case there are any issues with the painting.

Questions and comments were made by Mayor Cerda and Council Member Francis about the possible issues that can occur; if this was the same company that comes around every year; how would the property or homeowner know that this company is approved by the City; will they have some type of identification; the suggested donations and background knowledge about the non-profit organization.

Director Tsujiuchi answered all questions.

It was moved by Council Member Love, seconded by Mayor Pro Tem Henderson, and carried by the following roll call vote to Approve the Special Business Activity Permit for Care for the Children to Conduct Curb Painting Activities and Add the Contact Information / Name and Telephone Number of the Organization to their Notice:

Ayes: Council Member Love, Mayor Pro Tem Henderson, Council Members Tanaka and Francis, and Mayor Cerda

Noes: None

Absent: None

13.C Preparation of The Façade Improvement Conceptual Design for The Gardena Boulevard Revitalization Program

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Francis regarding what LiveBuild is; has the launch or kick-off meeting occurred; if there have been discussions with business owners to gather ideas; and with Metro that there is some way to encourage a stop at Gardena Boulevard. City Manager Osorio and Director of Community Development, Greg Tsujiuchi explained and answered all questions.

It was moved by Council Member Francis, seconded by Council Member Love, and carried by the following roll call vote to Move Forward with The Façade Improvement Conceptual Design for The Gardena Boulevard Revitalization Program:

Ayes: Council Members Francis, Love and Tanaka, Mayor Pro Tem Henderson, and Mayor Cerda
Noes: None
Absent: None

14. DEPARTMENTAL ITEMS - ELECTED & CITY MANAGER'S OFFICES – *No Items*

15. DEPARTMENTAL ITEMS – POLICE – *No Items*

16. DEPARTMENTAL ITEMS - PUBLIC WORKS – *No Items*

17. DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES – *No Items*

18. DEPARTMENTAL ITEMS - TRANSPORTATION

- 18.A Approve Contract with TYLin International for Maintenance and Asset Management Software Project Management Services in the amount of \$107,934 and a Project Total of \$124,124.

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

There were no questions or comments made by any Member of the Council.

It was moved by Mayor Pro Tem Henderson, seconded by Council Member Tanaka, and carried by the following roll call vote to Approve Contract:

Ayes: Mayor Pro Tem Henderson, Council Members Tanaka, Francis and Love, and Mayor Cerda
Noes: None
Absent: None

- 18.B Approve Contract with Southern California Edison to Build Electric Vehicle Charging Infrastructure at the GTrans Facility

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Council Member Francis asked if each charging station will accommodate only one bus, or is it more than one bus? City Manager Osorio answered her question.

It was moved by Council Member Love, seconded by Council Member Tanaka, and carried by the following roll call vote to Approve Contract and Authorize Signature by the City Manager or his Designee:

Ayes: Council Members Love and Tanaka, Mayor Pro Tem Henderson, Council Member Francis, and Mayor Cerda

Noes: None

Absent: None

19. COUNCIL ITEMS – No Items

20. COUNCIL DIRECTIVES

Mayor Pro Tem Henderson

- 1) Measure H Funding - The SBCCOG has received \$2.8M for funding homelessness projects and initiatives; I would like for staff to look into that program and apply to see if we can support our homeless initiatives - **Council Member Francis seconded it**

Purpose: It would address the homeless issues and we could start benefiting from our Measure H funds.

Reason: Homelessness is an issue in our community.

Benefit: It will raise the quality of life for those that are potentially homeless.

Council Member Francis

- 1) The marquis sign at Rowley Park; would like to request a timeline of when we can expect the sign to be up - **Mayor Pro Tem Henderson seconded it**

Purpose: To get a timeline of when it is expected to be completed because the sign has been out for a number of years.

Reason: The sign is necessary; we've missed many opportunities to provide accurate information about activities, especially during COVID, we had no way of notifying the community of what was going on.

Benefit: It will raise the quality of life and for community safety.

21. CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS

City Manager Osorio gave a verbal report of information to follow-up on matters that had been directed or requested by the Mayor and Members of Council. Those items were, as follows:

- 1) Results of the City of Gardena Employee Satisfaction Survey.
- 2) Memo regarding Community Development Department Monthly Report for December.

- 3) Memo regarding the directive for contractor selection for the CDBG Housing Rehab Program.
- 4) Memo regarding consultants Townsend and Public Affairs. Townsend was able to work with staff in securing a grant from the state that gives us another \$123,000 to be spent on electric vehicles.

22. COUNCIL REMARKS

- (1) MAYOR PRO TEM HENDERSON – Since our last meeting he attended the GPD drone demo at Purche Elementary, the Western States Carpenters event at BMO Stadium, the MLK Youth Program, the MLK Parade he said had a lot of acts out there and was a great day for our community. He also did a lot of community and business visits. He said he wanted to share one observation that he noticed, he continued to say we know its election time and good luck to all of those candidates, however we need to be mindful that the world is watching us, we don't want to do any irreparable damage to the brand that we've been building as far as being business friendly and different things like that, we're supportive of business and opportunity and investment in our community either from a national chain or multinational companies at our overall community's wellbeing. He just wanted to remind us all to measure our words and temper our emotions and our behavior during this election season because once election season's over we still now have to work with the business community and we don't want to look like we don't have our stuff together as a community, as leadership, so again he just wanted to remind everybody.
- (2) COUNCIL MEMBER FRANCIS – Attended the Gardena Beautification Commission meeting, Martin Luther King Jr. Friday night Youth Program in which she thanked Madame Mayor and Mayor Pro Tem Henderson for attending, said it was a wonderful program. On Saturday, she attended the 41st Annual Dr. Martin Luther King Jr. Parade. She stated that Director of Recreation and Human Services, Stephany Santin, and her staff were absolutely fantastic. She said anything that a committee member asked for was done. She thanked the staff and said a lot of hard work went into creating that two-day event. We're the only city that has a two-day celebration with Dr. King. Immediately following the Parade, we had a Battle of the Bands and a Drumline competition, and she announced all the winners. She thanked the Recreation staff again for making it all possible. She attended Supervisor Holly Mitchell's meeting regarding a new book by author Michelle Zauner called Crying in H Mart and it was at Satow library. She urged whoever has not gone to the Satow library in a long time, such as herself, to please go because it is beautiful and has been totally renovated and she was able to check out a book. She had the opportunity to check out the Japanese Culture Institute, they invited her over to say hello and showed us what they're doing. She also mentioned, that she would like to discuss with someone, that they are in need of a stop sign and crosswalk at 162nd and Gramercy for the one hundred seniors that live next door. She knows there's a lot going on with election season so we're going to be seeing a lot of stuff going on, but as she always says, keep the faith, don't give up, if you fall down get up again and keep going and by all means just know better days are coming.
- (3) COUNCIL MEMBER TANAKA – Attended the City's homeless count educational meeting to see how the app works and how to sign on. Attended the South Bay COG's legislative briefing, unfortunately Assembly Members, Senators and Congress people were all in session, so they had all their field reps come up and talk to them, but he thinks the biggest issue right now is the \$69 billion dollar deficit. Everybody is

worried about that because when you talk about homeless money, they're hoping they don't cut that and any other services. He attended the MLK essay scholarship event at the Nakaoka Community Center. He said it was a good event and thanked the MLK committee. The next day he attended the MLK Parade and agreed it was probably the biggest one he's ever attended or participated in. Attended the South Bay Regional Communications executive board meeting and we are working on this year's budget. Attended Coffee with a Cop at Superior Market, Battle of the Badges for a diaper challenge and thanked everyone for doing a great job on putting that on for the Rotary Club for all the diapers are going to Camp Pendleton Marine Corps. The cities of Hermosa Beach, Manhattan Beach, Gardena and Redondo Beach participated, and he thanked Redondo Beach for bringing an entire truck full of diapers. The next day he attended the Battle of the Badges blood drive, and he thanked all those that came out and participated in that because blood drives are important, you don't realize it when you give blood you save a life, you help somebody stay alive so thanks to all those that showed up and came out. Lastly a couple things, he attended a good friend's funeral Mr. Hirano; if anyone knows HTKY Insurance on Artesia, he's the H in the insurance company. He also attended his good friend Sam Kaskanyan's daughter's wedding and that was a great event.

- (4) MAYOR CERDA – Since the last Council Meeting she had several things that she attended, but before she mentions some of the events that she attended she just wanted to clarify some things because recently people have been sending her posts that have been going out in the last couple of days and there was one in particular that she thought she needed to make a quick statement and clarify. She continued statements made like, “the city has a budget of over \$200 million dollars, are you aware of which department gets the majority of it?” “The GPOA finances a large portions of certain candidates political race by signs, by banners and 3 people in particular on this council have been financed by the GPOA,” and also it was mentioned about empty Council Chambers, you should know where your money is being spent and I'd like to just clarify something, yeah the city does have a very healthy budget it is over \$200 million and she attributes that to a good finance department, great city manager and even our finance committee by making some really good decisions in making sure that Gardena is moving forward and so we are doing very well, but the statement that was made, “are you aware which department gets the majority of the money,” in just about every city out there, the police department gets the majority of the money, the reason why is for public safety. If you don't feel safe in your community some of these other departments that you have out there, Public Works, Parks and Rec, she doesn't want to say it doesn't matter, but you won't feel safe to go to the parks, you won't feel safe going outside, whether your streets are clean, your trees are trimmed and so on. As a little girl, her grandmother used to live in South Central Los Angeles and it was really bad and unfortunately as a little girl she never got to go outside, the crime was really bad, there were drive-bys, there was drugs being sold everywhere and if you didn't get home before it was dark, there was a good chance your house was going to get robbed and police just couldn't keep up with it. We don't see those kinds of issues here in Gardena and why? Because we have a decent sized police force, we make sure they have the necessary things to protect us and so again, just as she stated in the very beginning, in just about every city the budget you look at, the police department always does have the majority of it and again it's to protect us and to make sure that we have a good quality of life. The other statement that was made said the GPOA finances a large portion of candidates in our political race. The GPOA is the police union, it is not the police department, the police union does not get their money from the City of Gardena, they

pay their own dues out of their own money and when they choose to support any candidates, like any group out there, teachers, real estate agents and so on, they make their choice in who they choose to endorse. When you go to Sacramento especially on legislative day you see an array of people from teachers, real estate people, printers' union, every union you can think of, they're up there and they talk to politicians, it's no different in the City of Gardena than it is anywhere else so that's an important point she would like to make. Whatever they choose to do, any of the candidates, they have no control over it, they don't even have conversations, whether they choose to do signs, a billboard as was mentioned, that's up to them and that's not up to any of the individual candidates. It was also stated that 3 people on this city council have been financed by the GPOA, the great thing about our city and just about any city out there is that we have financial forms, they're called 410 forms, they're in our City Clerk's office and you can see how much each of them have paid into their own campaigns. She knows that she can personally say that she's spent tens of thousands of dollars in her campaign here to get herself elected. Now if any organization decides to endorse and donate, they're more than welcome to do it, it's not just the Police Officer's Association sometimes it's the Pipefitters Union, sometimes it's the Airconditioning Union, sometimes it's all these other different groups not even in our city, they're from outside of Gardena so once again all this information in their documents, you can look this up. When you see statements like this here and it's inferred like this, she implores everyone to do their homework. We're a very transparent city and we put all of this information out there for you to find out, as well as if anyone wants to find out how much the GPOA spent for these elections. They've been doing this for many years. She can think back to when she got involved some 20-24 years ago, people like Councilmember Bradford, Councilmember Rachel Johnson, Councilmember Oscar Medrano, councilmember Ron Ikejiri; she can go on and on, it's no different from what they did before to what they're doing now. When these kind of statements are made and it's inferred that maybe money the police department is spending is what's helping fund their campaigns, that is not accurate, not at all. She also saw several comments about herself all last week saying the mayor this, the mayor that and it seems that someone is very infatuated with her and she suggests they might want to see somebody about that. The City of Gardena has support services for anybody experiencing any type of depression or wiggling out, that is available for all of our council members as well. Since the last Council Meeting she attended several events here. One was the City Selection meeting where they chose a representative from the county that would represent most of the cities here in the South Bay related to housing, to share their concerns with the county as far as what they could do to do better. She also attended the MLK Youth Program and then the following day she attended the MLK Parade and then the following day she attended her monthly CCGA meeting as it relates to our card rooms, later on that day she attended the sanitation meeting and later on that night she attended the Aria LA Coastal installation and that is the Asian Pacific Islanders. Their local chapter regional real estate installation and it was a great event, there were elected officials from all over the South Bay there. The next day she attended Coffee with a Cop and the grand opening of Borjstar ribbon cutting, that is a great mediterranean restaurant which is located on Rosecrans and Normandie, she definitely encourages everybody to go and check it out as they have amazing food there. Immediately following that she attended the Ministerial Association meeting and then later on she attended the homelessness count training because it seems that several of them on the council will be doing the homeless count tomorrow night. Later on, that evening she had the opportunity to have dinner with our State Treasurer Fiona Ma and she was sharing some great opportunities for local cities to be able to get money for different types of

fundings that we could use. On that next day, she attended the South Bay Association of Realtors as they had their installation of their new officers. She attended the Gardena Valley Lions 100th Anniversary Celebration at the Nakaoka Center, she wanted to mention it was a great event and during the event an accident happened down the street and the transformer was hit and the power went out, but everybody was having such a great time that it did not stop anything. Staff pulled out lanterns and flashlights and the group just went on and on and when the lights did come back on, they said turn the lights back down because it was so much fun, they danced all night long with a portable speaker and it was just a lot of fun. She was really happy to be able to celebrate the Gardena Lions 100th anniversary, which is even longer than the City of Gardena has been incorporated. On this past Sunday, she had the opportunity to attend the 2024 Okinawa Association New Year's party that was held at the Carson Community Center. They are located here in Gardena, it was a great event that they have every year and she's happy she was able to celebrate with them.

- (5) COUNCIL MEMBER LOVE – She's going to start off with the things that she's attended, she attended Coffee with a Cop where it's always great to see our law enforcement out there meeting and greeting with the community and making themselves available to answer any questions and take photos. She also attended the ministerial luncheon to hear from a lot of the churches and the Pastors in our community as well as attending the County Board of Supervisor Holly Mitchell's book club where she discussed Crying in the H Mart, which was a well-written book about how we associate food in our culture and our identity. Attended the Gardena Lions 100th anniversary as well as the MLK parade, it was very good to see a lot of the residents attending the parade on the sidelines, it seems like every year that number is increasing. During the parade, after she got to the park, she had to take off and head over to Bixby Knolls because See's Candies was opening another branch and she mentioned that because ever since we opened the Gardena branch, the Chamber hosted that grand opening and they had over 100 people standing outside in the rain and now every time See's does a grand opening they always invite her because they said they haven't had a grand opening that matched the one in Gardena, the sales had exceeded their expectations within that first month so it was good to go run over to the Bixby Knolls store and support them. She then came back to the park just to catch the tail end of the Battle of the Bands. She wants to address the comments and social media posts that she put up. When she ran her campaign two years ago she ran on transparency and community engagement involvement. She's only putting out information for the public to become aware of. She wanted to make it clear she does not have a problem with our Police Department, she's not insinuating or making any accusations that there's anything going on with our Police Department. She 100% supports our Police Department and has a great relationship with Chief Saffell. She does have a problem with the POA being involved in our election and as a candidate that had to run three times, she knows that it's very difficult when an average citizen in this community who has the right to run for an elected position of any level, be it our city clerk, our city council, our treasurer, should be able to compete. With the POA being involved in our elections to the level and degree that they're involved in, makes it unfair for the average resident in this community to run for a city council given the majority that the large number of the POA. She wanted to also make it clear that there is a huge difference between the GPOA, Gardena Police Officers Association, and the Gardena Police Department. The Gardena Police Officers Association is their union, and she fully understands as a candidate who has ran three times that unions do get involved to support the candidates, but the amount of money that's invested in the candidate to sit on this

council is ridiculous. In all of her years of living in Gardena she has never seen a candidate be able to afford a billboard or the average candidate cannot afford to purchase the amount of yard signs that go up in the city and she personally thinks, as well as other residents have told her, it's unfair to compete in a political race where the average person's purse cannot compete with the POA. As far as her posts telling the city's business, the city has no private business. Everything we say, everything we do, everything the departments do is all public knowledge, and she is simply trying to get the community more engaged and more involved in what's going on in this community. If we have nothing to hide it shouldn't irritate anybody, people shouldn't get so offended and as far as somebody being infatuated with the Mayor, she has no idea who they're talking about, but when the Mayor sidelines her by posting her address on social media publicly, she has a problem with that and she will come back and she will say something about it. She stated she does not have an infatuation with the Mayor, she has no issues with the Mayor, but when it comes to her sitting on this day and representing the community, the residents in this community, the businesses in this community, she's going to do that and if they don't like what she's saying then they can continue to have these conversations which she doesn't think is the time or the place because the people have the right to their opinions. She doesn't have a dog in this fight, she doesn't care who's elected. She will sit on this council, and she will do what's right by the community regardless of who wins this next election. She simply wants more people to get involved, more people to know how we run business and how we operate this council.

23. ANNOUNCEMENT(S)

Mayor Cerda announced:

- 1) Gardena City Council Candidate Forum, February 1, 2024; 7:00-8:30 p.m., at Rowley Park Community Room, sponsored by the Gardena Hollypark Community Association.
- 2) Gardena City Council Candidate Forum, Wednesday, February 7, 2024; 6:30 p.m., at the Nakaoka Community Center, sponsored by the League of Women Voters.
- 3) Teen Night, Friday, February 9, 2024; 6:30 pm – 9:30 pm at the Nakaoka Community Center.
- 4) Parent Workshop, Friday, February 9, 2024; 6:30 pm – 7:30 pm at the Nakaoka Community Center, hosted by Rainbow Services. Topic: It's on Us: How To Help Your Teen Build Healthy Relationships.
- 5) Kids Day Trip – Clippers vs. Pistons, Saturday, February 10, 2024; 11:00 am – 4:00 pm. Available for Ages 5-17: \$30.00 per child. Drop-off promptly at 11:00 am at the Nakaoka Community Center.
- 6) 'Love You to 'Pizzas' Dance, Friday, February 16, 2024; 6:30 pm – 9:00 pm. Join us for music, food, raffles, fun & more at the Nakaoka Community Center.

24. REMEMBRANCES

Mrs. Lidia Onderka, 87 years of age; longtime Gardena resident and beloved wife of Frank Onderka, former Gardena Valley Lions Club President.

Mr. Lamar Edison Sr., 88 years of age; longtime Gardena resident of 51 years, Mr. Edison was the sole proprietor of Edison Construction based out of Gardena where he operated his business for over 40 years, and also a faithful and active member at the Gardena Day Care Center.

Ms. Valerie Williams-Simmons, 67 years of age; long-time Gardena resident, since 1968.

25. ADJOURNMENT

At 9:57 p.m., Mayor Cerda adjourned the Gardena City Council Meeting to the Closed Session portion of the City Council Meeting at 7:00 p.m., and the Regular City Council Meeting at 7:30 p.m. on Tuesday, February 13, 2024.

MINA SEMENZA

City Clerk of the City of Gardena and
Ex-officio Clerk of the Council

APPROVED:

Tasha Cerda, Mayor

By:_____
Becky Romero, Deputy City Clerk

**Regular PEQC Meeting Notice and Agenda of the
Planning and Environmental Quality Commission
Tuesday, January 16, 2024**

The Regular PEQC Meeting Notice and Agenda of the Planning and Environmental Quality Commission of the City of Gardena, California, was called to order at 7:00 PM on Tuesday, January 16, 2024, in the Council Chambers at 1700 W. 162nd Street, Gardena, California.

PARTICIPATE BEFORE THE MEETING by emailing the Planning Commission at planningcommissioner@cityofgardena.org by 5:00 PM on the day of the meeting and write "Public Comment" in the subject line.

1. **CALL MEETING TO ORDER**

The meeting was called to order at 7:06 PM

2. **PLEDGE OF ALLEGIANCE**

Chair Henderson led the Pledge of Allegiance

3. **ROLL CALL**

Present: Chair Henderson; Commissioner Steve Sherman; Commissioner Jules Kanhan; Commissioner Ronald Wright-Scherr

Absent: Vice Chair Stephen P. Langley

4. **APPROVAL OF MINUTES**

4.A December 5, 2023 MEETING

[23_12_05 PCMIN.pdf](#)

A motion was made by Commissioner Wright-Scherr and seconded by Commissioner Wright-Scherr to approve the minutes of the meeting on December 5, 2023.

The motion was passed by the following roll call vote:

Ayes: Kanhan, Wright-Scherr, Sherman, Henderson

Noes:

Absent: Langley

5. **ORAL COMMUNICATIONS**

No members of the public wished to speak to the Planning Commission at this time.

6. **PUBLIC HEARING ITEMS**

6.A **ZONE TEXT AMENDMENT #1-24**

Recommendation to the City Council on the adoption of Ordinance No. 1865 amending the Gardena Municipal Code Chapter 18.60 relating to Temporary Use Permits and Temporary Events Permits, amending Sections 5.08.170, 8.16.030, and 8.16.050 to delete the requirement for a temporary use permit for circuses, carnivals, and fireworks, amending Section 5.04.160 of Title 5 relating to permits, and finding the ordinance to be categorically exempt from the provisions of the

California Environmental Quality Act pursuant to Guidelines section 156061(b)(3) and 15304 as a minor alteration to land.

[Staff Report - Temporary Use_Event.pdf](#)

[Attachment A - Resolution PC No. 01-24 \(Temporary Event](#)

[Permits\) Exhibit A - Draft Ordinance No 1865](#)

[Attachment B - Public Hearing Notice](#)

Planning Assistant, Kevin La, presented Zone Text Amendment #1-24 to the Planning Commission.

Chair Henderson opened the public hearing.

Commissioner Wright-Scherr asked if a house is being remodeled and a person puts a mobile home on the property, are there requirements for minimum sanitary requirements that must be provided and for disposal of waste??

Assistant City Attorney, Lisa Kranitz, responded that if the project requires a mobile home on the property, it cannot be a pull-behind type of trailer. There are also requirements from Building and Safety to have the mobile home hooked up to the appropriate utilities.

Chair Henderson inquired how staff came up with the limit of 12 special events.

Ms. Kranitz stated that 12 special events came about with one event per month.

Community Development Director, Greg Tsujiuchi, elaborated that as staff went through this ordinance, it was the key word temporary, not permanent that helped determine the 12 special events. There are some uses where it's once a month, every month for years. At that point, it's just regular operations and no longer temporary. That's a permanent use of the site and would need to go through a Conditional Use Permit process to allow for that type of use.

Ms. Kranitz followed up by stating the commission could discuss a different total number of special events to recommend to the City Council.

Chair Henderson said he wanted to know the logic behind the number.

Economic Development Manager, Jackie Choi, mentioned that staff came up with one event per month, but the commission should take into consideration that although the ordinance limits temporary events to 12 per year, each event can go up to four days in duration depending on the category.

Mr. Tsujiuchi added that staff had seen more applicants come through for reoccurring temporary events, and eventually had to determine if the events would be a temporary or reoccurring permanent repetitive use. Staff determined that 12 events per year would be adequate as temporary events should not be an everyday reoccurrence.

Commissioner Wright-Scherr inquired if permits for fireworks displays will no longer be asked of individuals.

Ms. Kranitz answered that fireworks are already regulated under Title 5 of the municipal code, and they have their special permit procedure. The amendment to Title 5 is continuing with the fireworks permit procedure but removing the requirement to apply for a temporary use permit on top of the fireworks permit. Everything the Community Development Direct can do under a temporary event permit, he can also do under the fireworks permit. Ms. Kranitz added that the removal of a temporary use permit application also extends to carnivals and circuses as they have their permitting provisions in Title 5 and the amendment will eliminate the duplicative permitting procedure.

Mr. Tsujiuchi elaborated that the local government can only charge a fee for the services provided. It seemed like the same service twice to allow for the use, so the zone text amendment is to remove the duplicative permit as Ms. Kranitz stated.

Chair Henderson closed the public hearing.

MOTION: It was moved by Commissioner Wright-Scherr and seconded by Chair Henderson to approve Resolution No. PC 1-24, recommending that the City Council adopt Ordinance No. 1865 to repeal and readopt Chapter 18.60 relating to Temporary Use Permits and Temporary Events Permits, amend Sections 5.08.170, 8.16.030, and 8.16.050 to delete the requirement for a temporary use permit for circuses, carnivals, and fireworks, amending Section 5.04.160 of Title 5 relating to permits, with the changes recommended by staff, and finding the ordinance to be categorically exempt from the provisions of the California Environmental Quality Act pursuant to Guidelines section 156061(b)(3) and 15304 as a minor alteration to land.

The motion was passed by the following roll call vote:

Ayes: Wright-Scherr, Henderson, Kanhan, Sherman

Noes:

Absent: Langley

7. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Mr. Tsujiuchi informed the Commission of upcoming events and programs. Planning Commissioner's Academy on March 6-8, 2024, at Long Beach; Residential Rehab Program is open for applications and will do presentations at numerous district meetings and senior events and the first one will be on January 26, 2024, from 11:00 am to 12:00 pm at the Nakaoka Center; New Year, New You Candlelight Dinner on January 25, 2024, from 5:00 pm to 7:00 pm at the Nakaoka Center; Love you to Pizzas Dance on February 16, 2024, from 6:30 pm to 9:00 pm at the Nakaoka Center; Mardi Gras Candlelight Dinner on February 22, 2024, from 5:00 pm to 7:00 pm at the Nakaoka Center; the State of the City will be on March 14, 2024, but may get rescheduled to March 21, 2024 at the Nakaoka Center in the evening; and the Wall that Heals from April 4-7, 2024 at the Mas Fukai Park.

Mr. La stated to the Commission and the public that the draft environmental impact report for the Normandie Crossing Specific Plan is still available for public comment and is available to view on the City's website on the Community Development Planning Projects' page. This item will be brought to the Commission, at a later date, for review and

consideration for recommendation to the City Council. Another draft environmental impact report was made available for public comment relating to the Land Use Plan, Zoning Code, and Zoning Amendment. The documents were made available to the public to view on the Planning Projects' webpage, at the library, or the Community Development counter.

8. **PLANNING & ENVIRONMENTAL QUALITY COMMISSIONERS' REPORTS**

Commissioner Wright-Scherr provided his observation, that cars do not stop at the stop sign on 170th Street by Arthur Lee Johnson Park and inquired if someone could take a look into his request for a blinking red light with the stop sign.

Mr. Tsujiuchi answered that he could find out the process from the Public Works and Police Department's Traffic Division and relay the information back to the commissioner.

9. **ADJOURNMENT**

Chair Henderson adjourned the meeting at 7:33 PM.

Respectfully submitted,



GREG TSUJIUCHI, SECRETARY
Planning and Environmental Quality Commission



DERYL HENDERSON, CHAIR
Planning and Environmental Quality Commission

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: City Treasurer's Office

DATE: February 8, 2024

SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

February 13, 2024 TOTAL WARRANTS ISSUED: \$4,874,053.78

Wire Transfer:

Prepay: 174848-174850

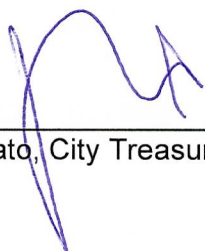
Check Numbers: 174851-175081

Checks Voided:

Total Pages of Register: 28

January 26, 2024 TOTAL PAYROLL ISSUED: \$2,291,579.00

February 9, 2024 TOTAL PAYROLL ISSUED: \$1,833,511.40

for  _____
Guy Mato, City Treasurer

vchlist
02/08/2024 6:10:37PM

Voucher List
CITY OF GARDENA

Page: 1

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174848	1/24/2024	112751 POULMANN, EWERTHON LEITE	23-47PW		FINAL SETTLEMENT	17,964.90
Total :						17,964.90
174849	1/30/2024	106513 RAWLINGS COMPANY LLC, THE	107530328		FINAL SETTLEMENT	1,936.99
Total :						1,936.99
174850	1/30/2024	103358 DOWNTOWN LA LAW GROUP, LLP	20-28PD		FINAL SETTLEMENT	98,063.01
Total :						98,063.01
174851	2/13/2024	104606 2 BROTHERS TIRES & WHEELS	27914		PD VEHICLE TIRE SERVICES	88.00
			28112		PD VEHICLE TIRE SERVICES	22.00
			28116		PD VEHICLE TIRE SERVICES	88.00
			28126		PD VEHICLE TIRE SERVICES	88.00
			28127		PD VEHICLE TIRE SERVICES	60.00
			28154		PD VEHICLE TIRE SERVICES	20.00
			28168		PD VEHICLE TIRE SERVICES	44.00
Total :						410.00
174852	2/13/2024	106086 ABC COMPANIES	3610564		GTRANS AUTO PARTS	283.12
Total :						283.12
174853	2/13/2024	111853 ACCESS	10620351		PD SHREDDING SERVICES	100.00
			10682972		PD SHREDDING SERVICES	100.00
Total :						200.00
174854	2/13/2024	101307 ACCU-CUT, INC.	127262		GTRANS FACILITY SUPPLIES	1,900.00
Total :						1,900.00
174855	2/13/2024	101748 AFTERMARKET PARTS COMPANY LLC, THE	83188701	037-10275	GTRANS AUTO PARTS	1,097.06
			83215242	037-10275	GTRANS AUTO PARTS	1,256.44
			83254957	037-10275	GTRANS AUTO PARTS	152.15
			83258314	037-10275	GTRANS AUTO PARTS	239.27
			83265884	037-10275	GTRANS AUTO PARTS	153.03
			83267149	037-10275	GTRANS AUTO PARTS	483.96
			83267150	037-10275	GTRANS AUTO PARTS	39.97
Total :						3,421.88

Page: 1

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174856	2/13/2024	101338 ALCO TARGET COMPANY	72020		PD TRAINING SUPPLIES	205.89
					Total :	205.89
174857	2/13/2024	111697 ALLDATA LLC	INVC03780515		PW AUTOMOTIVE YEARLY SUBSCRIPT	1,500.00
					Total :	1,500.00
174858	2/13/2024	110183 ALLIANT INSURANCE SERVICES, INC.	2555179	023-01511	OPEN ENROLLMENT SUPPLIES	17,044.94
					Total :	17,044.94
174859	2/13/2024	108358 ALLSTATE INSURANCE AS, SUBROGEE OF	23-20PD		FINAL SETTLEMENT	3,209.17
					Total :	3,209.17
174860	2/13/2024	110028 ANSER ADVISORY MANAGEMENT LLC	21710	037-10228	PROJECT MANAGEMENT SUPPORT - E	4,680.00
					Total :	4,680.00
174861	2/13/2024	108625 ARAD OIL INC.	DECEMBER 2023		CAR WASH	468.00
					Total :	468.00
174862	2/13/2024	112640 ARELLANO ASSOCIATES, LLC	20712	037-10284	MICROTRANSIT SERVICE COMMUNITY	6,748.79
					Total :	6,748.79
174863	2/13/2024	101459 ASBURY ENVIRONMENTAL SERVICES	I500-01016054		HAZARDOUS WASTE DISPOSAL SERVI	178.00
			I500-01018447		HAZARDOUS WASTE DISPOSAL SERVI	5.00
			I500-01020572		HAZARDOUS WASTE DISPOSAL SERVI	55.00
			I500-01022008		HAZARDOUS WASTE DISPOSAL SERVI	100.00
					Total :	338.00
174864	2/13/2024	104687 AT&T	21118357		TELEPHONE	212.62
					Total :	212.62
174865	2/13/2024	111170 AT&T FIRSTNET	287295242065X1102024		PD CELL PHONE ACCT #287295242065	262.90
					Total :	262.90
174866	2/13/2024	100474 AT&T LONG DISTANCE	011224		TELEPHONE	85.42
					Total :	85.42
174867	2/13/2024	100964 AT&T MOBILITY	828667974X1162024		CM CELL PHONE ACCT #828667974	86.46
			835577878X2012024		PD CELL PHONE ACCT #835577878	647.06

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174867	2/13/2024	100964 100964 AT&T MOBILITY	(Continued)		Total :	733.52
174868	2/13/2024	102880 AUTOPLEX, INC.	15829		2016 NISSAN FRONTIER #1471421 OIL	387.07
					Total :	387.07
174869	2/13/2024	109824 AXON ENTERPRISE INC.	INUS218148		PD PROGRAM SUPPLIES	66.15
					Total :	66.15
174870	2/13/2024	110686 AZTECH ELEVATOR COMPANY	AZ18222	037-10244	ELEVATOR MAINTENANCE - GTRANS	83.33
			AZ18223	037-10244	ELEVATOR MAINTENANCE - GTRANS	285.00
			AZ18338	037-10244	ELEVATOR MAINTENANCE - GTRANS	83.33
			AZ18339	037-10244	ELEVATOR MAINTENANCE - GTRANS	285.00
					Total :	736.66
174871	2/13/2024	112760 BARRAZA, NORBERTO	10/30-11/20		OCTA CERTIFIED MAINTENANCE TRAINING	293.44
					Total :	293.44
174872	2/13/2024	102400 BAYSIDE MEDICAL CENTER	00164169		BLOOD DRAW	254.40
					Total :	254.40
174873	2/13/2024	112754 BEAR ELECTRICAL SOLUTIONS, INC	21146	024-01029	MULTI PARK IMPROVEMENTS - ROWLEY	5,931.00
					Total :	5,931.00
174874	2/13/2024	103641 BECNEL UNIFORMS	65486		BUS UNIFORM SUPPLIES	264.39
			65683		BUS UNIFORM SUPPLIES	462.64
					Total :	727.03
174875	2/13/2024	104669 BEERLING, NICK	FALL 2023		EDUCATIONAL REIMBURSEMENT	1,458.00
					Total :	1,458.00
174876	2/13/2024	102135 BEHRENDT, KENT	240	023-01474	IT NETWORK SUPPORT - FEBRUARY 2023	3,400.00
					Total :	3,400.00
174877	2/13/2024	109155 BONTERRA TECH LLC	INV-0115453	035-01319	APRICOT ANNUAL SOFTWARE RENEWAL	2,602.03
					Total :	2,602.03
174878	2/13/2024	112722 BP FORD OF LONG BEACH	210275		PD PROGRAM SUPPLIES	41.67

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174878	2/13/2024	112722 112722 BP FORD OF LONG BEACH	(Continued)		Total :	41.67
174879	2/13/2024	111902 BPR CONSULTING GROUP LLC	1239	032-00144	CONSULTING SERVICES - DECEMBER	55,075.49
					Total :	55,075.49
174880	2/13/2024	102383 BROCK, DAVID	11/17-11/21		CNOA ANNUAL TRAINING - PER DIEM	200.00
					Total :	200.00
174881	2/13/2024	112600 CALIFORNIA ANIMAL WELFARE, ASSOCIATION	200004890 200004891		ANIMAL TRAINING WORKSHOP ANIMAL TRAINING WORKSHOP	20.00 20.00
					Total :	40.00
174882	2/13/2024	108299 CALIFORNIA PROFESSIONAL, ENGINEERING, 24-3543PR1		024-01026	MARKED CROSSWALK ON VERMONT &	128,357.22
					Total :	128,357.22
174883	2/13/2024	110538 CANNON COMPANY	86536 87162	024-00927 024-00821	ARTESIA BLVD. STREET IMPROVEMEN RBB ARTERIAL IMPROVEMENT PROJE	331.25 7,240.50
					Total :	7,571.75
174884	2/13/2024	112721 CDS SO CAL	3-111089	024-01030	PW FUEL SYSTEM EQUIPMENT REPAIR	3,226.87
					Total :	3,226.87
174885	2/13/2024	303331 CDTFA	2023		USE TAX RETURN	1,866.00
					Total :	1,866.00
174886	2/13/2024	105122 CERDA, TASHA	012224		COMMUNITY PROMOTION	24.00
					Total :	24.00
174887	2/13/2024	103489 CF UNITED LLC	120123-123123		PD CAR WASH	104.00
					Total :	104.00
174888	2/13/2024	111612 CHARTER COMMUNICATIONS	PERMIT #17991		PERMIT CANCELLATION REFUND - 134	1,498.00
					Total :	1,498.00
174889	2/13/2024	312105 CITY OF LOS ANGELES	MA240000036		TRAFFIC SIGNAL MAINTENANCE & OPI	852.83
					Total :	852.83
174890	2/13/2024	111534 CLEAN ENERGY	CE12642324	037-10282	GTRANS OFFSITE CNG FUELING SERV	62,773.65

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174890	2/13/2024	111534 CLEAN ENERGY	(Continued) CE12649561 PJI00025411	037-10282 037-10062	GTRANS OFFSITE CNG FUELING SERV GTRANS CNG FUELING FACILITY AND	60,342.72 164,476.84 Total : 287,593.21
174891	2/13/2024	111740 CLEANCOR LNG LLC	S-INV102145		QUARTERLY PREVENTATIVE MAINTEN	825.24 Total : 825.24
174892	2/13/2024	104338 CODE PUBLISHING, INC.	GCI0013099		MUNICIPAL CODE - WEB UPDATE	94.00 Total : 94.00
174893	2/13/2024	103274 CONTRERAS, LUIS	11/28-11/30		SUPERVISORY LEADERSHIP INSTITUT	150.00 Total : 150.00
174894	2/13/2024	112749 CONVERSE CONSULTANTS	23-42141-01-01	032-00152	PROFESSIONAL SERGVICES - ENVIRO	2,200.00 Total : 2,200.00
174895	2/13/2024	102388 COPYLAND, INC.	84904	037-10278	GTRANS - 8.5X15 ROUTE & SCHEDULE	12,083.22 Total : 12,083.22
174896	2/13/2024	112471 CORTE, ANAHI	010424		MGMT ANNUAL HEALTH BENEFIT	249.00 Total : 249.00
174897	2/13/2024	102791 CPAC, INC.	1298740		ADOBE CREATIVE CLOUD	850.00 Total : 850.00
174898	2/13/2024	103353 CRM COMPANY, LLC.	LA23983 LA24097 LA24098 LA24128 LA24148		SCRAP TIRE DISPOSAL FEE SCRAP TIRE DISPOSAL FEE SCRAP TIRE DISPOSAL FEE SCRAP TIRE DISPOSAL FEE SCRAP TIRE DISPOSAL FEE	124.50 69.50 69.50 139.00 69.50 Total : 472.00
174899	2/13/2024	110319 CWE DIRECTOR	F24013	024-00846	MS4 & NPDES MONITORING & COMPLI	21,902.98 Total : 21,902.98
174900	2/13/2024	104736 D&R OFFICE WORKS, INC.	0130717 130494	035-01317	FURNITURE STORAGE WAREHOUSE F PD OFFICE FURNTIURE	350.00 3,070.46

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174900	2/13/2024	104736 D&R OFFICE WORKS, INC.	(Continued) 130495	035-01317	PD OFFICE FURNTIURE	3,178.32
Total :						6,598.78
174901	2/13/2024	111874 DAVID VOLZ DESIGN LANDSCAPE, ARCHITEC	422645	024-01009	CIVIC CENTER LIGHTING PROJECT	31,834.10
Total :						31,834.10
174902	2/13/2024	105951 DECALS BY DESIGN, INC.	18146		GTRANS BUS DECALS	173.57
Total :						173.57
174903	2/13/2024	312558 DEPARTMENT OF ANIMAL CARE, & CONTROL	DECEMBER 2023		MONTHLY ANIMAL SERVICES - DECEM	235.53
Total :						235.53
174904	2/13/2024	104527 DEPARTMENT OF INDUSTRIAL, RELATIONS	E2027906MR E2027907MR		CONVEYANCE INSPECTION FEE - 1399	225.00
						225.00
Total :						450.00
174905	2/13/2024	303459 DEPARTMENT OF JUSTICE	698526	035-01279	FINGERPRINT APPS - NOVEMBER 2023	2,353.00
Total :						2,353.00
174906	2/13/2024	312117 DEPARTMENT OF WATER & POWER	012424		LIGHT & POWER	113.93
Total :						113.93
174907	2/13/2024	104500 DOOLEY ENTERPRISES, INC	66942	035-01286	PD AMMUNITION SUPPLIES	8,169.61
Total :						8,169.61
174908	2/13/2024	103241 DP STAR AUTOMOTIVE, INC.	70752		SMOG INSPECTIONS - 2012 FORD FUS	50.00
			70756		SMOG INSPECTION - 2012 FORD ESCA	50.00
			70775		SMOG INSPECTIONS - 2012 FORD ESC	50.00
			70794		SMOG INSPECTIONS - 2014 FORD F350	50.00
			70834		SMOG INSPECTIONS - 2011 FORD E450	50.00
			70853		SMOG INSPECTION - 2011 CHEVY TAH0	50.00
			70854		SMOG INSPECTION - 2012 CHEVY TAH0	50.00
			70858		SMOG INSPECTION - 2011 FORD #1494	50.00
			70890		SMOG INSPECTION - 2014 FORD F350	50.00
			70903		SMOG INSPECTION - 2002 FORD F350	50.00
			70967		SMOG INSPECTION - CHEVY TAHOE #1	50.00
			70986		SMOG INSPECTION - 2011 CHEVY TAH0	50.00

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174908	2/13/2024	103241 DP STAR AUTOMOTIVE, INC.	(Continued) 70988 70990 70996		SMOG INSPECTION - 2007 FORD F350 : SMOG INSPECTION - 2013 CHEVY TAC SMOG INSPECTIONS - 2007 CHEVY 350	50.00 50.00 50.00 Total : 750.00
174909	2/13/2024	111452 DRAW TAP GIS, LLC	2024GAR-0020	032-00145	CONSULTANT SERVICES - PARCEL UPI	135.00 Total : 135.00
174910	2/13/2024	109416 E S SPORTS	11848		PD PROGRAM SUPPLIES	175.00 Total : 175.00
174911	2/13/2024	110534 EL DORADO NATIONAL	90822632 90833520 90833906 90835354 90836682 90836915 90837317 90838665 U003561 U003562	037-10128 037-10128 037-10171	GTRANS BUS VEHICLE SUPPLIES GTRANS BUS VEHICLE SUPPLIES GTRANS BUS VEHICLE SUPPLIES GTRANS BUS VEHICLE SUPPLIES GTRANS BUS VEHICLE SUPPLIES GTRANS BUS VEHICLE SUPPLIES GTRANS BUS VEHICLE SUPPLIES GTRANS BUS VEHICLE SUPPLIES CNG BUS, VIN #1N9APA9N1PC084102 CNG BUS, VIN #1N9A[A9N3PC084103	644.96 59,333.97 7,348.16 60.93 316.18 1,183.08 -29,491.88 1,117.32 844,471.27 844,471.27 Total : 1,729,455.26
174912	2/13/2024	105418 EMPIRE CLEANING SUPPLY	S6137308-002 S6266953 S6271512		CUSTODIAL SUPPLIES CUSTODIAL SUPPLIES CUSTODIAL SUPPLIES	1,518.29 476.97 523.49 Total : 2,518.75
174913	2/13/2024	105392 ENTENMANN-ROVIN COMPANY	0178953 0179015		PD UNIFORM SUPPLIES PD UNIFORM SUPPLIES	1,046.30 272.06 Total : 1,318.36
174914	2/13/2024	106459 ENTERPRISE FM TRUST	FBN4924406 FBN4931841 FBN4953611 FBN4958304	023-01487 023-01487 023-01487 023-01487	ENTERPRISE LEASE - JANUARY 2024 ENTERPRISE LEASE - JANUARY 2024 - ENTERPRISE LEASE - FEBRUARY 2024 ENTERPRISE LEASE - FEBRUARY 2024	10,257.76 7,634.04 1,420.78 9,583.16

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174914	2/13/2024	106459 106459 ENTERPRISE FM TRUST	(Continued)		Total :	28,895.74
174915	2/13/2024	100898 ESPINOZA, JOSE	WINTER 2023		EDUCATIONAL REIMBURSEMENT	1,000.00
					Total :	1,000.00
174916	2/13/2024	105650 EWING IRRIGATION PRODUCTS	21334833		TREE PROGRAM SUPPLIES	84.32
					Total :	84.32
174917	2/13/2024	100055 FAIR HOUSING FOUNDATION	DECEMBER 2023		CDBG CONSULTANT	1,623.21
					Total :	1,623.21
174918	2/13/2024	112745 FARAH, MATTHEW	120823		SPECIAL EVENT PERMIT FEE REFUND	349.00
					Total :	349.00
174919	2/13/2024	106109 FASTSIGNS	0094-114457		PARK MAINT SUPPLIES	165.35
					Total :	165.35
174920	2/13/2024	106129 FEDEX	8-375-89932		SHIPPING SERVICES	124.58
					Total :	124.58
174921	2/13/2024	111415 FILTERBUY, INC	BAFEC8C7-0019		GTRANS AUTO PARTS	1,322.45
					Total :	1,322.45
174922	2/13/2024	106545 FLEETPRIDE, INC	113607655		PW AUTO PARTS	451.10
			113625306		PW AUTO PARTS	1,976.37
					Total :	2,427.47
174923	2/13/2024	106465 FOX FIRST AID & SAFETY INC	71818		STREET MAINT SUPPLIES	33.08
			71824		PARK MAINT SUPPLIES	65.60
					Total :	98.68
174924	2/13/2024	303351 FRANCHISE TAX BOARD	592 2024		RESIDENT/NON-RESIDENT WITHHOLD	1,050.00
					Total :	1,050.00
174925	2/13/2024	112566 GALLS, LLC	026638511		PD UNIFORM SUPPLIES	904.34
			026639165		PD UNIFORM SUPPLIES	173.31
			026649925		PD UNIFORM SUPPLIES	303.37
			026661037		PD UNIFORM SUPPLIES	74.95

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174925	2/13/2024	112566 GALLS, LLC	(Continued)			
			026661076		PD UNIFORM SUPPLIES	276.92
			026700359		PD UNIFORM SUPPLIES	212.20
			026700360		PD UNIFORM SUPPLIES	157.09
			026711643		PD UNIFORM SUPPLIES	14.07
			026711654		PD UNIFORM SUPPLIES	107.47
			026711675		PD UNIFORM SUPPLIES	76.07
					Total :	2,299.79
174926	2/13/2024	108183 GARDENA ACE HARDWARE	96442		REC PROGRAM SUPPLIES	9.70
					Total :	9.70
174927	2/13/2024	107030 GARDENA AUTO PARTS	176032		PD AUTO PARTS	35.17
			176192		PD AUTO PARTS	35.17
			176472		PW AUTO PARTS	-39.69
			176473		PW AUTO PARTS	495.93
			176503		PW AUTO PARTS	163.81
			176548		PW AUTO PARTS	-36.03
					Total :	654.36
174928	2/13/2024	112464 GARDENA HONDA	131938		2017 HONDA CIVIC VIN#2HGFC2F51HH	43.85
					Total :	43.85
174929	2/13/2024	105823 GARDENA POLICE FOUNDATION	EXPLORERS-4	035-01314	ANNUAL SUPPORT - POLICE EXPLORE	25,000.00
					Total :	25,000.00
174930	2/13/2024	110278 GARDENA VALLEY AFFILIATED, COMMITTEE (CERDA 23/24			COMMUNITY PROMOTIONS	50.00
					Total :	50.00
174931	2/13/2024	107011 GARDENA VALLEY NEWS, INC.	00137719		NOTICE OF PUBLIC HEARING - ORDIN/	254.00
			00137929		NOTICE OF PUBLIC HEARING - ORDIN/	420.00
			00138042		NOTICE OF PUBLIC HEARING - ORDIN/	210.00
			00138285		NOTICE OF AVAILABILITY -	658.00
			00138286		NOTICE OF PUBLIC HEARING AND REV	294.00
			00138407		SUMMARY OF ORDINANCE NO 1860	147.00
			00138409		SUMMARY OF ORDINANCE NO 1861	140.00
			00138410		SUMMARY OF ORDINANCE NO 1862	140.00

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174931	2/13/2024	107011 GARDENA VALLEY NEWS, INC.	(Continued) 00138411 00138412 00138498 00138629		SUMMARY OF ORDINANCE NO 1863 SUMMARY OF ORDINANCE NO 1864 NOTICE OF PUBLIC HEARING NOMINEES FOR PUBLIC OFFICE Total :	161.00 143.50 182.00 133.00 2,882.50
174932	2/13/2024	110722 GARON WYATT INVESTIGATIVE, SERVICES, L	001-2	035-01316	PROFESSIONAL SERVICES - PERSONN	3,308.60 Total : 3,308.60
174933	2/13/2024	619005 GAS COMPANY, THE	013124		GAS	13,114.91 Total : 13,114.91
174934	2/13/2024	107056 GENFARE	90196450		GTRANS AUTO PARTS	15.53 Total : 15.53
174935	2/13/2024	106470 GILLIG LLC	41131140	037-10270	GTRANS AUTO PARTS	150.00 Total : 150.00
174936	2/13/2024	111798 GOBBLE, SCOTT	012124		CNG PROJECT CONSULTATION	487.50 Total : 487.50
174937	2/13/2024	112762 GOHR, MATTHEW	23-43PW		FINAL SETTLEMENT	500.00 Total : 500.00
174938	2/13/2024	619004 GOLDEN STATE WATER CO.	012524		WATER	24,809.79 Total : 24,809.79
174939	2/13/2024	112502 GORDON, CHRISTOPHER	010424		EDUCATIONAL REIMBURSEMENT	312.00 Total : 312.00
174940	2/13/2024	107513 GRAINGER	9002113760 9003831386 9003877405 9004453552 9004453560 9006861331 9956633037		BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES	528.67 114.79 17.64 43.73 8.23 687.51 82.55

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174940	2/13/2024	107513 GRAINGER	(Continued) 9972970025 9972972252		BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES	1,375.01 872.19
					Total :	3,730.32
174941	2/13/2024	111484 HANNA, BROPHY, MACLEAN,, MCALEER & JEI	2160284		PROFESSIONAL SERVICES	40.00
					Total :	40.00
174942	2/13/2024	106300 HARDY & HARPER, INC.	50041	024-01004	VAN NESS AVE STREET IMPROVEMEN	9,959.99
					Total :	9,959.99
174943	2/13/2024	106701 HARTZOG & CRABILL, INC.	24-0067(HCI#3773)	024-01019	CONSULTANT SERVICES , STRIPING PI	380.00
					Total :	380.00
174944	2/13/2024	112076 HERNANDEZ, ROSA	002 01/11-01/31/24		INTERN SERVICES - 01/11/24-01/31/24	1,953.00
					Total :	1,953.00
174945	2/13/2024	108434 HOME DEPOT CREDIT SERVICES	4775411 4901635 5101818 5450187 5773914 5930593 6900712 7524698 7900563 8257956 8362161 8665783 9311575 9311576 9900425 9901329		PD PROGRAM SUPPLIES PD PROGRAM SUPPLIES PD PROGRAM SUPPLIES BLDG MAINT SUPPLIES PD PROGRAM SUPPLIES BLDG MAINT SUPPLIES PD PROGRAM SUPPLIES REC PROGRAM SUPPLIES PD PROGRAM SUPPLIES PD PROGRAM SUPPLIES PARK MAINT SUPPLIES REC PROGRAM SUPPLIES BLDG MAINT SUPPLIES BLDG MAINT SUPPLIES PD PROGRAM SUPPLIES REC PROGRAM SUPPLIES	55.09 239.75 630.50 48.47 1,146.60 131.20 52.81 72.20 191.55 28.08 161.62 29.61 194.52 5.77 65.68 126.73
					Total :	3,180.18
174946	2/13/2024	103314 HYDE, ERIC	010424		MGMT ANNUAL HEALTH BENEFIT	1,000.00
					Total :	1,000.00

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174947	2/13/2024	110222 INTERAMERICAN MOTOR, LLC	065-535600		GTRANS AUTO PARTS	123.63
			065-535879		GTRANS AUTO PARTS	55.84
			065-570100		GTRANS AUTO PARTS	24.09
			102-974915		GTRANS AUTO PARTS	44.03
			102-981168		GTRANS AUTO PARTS	77.06
			110-691814		GTRANS AUTO PARTS	15.84
			110-698240		GTRANS AUTO PARTS	155.58
			125841113		GTRANS AUTO PARTS	119.81
			Total :			
174948	2/13/2024	106714 INTERSTATE BATTERIES OF, CALIFORNIA CO.	140078261		GTRANS AUTO PARTS	1,397.10
			140078343		GTRANS AUTO PARTS	1,397.10
			140078559		GTRANS AUTO PARTS	518.55
			140078560		GTRANS AUTO PARTS	-20.00
			140078570		GTRANS AUTO PARTS	1,716.81
Total :					5,009.56	
174949	2/13/2024	110010 JANEK CORPORATION, THE	114430		GTRANS SHOP SUPPLIES	1,885.28
Total :					1,885.28	
174950	2/13/2024	107642 JAPANESE AUTOMOTIVE CENTER, INC.	0313698		2017 FORD F350 #1624014 OIL & FILTEI	768.13
			0313795		2012 FORD F350 #1384709 OIL & FILTEI	97.30
			Total :			
174951	2/13/2024	111750 JL GROUP LLC	BG24001	035-01281	PD INVESTIGATION SERVICES	3,720.00
			BG24004	035-01281	PD INVESTIGATION SERVICES	5,760.00
Total :					9,480.00	
174952	2/13/2024	112757 JOHNSON, DANE	012424		POLICE REPORT NO LONGER NEEDED	23.00
Total :					23.00	
174953	2/13/2024	110853 JONES & MAYER	119684		ATTORNEY SERVICES	114.31
			120228		ATTORNEY SERVICES	1,920.33
			120229		ATTORNEY SERVICES	3,200.53
			120230		ATTORNEY SERVICES	3,497.73
			120231		ATTORNEY SERVICES	55.76
			120232		ATTORNEY SERVICES	83.64

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174953	2/13/2024	110853 JONES & MAYER	(Continued)			
			120233		ATTORNEY SERVICES	68.58
			120234		ATTORNEY SERVICES	1,059.37
			120235		ATTORNEY SERVICES	1,839.94
			120236		ATTORNEY SERVICES	501.81
			120237		ATTORNEY SERVICES	334.54
			120238		ATTORNEY SERVICES	7,818.45
			120239		ATTORNEY SERVICES	7,136.73
			120240		ATTORNEY SERVICES	696.95
			120241		ATTORNEY SERVICES	5,491.98
			120242		ATTORNEY SERVICES	55.76
			120306	020-00048	ATTORNEY SERVICES	10,928.35
					Total :	44,804.76
174954	2/13/2024	211429 KEMP, TAMARA	JAN-FEB 2024		DANCE INSTRUCTOR	1,980.00
					Total :	1,980.00
174955	2/13/2024	110840 KIM, YURINA	01/30-02/05		2024 CSMFO CONFERENCE - PER DIE	150.00
					Total :	150.00
174956	2/13/2024	110989 KOA CORPORATION	JC36122-4	024-00994	CONSULTANT SERVICES - VAN NESS F	16,728.00
					Total :	16,728.00
174957	2/13/2024	105900 KONECRANES, INC.	154952268	037-10247	PREVENTATIVE MAINT & INSPECTION	525.00
					Total :	525.00
174958	2/13/2024	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	2401080391	024-00988	INDUSTRIAL WASTE SERVICES	3,826.23
			24010804219	024-00988	TRAFFIC SIGNAL MAINT-HIGHWAY SAF	2,187.69
					Total :	6,013.92
174959	2/13/2024	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	IN240000435		LABOR & EQUIPMENT CHARGES - TS 1	1,720.31
					Total :	1,720.31
174960	2/13/2024	112145 L.A. COUNTY FIRE DEPARTMENT	IN0433933		HAZARDOUS MATERIALS DISCLOSURE	602.00
					Total :	602.00
174961	2/13/2024	312039 L.A. COUNTY FIRE DEPARTMENT	C0011813	023-01468	FIRE PROTECTION SERVICES - MARCI	1,005,313.20

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174961	2/13/2024	312039 312039 L.A. COUNTY FIRE DEPARTMENT	(Continued)			
					Total :	1,005,313.20
174962	2/13/2024	312113 L.A. COUNTY SHERIFF'S DEPT	241483BL		INMATE MEAL DELIVERY PROGRAM - M	904.56
					Total :	904.56
174963	2/13/2024	109939 LA UNIFORMS & TAILORING	18419		PD UNIFORM SUPPLIES	110.14
			18578		PD UNIFORM SUPPLIES	358.26
			18579		PD UNIFORM SUPPLIES	369.28
			18580		PD UNIFORM SUPPLIES	380.31
			18646		PD UNIFORM SUPPLIES	8.82
			18647		PD UNIFORM SUPPLIES	8.82
			19423		PD UNIFORM SUPPLIES	751.13
			19633		PD UNIFORM SUPPLIES	100.27
			19634		PD UNIFORM SUPPLIES	100.27
			19635		PD UNIFORM SUPPLIES	100.27
			19636		PD UNIFORM SUPPLIES	100.27
			19637		PD UNIFORM SUPPLIES	100.27
			19638		PD UNIFORM SUPPLIES	100.27
			19639		PD UNIFORM SUPPLIES	100.27
			19640		PD UNIFORM SUPPLIES	100.27
					Total :	2,788.92
174964	2/13/2024	105874 LAWSON PRODUCTS, INC.	9311195203		BUS SHOP SUPPLIES	148.62
			9311238451		BUS SHOP SUPPLIES	380.76
					Total :	529.38
174965	2/13/2024	112614 LAX AUTO REPAIR	19219		2023 FORD INTERCEPTOR #1661716 O	70.00
			19247		2021 FORD POLICE INTRCPT #1614731	70.00
			19277		2022 FORD POLICE INTRCPT #1630466	70.00
			19294		2022 FORD POLICE INTRCPT #1630458	1,598.76
			19300		2022 FORD POLICE INTRCPT #1627788	70.00
			19316		2015 TOYOTA SIENNA OIL & FILTER CH	70.00
					Total :	1,948.76
174966	2/13/2024	112805 LEAGUE OF CALIFORNIA CITIES	12080-T1R7Q9	010-00027	ANNUAL MEMBERSHIP DUES	20,135.00
					Total :	20,135.00
174967	2/13/2024	112752 LEE, MIA	PERMIT #50023-0713		PERMIT DEPOSIT REFUND - 15435 S W	5,000.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174967	2/13/2024	112752 112752 LEE, MIA	(Continued)		Total :	5,000.00
174968	2/13/2024	112260 LIEBERT CASSIDY WHITMORE	258584		LEGAL SERVICES	32,622.80
					Total :	32,622.80
174969	2/13/2024	112260 LIEBERT CASSIDY WHITMORE	255570		LEGAL SERVICES	2,691.00
			255951		LEGAL SERVICES	1,137.50
			256105		LEGAL SERVICES	696.00
			256269		LEGAL SERVICES	450.50
			256512		LEGAL SERVICES	4,885.50
			256523		LEGAL SERVICES	17,224.00
			256653		LEGAL SERVICES	130.50
			256802		LEGAL SERVICES	2,434.50
			257042		LEGAL SERVICES	2,707.00
			257286		LEGAL SERVICES	403.90
					Total :	32,760.40
174970	2/13/2024	112260 LIEBERT CASSIDY WHITMORE	255921		LEGAL SERVICES	6,775.57
			258635		LEGAL SERVICES	11,124.81
			258666		LEGAL SERVICES	3,723.00
					Total :	21,623.38
174971	2/13/2024	109517 LOAD N' GO BUILDING MATERIALS	28743		STREET MAINT SUPPLIES	120.15
					Total :	120.15
174972	2/13/2024	112407 LOPEZ, LUIS	FALL 2023		EDUCATIONAL REIMBURSEMENT	494.25
					Total :	494.25
174973	2/13/2024	312665 LOS ANGELES SUPERIOR COURT	OCT-DEC 2023	035-01287	PARKING CITATION SURCHARGE	42,512.00
					Total :	42,512.00
174974	2/13/2024	105279 LOS ANGELES TRUCK CENTERS LLC	XA220547833		STREET SWEEPING SUPPLIES	306.47
					Total :	306.47
174975	2/13/2024	112756 LUCESCU, BOGDAN	PERMIT #50023-0418		REFUND - PERMIT NOT NEEDED	203.20
					Total :	203.20
174976	2/13/2024	112615 LU'S LIGHTHOUSE, INC.	01253812	037-10271	GTRANS SHOP SUPPLIES	77.42

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174976	2/13/2024	112615 LU'S LIGHTHOUSE, INC.	(Continued) 01255601	037-10271	GTRANS SHOP SUPPLIES	30.45
Total :						107.87
174977	2/13/2024	112326 LWP CLAIMS SOLUTIONS INC.	22197	023-01488	WORKERS' COMP CLAIMS ADMINISTR/	21,286.66
Total :						21,286.66
174978	2/13/2024	113301 M & K METAL CO.	356611		BLDG MAINT SUPPLIES	74.75
Total :						74.75
174979	2/13/2024	105082 MAJESTIC LIGHTING, INC.	ML87172		GTRANS MAINT SUPPLIES	820.03
Total :						820.03
174980	2/13/2024	112695 MANN CONSULTING	24-007	023-01500	CONSULTING SERVICES	5,650.00
Total :						5,650.00
174981	2/13/2024	813030 MANNING & KASS	791639 794783		LEGAL SERVICES LEGAL SERVICES	330.00 6,680.00
Total :						7,010.00
174982	2/13/2024	113046 MARX BROS. FIRE EXTINGUISHER, CO., INC.	P31246 P31258 P31259 P31260 P31261 P31262		FIRE EXTINGUISHER SERVICE - GTRAI FIRE EXTINGUISHER SERVICE - ROWL FIRE EXTINGUISHER SERVICE - THORI FIRE EXTINGUISHER SERVICE - FREEI FIRE EXTINGUISHER SERVICE - MAS F FIRE EXTINGUISHER SERVICE - CITY F	1,505.00 162.00 103.38 130.00 100.00 100.00
Total :						2,100.38
174983	2/13/2024	101029 MATTHEW BENDER & CO., INC.	39829111		CA CODES 4-IN-1 2024 EDITION	275.74
Total :						275.74
174984	2/13/2024	113064 MCMASTER-CARR SUPPLY COMPANY	17421612 18254396 18457815 19761823 19772786 19917550 20429324		GTRANS SHOP SUPPLIES GTRANS SHOP SUPPLIES GTRANS SHOP SUPPLIES GTRANS SHOP SUPPLIES GTRANS SHOP SUPPLIES GTRANS SHOP SUPPLIES GTRANS SHOP SUPPLIES	-266.42 577.27 94.16 132.25 60.68 43.65 1,202.38

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174984	2/13/2024	113064 MCMaster-CARR SUPPLY COMPANY	(Continued) 20825813 20905614		GTRANS SHOP SUPPLIES GTRANS SHOP SUPPLIES	414.81 253.27
					Total :	2,512.05
174985	2/13/2024	113299 MERRIMAC ENERGY GROUP	2227891	037-10260	87 OCTANE REGULAR UNLEADED FUE	33,016.56
					Total :	33,016.56
174986	2/13/2024	113299 MERRIMAC ENERGY GROUP	2228728	037-10260	87 OCTANE REGULAR UNLEADED FUE	30,982.85
					Total :	30,982.85
174987	2/13/2024	113299 MERRIMAC ENERGY GROUP	2229182	037-10260	87 OCTANE REGULAR UNLEADED FUE	30,482.73
					Total :	30,482.73
174988	2/13/2024	113299 MERRIMAC ENERGY GROUP	2229158	037-10260	87 OCTANE REGULAR UNLEADED FUE	29,829.36
					Total :	29,829.36
174989	2/13/2024	113299 MERRIMAC ENERGY GROUP	2228918	024-00964	87 OCTANE REGULAR UNLEADED FUE	22,436.59
					Total :	22,436.59
174990	2/13/2024	109331 MGT OF AMERICA CONSULTING, LLC	56049	023-01510	SB 90 CLAIMS SERVICES	1,725.00
					Total :	1,725.00
174991	2/13/2024	100097 MISS L.A. COUNTY SCHOLARSHIP, PROGRAM CERDA 23/24			COMMUNITY PROMOTIONS	50.00
					Total :	50.00
174992	2/13/2024	110824 MIXER INK LLC	105217		PW PROGRAM SUPPLIES	1,747.46
					Total :	1,747.46
174993	2/13/2024	112597 MOBILE ILLUMINATION, INC.	2023.55.1	024-00967	CHRISTMAS LIGHTING INSTALLATION	5,652.00
					Total :	5,652.00
174994	2/13/2024	107505 MOUSER ELECTRONICS, INC.	77226097		GTRANS AUTO SUPPLIES	23.87
					Total :	23.87
174995	2/13/2024	113605 MUTUAL LIQUID GAS & EQUIPMENT, CO., INC	58675 711866		PW MAINT SUPPLIES PROPANE GAS	10.00 497.51

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174995	2/13/2024	113605	113605 MUTUAL LIQUID GAS & EQUIPMENT, CO. (Continued)			
					Total :	507.51
174996	2/13/2024	110575	OCCUPATIONAL HEALTH CENTERS, OF CALIF	81738062	023-01486	RANDOM TESTS
			81740208	023-01486	RANDOM TESTS	264.00
			81804571	023-01486	RANDOM TESTS	569.00
			81804578	023-01486	RANDOM TESTS	472.00
			81877973	023-01486	RANDOM TESTS	1,027.00
			81879412	023-01486	RANDOM TESTS	236.00
			81949142	023-01486	RANDOM TESTS	554.00
			81953285	023-01486	RANDOM TESTS	581.00
					Total :	3,939.00
174997	2/13/2024	115168	OFFICE DEPOT	343602280	PD OFFICE SUPPLIES	341.98
				347072087	REC OFFICE SUPPLIES	138.84
				347564643	PD OFFICE SUPPLIES	27.96
				347567957	PD OFFICE SUPPLIES	35.00
				348193925	PD OFFICE SUPPLIES	75.91
				348825935	PD OFFICE SUPPLIES	52.90
				348833983	PD OFFICE SUPPLIES	125.67
				348840156	PD OFFICE SUPPLIES	170.89
				348840612	PD OFFICE SUPPLIES	125.67
				348844440	PD OFFICE SUPPLIES	168.67
				350541832	PD OFFICE SUPPLIES	243.50
				350875795	PD OFFICE SUPPLIES	81.01
				351158093	FINANCE OFFICE SUPPLIES	97.91
				351753137	HR OFFICE SUPPLIES	74.26
				352594657	PD OFFICE SUPPLIES	158.34
					Total :	1,918.51
174998	2/13/2024	108921	OMEGA POLYGRAPH	01989	PRE-EMPLOYMENT POLYGRAPH EXAM	1,800.00
					Total :	1,800.00
174999	2/13/2024	111358	O'REILLY AUTO PARTS	399783	GTRANS AUTO PARTS	30.63
				401509	PW AUTO PARTS	329.53
				401536	PW AUTO PARTS	1,652.78
				403190	PW AUTO PARTS	784.74
				403268	PW AUTO PARTS	82.82

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174999	2/13/2024	111358 O'REILLY AUTO PARTS	(Continued) 403571	G	PW AUTO PARTS	-82.82
			403993		PW AUTO PARTS	63.01
			404588		PW AUTO PARTS	1,652.78
			405121		SEWER PROGRAM SUPPLIES	134.98
			405444		PW AUTO PARTS	145.82
					Total :	4,794.27
175000	2/13/2024	115810 ORKIN PEST CONTROL	254975799		PEST CONTROL - ACCT #27336703	283.99
			254975801		PEST CONTROL - ACCT #27336703	283.99
			254975802		PEST CONTROL - ACCT #27336703	283.99
			256385050		PEST CONTROL - ACCT #27336703	313.99
					Total :	1,165.96
175001	2/13/2024	112747 OROZCO, CHRISTIAN	PERMIT #50021-0341		PERMIT DEPOSIT REFUND - 14515 HA/	5,000.00
					Total :	5,000.00
175002	2/13/2024	110480 PACIFIC HEALTH AND WELLNESS	PHAW-GAR 0110924-SY		EMPLOYEE HEALTH FAIR	1,575.00
					Total :	1,575.00
175003	2/13/2024	111954 PAN PACIFIC ENVIRONMENTAL GRP	24-1008		STORMWATER DRAIN CLEANING SERV	1,185.00
					Total :	1,185.00
175004	2/13/2024	112728 PATRONAS, ELISSEOS	PERMIT #50023-0602		PERMIT DEPOSIT REFUND - 1721 1/2 M	7,500.00
					Total :	7,500.00
175005	2/13/2024	110403 PENN RECORDS MANAGEMENT	0140480		OFF-SITE STORAGE SERVICES - JANU	61.75
					Total :	61.75
175006	2/13/2024	112189 PERFECT SCORE ATHLETIC, TRAINING CENT	01/03-01/25/24		GYMNASTICS INSTRUCTOR SERVICES	5,737.50
					Total :	5,737.50
175007	2/13/2024	116140 PETE'S ROAD SERVICE, INC.	729621		SERVICE CALL - HAULER #1000876-01	316.50
					Total :	316.50
175008	2/13/2024	111883 PROJECT PARTNERS, INC.	11597	024-00890	PROJECT MANAGEMENT SERVICES	9,900.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175008	2/13/2024	111883 111883 PROJECT PARTNERS, INC.	(Continued)		Total :	9,900.00
175009	2/13/2024	106092 PRUDENTIAL OVERALL SUPPLY	42887680	034-00616	SUPPLY RENTAL - MATS - GTRANS	50.10
			42887681	034-00616	SUPPLY RENTAL - MATS - NCC	13.65
			42887682	034-00616	SUPPLY RENTAL - MATS - CH	19.00
			42887684	034-00616	SUPPLY RENTAL - MATS - HS	11.60
			42889617	034-00616	SUPPLY RENTAL - MATS - GTRANS	50.10
			42902888	034-00616	UNIFORM & SUPPLY RENTAL	158.54
				024-01006		
			42902889	034-00616	UNIFORM & SUPPLY RENTAL	40.26
			42902890	034-00616	SUPPLY RENTAL - MATS - GTRANS	50.10
			42902891	034-00616	SUPPLY RENTAL - MATS - NCC	13.65
			42902892	034-00616	SUPPLY RENTAL - MATS - CH	19.00
			42902893	034-00616	SUPPLY RENTAL - MATS - PD	91.60
			42902894	034-00616	SUPPLY RENTAL - MATS - HS	11.60
			42904941	034-00617	CUSTODIAL SUPPLIES	1,637.27
			42904942	034-00616	UNIFORM & SUPPLY RENTAL	159.44
				024-01006		
			42904943	034-00616	UNIFORM & SUPPLY RENTAL	40.26
			42904944	034-00616	SUPPLY RENTAL - MATS - GTRANS	50.10
			4290676	037-10280	UNIFORM & SUPPLY RENTAL	334.06
					Total :	2,750.33
175010	2/13/2024	116820 PSOMAS	204757	037-09987	GTRANS DESIGN BUILD CONSTRUCTIO	3,690.50
					Total :	3,690.50
175011	2/13/2024	104868 PYRO-COMM SYSTEMS, INC.	10006254	037-10250	FIRE ALARM MONITORING - BLDG A	225.00
			10006736	037-10250	FIRE ALARM MONITORING - BLDG C	225.00
			10006808	037-10250	SECURITY ALARM MONITORING - BLDG	195.00
			10012480	037-10250	ANNUAL FIRE ALARM TESTING - BLDG	600.00
			10015625	037-10250	FIRE ALARM MONITORING - BLDG C	225.00
			10015627	037-10250	FIRE ALARM MONITORING - BLDG A	225.00
			10015628	037-10250	FIRE ALARM MONITORING - BLDG B	225.00
					Total :	1,920.00
175012	2/13/2024	109242 QUACH, KHOI	01/30-02/05		2024 CSMFO CONFERENCE - PER DIE	150.00
					Total :	150.00

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175013	2/13/2024	114143 QUADIENT LEASING USA, INC	Q1158396		POSTAGE MAILING MACHINE LEASE	792.03
					Total :	792.03
175014	2/13/2024	103907 QUINN COMPANY	PC811000515		PW AUTO PARTS	432.84
			PC811000626		PW AUTO PARTS	13.30
			PC811000752		PW AUTO PARTS	109.19
					Total :	555.33
175015	2/13/2024	111574 RACE COMMUNICATIONS	RC1053317	023-01507	FIBER INTERNET SERVICES - DECEME	5,754.24
			RC1078563	023-01508	FIBER INTERNET SERVICES - JANUAR'	5,756.12
					Total :	11,510.36
175016	2/13/2024	100836 RESOURCE BUILDING MATERIALS	18634855		STREET MAINT SUPPLIES	307.93
					Total :	307.93
175017	2/13/2024	112755 REYES-RODRIGUEZ, BARBARA	PERMIT #50022-0749		PERMIT DEPOSIT REFUND - 16107 S D.	7,500.00
					Total :	7,500.00
175018	2/13/2024	112578 RIDECO US INC	2023-001US	037-10254	MICROTRANSIT SOFTWARE	10,000.00
					Total :	10,000.00
175019	2/13/2024	111985 RIGG, ALLAN	012924		MGMT ANNUAL HEALTH BENEFIT	500.00
					Total :	500.00
175020	2/13/2024	101478 ROBERTSON, ZORAIDA	PERMIT #50022-0752		PERMIT DEPOSIT REFUND - 13703 S BI	7,500.00
					Total :	7,500.00
175021	2/13/2024	102988 RODRIGUEZ, DANNY	01/30-02/05		2024 CSMFO CONFERENCE - PER DIEI	150.00
					Total :	150.00
175022	2/13/2024	105295 RODRIGUEZ, DIANA	01/30-02/05		2024 CSMFO CONFERENCE - PER DIEI	150.00
			WINTER 2023		EDUCATIONAL REIMBURSEMENT	78.49
					Total :	228.49
175023	2/13/2024	119126 S.B.R.P.C.A.	04432		PD AUTO PARTS	596.52
			04433		PD AUTO PARTS	733.16
			04434		PD AUTO PARTS	733.16
			04435		PD AUTO PARTS	733.16

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175023	2/13/2024	119126 S.B.R.P.C.A.	(Continued) 04436		PD AUTO PARTS	1,449.94
					Total :	4,245.94
175024	2/13/2024	119022 SAFE MART OF SOUTHERN, CALIFORNIA, INC	460		PD PROGRAM SUPPLIES	62.84
			476		PD PROGRAM SUPPLIES	18.85
			513		PD PROGRAM SUPPLIES	3.14
					Total :	84.83
175025	2/13/2024	119015 SAFETY-KLEEN CORPORATION	93535183	024-01025	PW CLARIFIER CLEANING SERVICES	3,417.68
					Total :	3,417.68
175026	2/13/2024	112327 SAMI'S REFEREES LLC	01/16-01/31/24		SPORT REFEREE SERVICES	1,180.00
					Total :	1,180.00
175027	2/13/2024	119016 SAM'S CLUB	4118 12/12/23		PD PROGRAM SUPPLIES	74.72
			6553 01/10/24		PARK MAINT SUPPLIES	91.26
					Total :	165.98
175028	2/13/2024	112761 SANCHEZ, RICARDO	10/30-11/20		OCTA CERTIFIED MAINTENANCE TRAINING	293.44
					Total :	293.44
175029	2/13/2024	108654 SECTRAN SECURITY INC.	23122116		ARMORED TRANSPORTATION SERVICES	2,436.67
					Total :	2,436.67
175030	2/13/2024	107736 SEQUEL CONTRACTORS, INC.	RETENTION JN 985		BUDLONG AVE/HALLDALE AVE ST IMPROVEMENTS	79,870.69
					Total :	79,870.69
175031	2/13/2024	110731 SHAW HR CONSULTING, INC	009553		PROFESSIONAL SERVICES	980.00
					Total :	980.00
175032	2/13/2024	108955 SHERWIN INDUSTRIES INC.	SS100996		RETEST & RECERTIFICATION	360.00
					Total :	360.00
175033	2/13/2024	109918 SHIGE'S FOREIGN CAR SERVICE, INC.	8096761	035-01282	2012 FORD E-350 #1391819 SERVICE & REPAIR	157.99
			8096927	035-01282	2017 FORD INTRCPTR #1488142 SERVICE & REPAIR	490.90
			8096971	035-01282	2018 FORD INTRCPTR #1554676 SERVICE & REPAIR	1,269.06

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175033	2/13/2024	109918 109918 SHIGE'S FOREIGN CAR SERVICE, INC.	(Continued)		Total :	1,917.95
175034	2/13/2024	119378 SMARDAN SUPPLY CO.	S4054502		BLDG MAINT SUPPLIES	67.02
					Total :	67.02
175035	2/13/2024	119447 SOUTH BAY FORD	519223		2012 FORD ESCAPE HYBRID SERVICE	1,959.74
					Total :	1,959.74
175036	2/13/2024	112633 SOUTH BAY KUSTOMZ, LLC	13220	035-01318	2011 CHEVY TAHOE PO1 SERVICE & RI	2,670.83
			13221		2021 FORD EXPLR P15 OIL & FILTER CI	91.01
			13222		2021 FORD EXPLR GT2 OIL & FILTER C	77.18
			13223		2021 FORD EXPLR P05 SERVICE REPA	1,759.92
			13224		2017 FORD EXPLR P07 SERVICE REPA	585.76
			13225		PD AUTO SUPPLIES	281.16
			13227		2021 FORD EXPLORER P02 OIL & FILTE	82.69
					Total :	5,548.55
175037	2/13/2024	619003 SOUTHERN CALIFORNIA EDISON	013124		LIGHT & POWER	72,349.18
					Total :	72,349.18
175038	2/13/2024	103202 SOUTHERN COUNTIES LUBRICANTS, LLC	196016		BUS AUTOMOTIVE FLUIDS	2,216.80
					Total :	2,216.80
175039	2/13/2024	108238 SPARKLETTS	14211220 012424		DRINKING WATER FILTRATION SYSTEM	42.99
			14211220 122723		DRINKING WATER FILTRATION SYSTEM	42.99
			15638236 012624		DRINKING WATER FILTRATION SYSTEM	55.92
					Total :	141.90
175040	2/13/2024	104126 SPECTRUM	0027122011124		CABLE & BACKUP INTERNET SERVICE	4,138.56
			0851122011224		CABLE SERVICES - PD	83.54
					Total :	4,222.10
175041	2/13/2024	104453 SPICERS PAPER, INC.	50060455	023-01480	PD OFFICE SUPPLIES	2,207.73
					Total :	2,207.73
175042	2/13/2024	119548 ST. JOHN LUTHERAN CHURCH	FEBRUARY 2024		SENIOR CITIZENS DAY CARE	1,100.00
					Total :	1,100.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175043	2/13/2024	119594 STANLEY PEST CONTROL	COG 0124 COG 0124-2		PEST CONTROL SERVICE - 1670 W 162 PEST CONTROL SERVICE -2320 W 149'	654.00 117.00 Total : 771.00
175044	2/13/2024	119010 STAPLES ADVANTAGE	3557077704 8072810945		PW OFFICE SUPPLIES REC OFFICE SUPPLIES	105.18 40.00 Total : 145.18
175045	2/13/2024	112753 STONE MANUFACTURING CO	B/L #5251		B/L PENALTY PAYMENT REFUND	137.25 Total : 137.25
175046	2/13/2024	104106 SWARCO MCCAIN, INC.	INV0277376	024-00986	SIGNS/SIGNALS SUPPLIES	6,504.81 Total : 6,504.81
175047	2/13/2024	112735 TACTICAL ELECTRONICS &, MILITARY SUPPL	SI-5525	035-01320	PD SWAT EQUIPMENT SUPPLIES	11,681.67 Total : 11,681.67
175048	2/13/2024	100609 TANK SPECIALISTS OF CALIFORNIA	33352 33385		CERS SUBMITTAL CERTIFIED DESIGNATED OPERATOR S	800.00 198.00 Total : 998.00
175049	2/13/2024	107928 TELECOM LAW FIRM, P.C.	16714 16816 16824		PROFESSIONAL SERVICES - AD HOC S PROFESSIONAL SERVICES - 1590 W. 1 PROFESSIONAL SERVICES - 14335 S. \	69.60 2,676.00 1,480.50 Total : 4,226.10
175050	2/13/2024	111487 TERACAI CORPORATION	8090054	023-01503	CISCO TELEPHONE SERVER MAINTEN	2,016.00 Total : 2,016.00
175051	2/13/2024	110238 TIREHUB, LLC	39789070		TIRES - GY ASSUR MAXLIFE BW 98H	451.67 Total : 451.67
175052	2/13/2024	105070 T-MOBILE USA, INC.	9556138399 9556232447 9558093292		GPS LOCATE GPS LOCATE - 12/27-01/25/24 GPS LOCATE	25.00 100.00 25.00 Total : 150.00
175053	2/13/2024	112750 TOTAL IMAGING SOLUTIONS, LLC	20966	032-00153	VIEWSCAN DIGITAL MICROFICHE SYS	7,456.21

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175053	2/13/2024	112750 112750 TOTAL IMAGING SOLUTIONS, LLC	(Continued)		Total :	7,456.21
175054	2/13/2024	111990 TOWNSEND PUBLIC AFFAIRS, INC	20984	023-01481	CONSULTING SERVICES - JANUARY 20	7,000.00
					Total :	7,000.00
175055	2/13/2024	104806 TOYOTA LIFT OF L.A.	PSI-0390092		GTRANS AUTO PARTS	214.92
					Total :	214.92
175056	2/13/2024	106018 TRANE U.S. INC.	15964605		BUS FACILITY MAINT SUPPLIES	399.90
					Total :	399.90
175057	2/13/2024	110851 TRAPEZE SOFTWARE GROUP, INC.	TSPAU230201	037-10231	GTRANS SCHEDULING & OPERATIONS	3,181.25
					Total :	3,181.25
175058	2/13/2024	105556 TRIANGLE SPORTS, INC.	42349	034-00635	YOUTH SPORTS SUPPLIES	2,651.60
			42350		REC SPORTS SUPPLIES	285.80
			42351		REC SPORTS SUPPLIES	333.98
			42367		REC SPORTS SUPPLIES	969.08
					Total :	4,240.46
175059	2/13/2024	111481 TRIO COMMUNITY MEALS, LLC	INV2230040705	034-00584	SENIOR FEEDING PROGRAM	4,911.21
			INV2230040926	034-00584	SENIOR FEEDING PROGRAM	6,904.55
					Total :	11,815.76
175060	2/13/2024	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	BEEMAN 01/22/24		CAL CARD STATEMENT 12/23-01/22/24	384.39
			CRESPO 01/22/24		CAL CARD STATEMENT 12/23-01/22/24	336.46
			FINANCE 01/22/24		CAL CARD STATEMENT 12/23-01/22/24	9,939.99
			FOX 12/22/23		CAL CARD STATEMENT 11/23-12/22/23	350.82
			HR 01/22/24		CAL CARD STATEMENT 12/23-01/22/24	2,943.34
			LEWIS 01/22/24		CAL CARD STATEMENT 12/23-01/22/24	717.88
			LEWIS 12/22/23		CAL CARD STATEMENT 11/23-12/22/23	354.96
			OROZCO 01/22/24		CAL CARD STATEMENT 12/23-01/22/24	-277.09
				S		
				S		
			PD TRAINING2 122223		CAL CARD STATEMENT 11/23-12/22/23	3,116.86
			PD TRAINING3 122223		CAL CARD STATEMENT 11/23-12/22/23	602.91
			PYNN 01/22/24		CAL CARD STATEMENT 12/23-01/22/24	2,441.45
			RIGG 01/22/24		CAL CARD STATEMENT 12/23-01/22/24	134.46

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175060	2/13/2024	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	(Continued) ROMERO 12/22/23 SAFFELL 12/22/23 SWEENEY 01/22/24 SWEENEY 12/22/23 TSUJIUCHI 01/22/24 V.OSORIO 09/22/23	035-01321	CAL CARD STATEMENT 11/23-12/22/23 CAL CARD STATEMENT 11/23-12/22/23 CAL CARD STATEMENT 12/23-01/22/24 CAL CARD STATEMENT 11/23-12/22/23 CAL CARD STATEMENT 12/23-01/22/24 CAL CARD STATEMENT 08/23-09/22/23	834.87 88.61 2,221.33 3,531.86 1,666.60 4,861.52
Total :						34,251.22
175061	2/13/2024	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	RECREATION 12/22/23		CAL CARD STATEMENT 11/23-12/22/23	14,560.34
Total :						14,560.34
175062	2/13/2024	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	MACIEL 12/22/23 NOLAN 01/22/24 NOLAN 12/22/23 OROZCO 12/22/23 PD TRAINING 122223 PD TRAINING4 122223 SANTIN 12/22/23		CAL CARD STATEMENT 11/23-12/22/23 CAL CARD STATEMENT 12/22-01/22/24 CAL CARD STATEMENT 11/23-12/22/23 CAL CARD STATEMENT 11/23-12/22/23 CAL CARD STATEMENT 11/23-12/22/23 CAL CARD STATEMENT 11/23-12/22/23 CAL CARD STATEMENT 11/23-12/22/23 CAL CARD STATEMENT 11/23-12/22/23	1,336.27 1,421.64 2,114.10 3,170.78 4,235.78 2,186.79 11,243.70
Total :						25,709.06
175063	2/13/2024	109220 U.S. BANK EQUIPMENT FINANCE	521333518		RICOH MPC4503 COPIER LEASE - CD	151.70
Total :						151.70
175064	2/13/2024	104692 ULINE	171146626 172459962 172655291		PW PROGRAM SUPPLIES BUS SHOP SUPPLIES REC PROGRAM SUPPLIES	188.90 638.31 209.00
Total :						1,036.21
175065	2/13/2024	107596 UNION PACIFIC RAILROAD COMPANY	90129298 90130166	037-10215 037-10215	PROFESSIONAL SERVICES - BUS SIGN PROFESSIONAL SERVICES - BUS SIGN	7,313.51 7,653.75
Total :						14,967.26
175066	2/13/2024	119825 UNITED ROTARY BRUSH CORP.	CI306822	024-01028	STREET SWEEPER SUPPLIES	2,928.24
Total :						2,928.24
175067	2/13/2024	121407 UPS	649922493		SHIPPING SERVICE CHARGES	45.64

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175067	2/13/2024	121407 121407 UPS	(Continued)			
					Total :	45.64
175068	2/13/2024	122050 VERIZON WIRELESS	9952203855		REC CELL PHONE SERVICE	1,218.53
					Total :	1,218.53
175069	2/13/2024	103841 VILLAGE AUTO SPA	NOV-DEC 2023		CAR WASH	161.96
			OCT-NOV 2023		CAR WASH	373.00
					Total :	534.96
175070	2/13/2024	105254 VISION TIRE	39612		PW VEHICLE TIRE SERVICES	25.00
			39698		PW VEHICLE TIRE SERVICES	100.00
					Total :	125.00
175071	2/13/2024	111719 WALLACE & ASSOCIATES, CONSULTING, INC	21557	024-00870	FIRE STATION ROOF REPLACEMENT, J	945.00
					Total :	945.00
175072	2/13/2024	101195 WASTE RESOURCES GARDENA	011624		WASTE COLLECTION	282,183.86
					Total :	282,183.86
175073	2/13/2024	100107 WAYNE ELECTRIC CO.	212639		GTRANS AUTO PARTS	939.42
			212640		GTRANS AUTO PARTS	986.74
			212665		GTRANS AUTO PARTS	1,311.98
			212681		GTRANS AUTO PARTS	2,188.46
					Total :	5,426.60
175074	2/13/2024	112746 WEBB, BRANDON	B/L #41447		BUSINESS LICENSE REFUND	79.00
					Total :	79.00
175075	2/13/2024	112737 WELLS FARGO VENDOR FINANCIAL, SERVICE	5027700212	023-01509	CITYWIDE COPIER LEASE - NOVEMBER	2,960.15
			5027872258	023-01509	CITYWIDE COPIER LEASE - DECEMBER	2,960.15
					Total :	5,920.30
175076	2/13/2024	111273 WESLEY-WASHINGTON, BRITINA	63143941		YOUTH AFTERSCHOOL PROGRAM - RE	75.00
					Total :	75.00
175077	2/13/2024	112694 WESTERN A/V	19871	024-01023	COUNCIL CHAMBERS AUDIO VISUAL U	50,597.85
			20011	024-01023	COUNCIL CHAMBERS AUDIO VISUAL U	21,680.57

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175077	2/13/2024	112694 112694 WESTERN A/V	(Continued)		Total :	72,278.42
175078	2/13/2024	119387 WEX BANK	95031740		FUEL PURCHASES	210.85
					Total :	210.85
175079	2/13/2024	123050 WILLIAMS SCOTSMAN, INC.	9013742838		MODULAR BUILDING RENTAL - INTERE	-67.89
			9013742839		MODULAR BUILDING RENTAL - INTERE	-117.74
			9020023096	035-01288	MODULAR BUILDING RENTAL CPX-804	2,279.26
					Total :	2,093.63
175080	2/13/2024	125001 YAMADA COMPANY, INC.	83840		PARK MAINT SUPPLIES	122.79
			83856		PARK MAINT SUPPLIES	179.28
			83868		PARK MAINT SUPPLIES	92.91
					Total :	394.98
175081	2/13/2024	112758 YONAMINE, NORIKO	RECEIPT #61854359		NCC AUDITORIUM MAINTENANCE REF	250.00
					Total :	250.00
234	Vouchers for bank code : usb				Bank total :	4,874,053.78
234	Vouchers in this report				Total vouchers :	4,874,053.78

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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CLAIMS VOUCHER APPROVAL

I hereby certify that the demands or claims covered by the checks listed on pages 1 to 28 inclusive of the check register are accurate and funds are available for payment thereof.

By: 
Director of Administrative Services

This is to certify that the claims or demands covered by checks listed on pages 1 to 28 inclusive of the check register have been audited by the City Council of the City of Gardena and that all of the said checks are approved for payment except check numbers:

_____	<u>02/13/2024</u>
Mayor	Date

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date

Acknowledged:

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date



CITY of GARDENA

TO: THE HONORABLE MAYOR AND CITY COUNCIL
SUBJECT: PERSONNEL REPORT

1. Request City Council approval to revise the City's Classification and Compensation Plan (*Attachment 1*) to add the new classification of Revenue and Purchasing Manager to Schedule 130 (\$9,687 - \$12,364/month). This position will be located in the Administrative Services Department. Job Description attached (*Attachment 2*).
2. Report the leave under the Family Medical Leave Act/California Family Rights Act (FMLA/CFRA), Medical Leave, or Workers' Compensation of the following employees:
 - a. Bus Operator, **CURONDA BROWN**, of the Transportation Department, effective January 17, 2024.
3. Report the Recruitment for the Open/Competitive position of Recreation Coordinator (Recreation and Human Services Department). This recruitment closed February 7, 2024.
4. Report the Recruitment for the Closed/Promotional position of Property and Evidence Technician (Police Department). This recruitment is scheduled to close February 8, 2024.
5. Report the Recruitment for the Closed/Promotional position of Administrative Analyst I (Community Development Department). This recruitment is scheduled to close February 13, 2024.
6. Report the Recruitment for the Open/Competitive position of Code Enforcement Officer (Community Development Department). This recruitment is scheduled to close February 13, 2024.
7. Report the Recruitment for the Closed/Promotional position of Sewer Maintenance Worker (Public Works Department). This recruitment is scheduled to close February 20, 2024.
8. Report the Recruitment for the Open/Competitive position of Certified Nursing Assistant (Recreation and Human Services Department). This recruitment is open until filled.
9. Report the Recruitment for the Open/Competitive position of Communications Liaison Officer (Elected and City Manager's Offices). This recruitment is open until filled.
10. Report the Recruitment for the Open/Competitive position of On-Demand (Micro/Paratransit) Operator (Transportation Department). This recruitment is open until filled.
11. Report the Recruitment for the Open/Competitive position of Police Officer/Lateral (Police Department). This is a continuous recruitment.

12. Report the Recruitment for the Open/Competitive position of Police Trainee (Police Department). This is a continuous recruitment.
13. Report the Recruitment for the Open/Competitive position of Recreation Leader I/II (Recreation and Human Services Department). This is a continuous recruitment.
14. Report the Recruitment for the Open/Competitive position of Relief Bus Operator Trainee (Transportation Department). This is a continuous recruitment.
15. Report the Recruitment for the Open/Competitive position of Senior Account Clerk (Administrative Services Department). This recruitment is open until filled.
16. Report the Recruitment for the Open/Competitive position of Transit Mechanic (Transportation Department). This recruitment is open until filled.
17. Report the Recruitment for the Open/Competitive position of Transit Training and Safety Supervisor (Transportation Department). This recruitment is open until filled.
18. Report the Recruitment for the Open/Competitive position of Transportation Operations Supervisor (Transportation Department). This recruitment is open until filled.
19. Report the Recruitment for the Open/Competitive position of Transit Marketing Coordinator (Transportation Department). This recruitment is open until filled.
20. Report the Recruitment for the Open/Competitive position of Planning Assistant (Community Development Department). This recruitment is open until filled.
21. Report the Recruitment for the Open/Competitive position of Risk Management Analyst (Administrative Services Department). This recruitment is open until filled.

CITY OF GARDENA
CLASSIFICATION AND COMPENSATION PLAN
Effective February 13, 2024

Add New Classification: Revenue and Purchasing Manager, Schedule 130

5 Recreation Instructor			
HOURLY RANGE	20.00 - 35.00		
6 Clerical Aide I			
6 Police Aide			
STEP		*4*	*6*
ANNUAL		31,152.00	34,344.00
MONTHLY		2,596.00	2,862.00
BI-WEEKLY		1,198.15	1,320.92
HOURLY		14.9769	16.5115
7 Peer Advocate Counselor II			
7 Storeroom Aide			
STEP			*6*
ANNUAL			33,552.00
MONTHLY			2,796.00
BI-WEEKLY			1,290.46
HOURLY			16.1308
8 Community Aide I			
STEP			*6*
ANNUAL		*5*	34,380.00
MONTHLY		32,748.00	2,865.00
BI-WEEKLY		2,729.00	1,322.31
HOURLY		1,259.54	16.5288
		15.7442	
13			
STEP		*5*	*6*
ANNUAL		33,600.00	35,280.00
MONTHLY		2,800.00	2,940.00
BI-WEEKLY		1,292.31	1,356.92
HOURLY		16.1538	16.9615
14 Pool Cashier			
STEP		*4*	*5*
ANNUAL		32,808.00	34,452.00
MONTHLY		2,734.00	2,871.00
BI-WEEKLY		1,261.85	1,325.08
HOURLY		15.7731	16.5635
			17.3942
15			
STEP		*4*	*5*
ANNUAL		33,624.00	35,304.00
MONTHLY		2,802.00	2,942.00
BI-WEEKLY		1,293.23	1,357.85
HOURLY		16.1654	16.9731
			17.8212

	16				
STEP		*3*	*4*	*5*	*6*
ANNUAL		32,832.00	34,476.00	36,204.00	38,016.00
MONTHLY		2,736.00	2,873.00	3,017.00	3,168.00
BI-WEEKLY		1,262.77	1,326.00	1,392.46	1,462.15
HOURLY		15.7846	16.5750	17.4058	18.2769

	17 Clerk Typist				
STEP		*3*	*4*	*5*	*6*
ANNUAL		33,660.00	35,340.00	37,104.00	38,964.00
MONTHLY		2,805.00	2,945.00	3,092.00	3,247.00
BI-WEEKLY		1,294.62	1,359.23	1,427.08	1,498.62
HOURLY		16.1827	16.9904	17.8385	18.7327

	18					
STEP		*2*	*3*	*4*	*5*	*6*
ANNUAL		32,856.00	34,500.00	36,228.00	38,040.00	39,948.00
MONTHLY		2,738.00	2,875.00	3,019.00	3,170.00	3,329.00
BI-WEEKLY		1,263.69	1,326.92	1,393.38	1,463.08	1,536.46
HOURLY		15.7962	16.5865	17.4173	18.2885	19.2058

			19			
STEP		*2*	*3*	*4*	*5*	*6*
ANNUAL		33,672.00	35,352.00	37,116.00	38,976.00	40,920.00
MONTHLY		2,806.00	2,946.00	3,093.00	3,248.00	3,410.00
BI-WEEKLY		1,295.08	1,359.69	1,427.54	1,499.08	1,573.85
HOURLY		16.1885	16.9962	17.8442	18.7385	19.6731

	20					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	32,868.00	34,512.00	36,240.00	38,052.00	39,960.00	41,964.00
MONTHLY	2,739.00	2,876.00	3,020.00	3,171.00	3,330.00	3,497.00
BI-WEEKLY	1,264.15	1,327.38	1,393.85	1,463.54	1,536.92	1,614.00
HOURLY	15.8019	16.5923	17.4231	18.2942	19.2115	20.1750

	21 Police Cadet					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	33,684.00	35,364.00	37,128.00	38,988.00	40,932.00	42,984.00
MONTHLY	2,807.00	2,947.00	3,094.00	3,249.00	3,411.00	3,582.00
BI-WEEKLY	1,295.54	1,360.15	1,428.00	1,499.54	1,574.31	1,653.23
HOURLY	16.1942	17.0019	17.8500	18.7442	19.6788	20.6654

	22 FCC Program Assistant I					
	22 Geriatric Aide					
	22 Human Services Aide					
	22 Lifeguard/Instructor					
	22 Recreation Leader I					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	34,524.00	36,252.00	38,064.00	39,972.00	41,976.00	44,076.00
MONTHLY	2,877.00	3,021.00	3,172.00	3,331.00	3,498.00	3,673.00
BI-WEEKLY	1,327.85	1,394.31	1,464.00	1,537.38	1,614.46	1,695.23
HOURLY	16.5981	17.4288	18.3000	19.2173	20.1808	21.1904

23 Community Aide II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	35,388.00	37,152.00	39,012.00	40,968.00	43,020.00	45,168.00
MONTHLY	2,949.00	3,096.00	3,251.00	3,414.00	3,585.00	3,764.00
BI-WEEKLY	1,361.08	1,428.92	1,500.46	1,575.69	1,654.62	1,737.23
HOURLY	17.0135	17.8615	18.7558	19.6962	20.6827	21.7154

24

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	36,276.00	38,088.00	39,996.00	42,000.00	44,100.00	46,308.00
MONTHLY	3,023.00	3,174.00	3,333.00	3,500.00	3,675.00	3,859.00
BI-WEEKLY	1,395.23	1,464.92	1,538.31	1,615.38	1,696.15	1,781.08
HOURLY	17.4404	18.3115	19.2288	20.1923	21.2019	22.2635

25

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	37,188.00	39,048.00	41,004.00	43,056.00	45,204.00	47,460.00
MONTHLY	3,099.00	3,254.00	3,417.00	3,588.00	3,767.00	3,955.00
BI-WEEKLY	1,430.31	1,501.85	1,577.08	1,656.00	1,738.62	1,825.38
HOURLY	17.8788	18.7731	19.7135	20.7000	21.7327	22.8173

26 Pool Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	38,112.00	40,020.00	42,024.00	44,124.00	46,332.00	48,648.00
MONTHLY	3,176.00	3,335.00	3,502.00	3,677.00	3,861.00	4,054.00
BI-WEEKLY	1,465.85	1,539.23	1,616.31	1,697.08	1,782.00	1,871.08
HOURLY	18.3231	19.2404	20.2038	21.2135	22.2750	23.3885

27

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	39,060.00	41,016.00	43,068.00	45,216.00	47,472.00	49,848.00
MONTHLY	3,255.00	3,418.00	3,589.00	3,768.00	3,956.00	4,154.00
BI-WEEKLY	1,502.31	1,577.54	1,656.46	1,739.08	1,825.85	1,917.23
HOURLY	18.7788	19.7192	20.7058	21.7385	22.8231	23.9654

28 Meal Services Coordinator**28 Police Assistant****28 Recreation Leader II**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	40,032.00	42,036.00	44,136.00	46,344.00	48,660.00	51,096.00
MONTHLY	3,336.00	3,503.00	3,678.00	3,862.00	4,055.00	4,258.00
BI-WEEKLY	1,539.69	1,616.77	1,697.54	1,782.46	1,871.54	1,965.23
HOURLY	19.2462	20.2096	21.2192	22.2808	23.3942	24.5654

29 Account Clerk**29 Customer Service Clerk I****29 Printing & Technology Intern****29 Recreation Therapist**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	41,028.00	43,080.00	45,240.00	47,508.00	49,884.00	52,380.00
MONTHLY	3,419.00	3,590.00	3,770.00	3,959.00	4,157.00	4,365.00
BI-WEEKLY	1,578.00	1,656.92	1,740.00	1,827.23	1,918.62	2,014.62
HOURLY	19.7250	20.7115	21.7500	22.8404	23.9827	25.1827

30 Certified Nursing Assistant
30 Custodian I
30 FCC Education Assistant II
30 FCC Program Assistant II
30 Office Specialist

	1	*2*	*3*	*4*	*5*	*6*
ANNUAL	42,048.00	44,148.00	46,356.00	48,672.00	51,108.00	53,664.00
MONTHLY	3,504.00	3,679.00	3,863.00	4,056.00	4,259.00	4,472.00
BI-WEEKLY	1,617.23	1,698.00	1,782.92	1,872.00	1,965.69	2,064.00
HOURLY	20.2154	21.2250	22.2865	23.4000	24.5712	25.8000

31 On-Demand (Micro/Paratransit) Operator
31 Paratransit Driver

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	43,104.00	45,264.00	47,532.00	49,908.00	52,404.00	55,020.00
MONTHLY	3,592.00	3,772.00	3,961.00	4,159.00	4,367.00	4,585.00
BI-WEEKLY	1,657.85	1,740.92	1,828.15	1,919.54	2,015.54	2,116.15
HOURLY	20.7231	21.7615	22.8519	23.9942	25.1942	26.4519

32 Home Improvement Maintenance Helper
32 Right-of-Way Maintenance Worker

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	44,184.00	46,392.00	48,708.00	51,144.00	53,700.00	56,388.00
MONTHLY	3,682.00	3,866.00	4,059.00	4,262.00	4,475.00	4,699.00
BI-WEEKLY	1,699.38	1,784.31	1,873.38	1,967.08	2,065.38	2,168.77
HOURLY	21.2423	22.3038	23.4173	24.5885	25.8173	27.1096

33 Customer Service Clerk II
33 Equipment Utility Worker I
33 Public Safety Officer
33 Relief Bus Operator Trainee

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	45,288.00	47,556.00	49,932.00	52,428.00	55,044.00	57,792.00
MONTHLY	3,774.00	3,963.00	4,161.00	4,369.00	4,587.00	4,816.00
BI-WEEKLY	1,741.85	1,829.08	1,920.46	2,016.46	2,117.08	2,222.77
HOURLY	21.7731	22.8635	24.0058	25.2058	26.4635	27.7846

34 Custodian II
34 Graffiti Technician
34 On-Demand Transit Dispatcher
34 Paratransit Dispatcher
34 Park Maintenance Worker I

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	46,416.00	48,732.00	51,168.00	53,724.00	56,412.00	59,232.00
MONTHLY	3,868.00	4,061.00	4,264.00	4,477.00	4,701.00	4,936.00
BI-WEEKLY	1,785.23	1,874.31	1,968.00	2,066.31	2,169.69	2,278.15
HOURLY	22.3154	23.4288	24.6000	25.8288	27.1212	28.4769

35 Community Aide III
35 Help Desk Technician
35 Street Maintenance Worker

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	47,580.00	49,956.00	52,452.00	55,080.00	57,840.00	60,732.00
MONTHLY	3,965.00	4,163.00	4,371.00	4,590.00	4,820.00	5,061.00
BI-WEEKLY	1,830.00	1,921.38	2,017.38	2,118.46	2,224.62	2,335.85
HOURLY	22.8750	24.0173	25.2173	26.4808	27.8077	29.1981

36 Intermediate Clerk Typist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	48,768.00	51,204.00	53,760.00	56,448.00	59,268.00	62,232.00
MONTHLY	4,064.00	4,267.00	4,480.00	4,704.00	4,939.00	5,186.00
BI-WEEKLY	1,875.69	1,969.38	2,067.69	2,171.08	2,279.54	2,393.54
HOURLY	23.4462	24.6173	25.8462	27.1385	28.4942	29.9192

37 Nutrition Services Coordinator

37 Relief Bus Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	49,992.00	52,488.00	55,116.00	57,876.00	60,768.00	63,804.00
MONTHLY	4,166.00	4,374.00	4,593.00	4,823.00	5,064.00	5,317.00
BI-WEEKLY	1,922.77	2,018.77	2,119.85	2,226.00	2,337.23	2,454.00
HOURLY	24.0346	25.2346	26.4981	27.8250	29.2154	30.6750

38 Activity Coordinator
38 Equipment Utility Worker II
38 Homeless Coordinator
38 Police Records Technician I
38 Police Service Technician
38 Purchasing Clerk
38 Senior Account Clerk
38 Senior Clerk Typist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	51,240.00	53,808.00	56,496.00	59,316.00	62,280.00	65,400.00
MONTHLY	4,270.00	4,484.00	4,708.00	4,943.00	5,190.00	5,450.00
BI-WEEKLY	1,970.77	2,069.54	2,172.92	2,281.38	2,395.38	2,515.38
HOURLY	24.6346	25.8692	27.1615	28.5173	29.9423	31.4423

39 Apprentice Mechanic
39 Home Improvement Lead Person
39 Park Maintenance Worker II
39 Records Management Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	52,524.00	55,152.00	57,912.00	60,804.00	63,840.00	67,032.00
MONTHLY	4,377.00	4,596.00	4,826.00	5,067.00	5,320.00	5,586.00
BI-WEEKLY	2,020.15	2,121.23	2,227.38	2,338.62	2,455.38	2,578.15
HOURLY	25.2519	26.5154	27.8423	29.2327	30.6923	32.2269

40 Engineering Aide
40 FCC Education Assistant III
40 FCC Program Assistant III
40 Public Works Coordinator
40 Sr. Transit Utility Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	53,832.00	56,520.00	59,352.00	62,316.00	65,436.00	68,712.00
MONTHLY	4,486.00	4,710.00	4,946.00	5,193.00	5,453.00	5,726.00
BI-WEEKLY	2,070.46	2,173.85	2,282.77	2,396.77	2,516.77	2,642.77
HOURLY	25.8808	27.1731	28.5346	29.9596	31.4596	33.0346

41 Deputy City Clerk I
41 Permit/Licensing Technician I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	55,176.00	57,936.00	60,828.00	63,864.00	67,056.00	70,404.00
MONTHLY	4,598.00	4,828.00	5,069.00	5,322.00	5,588.00	5,867.00
BI-WEEKLY	2,122.15	2,228.31	2,339.54	2,456.31	2,579.08	2,707.85
HOURLY	26.5269	27.8538	29.2442	30.7038	32.2385	33.8481

42 Community Center Coordinator
42 Community Services Officer
42 Human Services Coordinator
42 Police Records Technician II
42 Police Service Officer
42 Recreation Coordinator
42 Secretary
42 Tree Trimmer I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	56,556.00	59,388.00	62,352.00	65,472.00	68,748.00	72,180.00
MONTHLY	4,713.00	4,949.00	5,196.00	5,456.00	5,729.00	6,015.00
BI-WEEKLY	2,175.23	2,284.15	2,398.15	2,518.15	2,644.15	2,776.15
HOURLY	27.1904	28.5519	29.9769	31.4769	33.0519	34.7019

43 Administrative Aide
43 Building Maintenance Worker
43 Cement Finisher
43 Human Resources / Department Coordinator
43 Payroll / Personnel Technician
43 Senior Citizens Social Services Coordinator
43 Transit Maintenance Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	57,972.00	60,876.00	63,924.00	67,116.00	70,476.00	74,004.00
MONTHLY	4,831.00	5,073.00	5,327.00	5,593.00	5,873.00	6,167.00
BI-WEEKLY	2,229.69	2,341.38	2,458.62	2,581.38	2,710.62	2,846.31
HOURLY	27.8712	29.2673	30.7327	32.2673	33.8827	35.5788

44 Administrative Secretary
44 Building Aide
44 Building/Planning Technician
44 Permit/Licensing Technician II
44 Sewer Maintenance Worker
44 Tree Trimmer II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	59,424.00	62,400.00	65,520.00	68,796.00	72,240.00	75,852.00
MONTHLY	4,952.00	5,200.00	5,460.00	5,733.00	6,020.00	6,321.00
BI-WEEKLY	2,285.54	2,400.00	2,520.00	2,646.00	2,778.46	2,917.38
HOURLY	28.5692	30.0000	31.5000	33.0750	34.7308	36.4673

45 Street Sweeper Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	60,912.00	63,960.00	67,164.00	70,524.00	74,052.00	77,760.00
MONTHLY	5,076.00	5,330.00	5,597.00	5,877.00	6,171.00	6,480.00
BI-WEEKLY	2,342.77	2,460.00	2,583.23	2,712.46	2,848.15	2,990.77
HOURLY	29.2846	30.7500	32.2904	33.9058	35.6019	37.3846

46 Heavy Equipment Operator

46 Street Traffic Painter

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	62,436.00	65,556.00	68,832.00	72,276.00	75,888.00	79,680.00
MONTHLY	5,203.00	5,463.00	5,736.00	6,023.00	6,324.00	6,640.00
BI-WEEKLY	2,401.38	2,521.38	2,647.38	2,779.85	2,918.77	3,064.62
HOURLY	30.0173	31.5173	33.0923	34.7481	36.4846	38.3077

47 Equipment Mechanic

47 Graphics Technician

47 Maintenance Painter

47 Senior Building Maintenance Worker

47 Transit Mechanic

47 Transit Parts/Storeroom Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	63,996.00	67,200.00	70,560.00	74,088.00	77,796.00	81,684.00
MONTHLY	5,333.00	5,600.00	5,880.00	6,174.00	6,483.00	6,807.00
BI-WEEKLY	2,461.38	2,584.62	2,713.85	2,849.54	2,992.15	3,141.69
HOURLY	30.7673	32.3077	33.9231	35.6192	37.4019	39.2712

48 Custodian-Lead

48 Financial Services Technician

48 Human Resources Technician

48 Junior Accountant

48 Property and Evidence Technician

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	65,592.00	68,868.00	72,312.00	75,924.00	79,716.00	83,700.00
MONTHLY	5,466.00	5,739.00	6,026.00	6,327.00	6,643.00	6,975.00
BI-WEEKLY	2,522.77	2,648.77	2,781.23	2,920.15	3,066.00	3,219.23
HOURLY	31.5346	33.1096	34.7654	36.5019	38.3250	40.2404

49 Administrative Analyst I
49 Community Services Counselor
49 Program Coordinator
49 Recreation Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	67,236.00	70,596.00	74,124.00	77,832.00	81,720.00	85,812.00
MONTHLY	5,603.00	5,883.00	6,177.00	6,486.00	6,810.00	7,151.00
BI-WEEKLY	2,586.00	2,715.23	2,850.92	2,993.54	3,143.08	3,300.46
HOURLY	32.3250	33.9404	35.6365	37.4192	39.2885	41.2558

50 Case Management Supervisor/Instructor
50 Transit Dispatcher/Operations Assistant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,916.00	72,360.00	75,984.00	79,788.00	83,772.00	87,960.00
MONTHLY	5,743.00	6,030.00	6,332.00	6,649.00	6,981.00	7,330.00
BI-WEEKLY	2,650.62	2,783.08	2,922.46	3,068.77	3,222.00	3,383.08
HOURLY	33.1327	34.7885	36.5308	38.3596	40.2750	42.2885

51 Electrical/Signal Technician I
51 Emergency Preparedness Coordinator
51 Engineering Technician
51 Executive Assistant to Chief of Police
51 General Building Inspector
51 Information Technology Coordinator
51 Lead Equipment Mechanic
51 Lead Mechanic
51 Planning Assistant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	70,644.00	74,172.00	77,880.00	81,780.00	85,872.00	90,168.00
MONTHLY	5,887.00	6,181.00	6,490.00	6,815.00	7,156.00	7,514.00
BI-WEEKLY	2,717.08	2,852.77	2,995.38	3,145.38	3,302.77	3,468.00
HOURLY	33.9635	35.6596	37.4423	39.3173	41.2846	43.3500

52 Payroll Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	72,408.00	76,032.00	79,836.00	83,832.00	88,020.00	92,424.00
MONTHLY	6,034.00	6,336.00	6,653.00	6,986.00	7,335.00	7,702.00
BI-WEEKLY	2,784.92	2,924.31	3,070.62	3,224.31	3,385.38	3,554.77
HOURLY	34.8115	36.5538	38.3827	40.3038	42.3173	44.4346

53 Code Enforcement Officer
53 FCC Education Coordinator
53 Park Maintenance Lead
53 Public Works Inspector
53 Public Works Lead

53 Transit Operations Training Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	74,220.00	77,928.00	81,828.00	85,920.00	90,216.00	94,728.00
MONTHLY	6,185.00	6,494.00	6,819.00	7,160.00	7,518.00	7,894.00
BI-WEEKLY	2,854.62	2,997.23	3,147.23	3,304.62	3,469.85	3,643.38
HOURLY	35.6827	37.4654	39.3404	41.3077	43.3731	45.5423

54 Administrative Analyst II
54 Building Maintenance Lead
54 Forensic Technician
54 Transit Marketing Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	76,080.00	79,884.00	83,880.00	88,080.00	92,484.00	97,104.00
MONTHLY	6,340.00	6,657.00	6,990.00	7,340.00	7,707.00	8,092.00
BI-WEEKLY	2,926.15	3,072.46	3,226.15	3,387.69	3,557.08	3,734.77
HOURLY	36.5769	38.4058	40.3269	42.3462	44.4635	46.6846

55 Electrical/Signal Technician II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,988.00	81,888.00	85,980.00	90,276.00	94,788.00	99,528.00
MONTHLY	6,499.00	6,824.00	7,165.00	7,523.00	7,899.00	8,294.00
BI-WEEKLY	2,999.54	3,149.54	3,306.92	3,472.15	3,645.69	3,828.00
HOURLY	37.4942	39.3692	41.3365	43.4019	45.5712	47.8500

56 Administrative Coordinator

56 Assistant Engineer

56 FCC Program Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,932.00	83,928.00	88,128.00	92,532.00	97,164.00	102,024.00
MONTHLY	6,661.00	6,994.00	7,344.00	7,711.00	8,097.00	8,502.00
BI-WEEKLY	3,074.31	3,228.00	3,389.54	3,558.92	3,737.08	3,924.00
HOURLY	38.4288	40.3500	42.3692	44.4865	46.7135	49.0500

57 Communications Liaison Officer

57 Senior Accountant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,936.00	86,028.00	90,324.00	94,836.00	99,576.00	104,556.00
MONTHLY	6,828.00	7,169.00	7,527.00	7,903.00	8,298.00	8,713.00
BI-WEEKLY	3,151.38	3,308.77	3,474.00	3,647.54	3,829.85	4,021.38
HOURLY	39.3923	41.3596	43.4250	45.5942	47.8731	50.2673

58 Associate Planner

58 Code Enforcement Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,988.00	88,188.00	92,592.00	97,224.00	102,084.00	107,184.00
MONTHLY	6,999.00	7,349.00	7,716.00	8,102.00	8,507.00	8,932.00
BI-WEEKLY	3,230.31	3,391.85	3,561.23	3,739.38	3,926.31	4,122.46
HOURLY	40.3788	42.3981	44.5154	46.7423	49.0788	51.5308

59 Administrative Support Services Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	86,088.00	90,396.00	94,920.00	99,672.00	104,652.00	109,884.00
MONTHLY	7,174.00	7,533.00	7,910.00	8,306.00	8,721.00	9,157.00
BI-WEEKLY	3,311.08	3,476.77	3,650.77	3,833.54	4,025.08	4,226.31
HOURLY	41.3885	43.4596	45.6346	47.9192	50.3135	52.8288

60

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	88,236.00	92,652.00	97,284.00	102,144.00	107,256.00	112,620.00
MONTHLY	7,353.00	7,721.00	8,107.00	8,512.00	8,938.00	9,385.00
BI-WEEKLY	3,393.69	3,563.54	3,741.69	3,928.62	4,125.23	4,331.54
HOURLY	42.4212	44.5442	46.7712	49.1077	51.5654	54.1442

61 Administrative Analyst III**61 Associate Engineer****61 Information Technology Systems Analyst - Transit****61 Transit Planning and Scheduling Analyst**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	90,444.00	94,968.00	99,720.00	104,712.00	109,944.00	115,440.00
MONTHLY	7,537.00	7,914.00	8,310.00	8,726.00	9,162.00	9,620.00
BI-WEEKLY	3,478.62	3,652.62	3,835.38	4,027.38	4,228.62	4,440.00
HOURLY	43.4827	45.6577	47.9423	50.3423	52.8577	55.5000

62 Information Technology Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	92,700.00	97,332.00	102,204.00	107,316.00	112,680.00	118,320.00
MONTHLY	7,725.00	8,111.00	8,517.00	8,943.00	9,390.00	9,860.00
BI-WEEKLY	3,565.38	3,743.54	3,930.92	4,127.54	4,333.85	4,550.77
HOURLY	44.5673	46.7942	49.1365	51.5942	54.1731	56.8846

63

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	95,016.00	99,768.00	104,760.00	110,004.00	115,500.00	121,272.00
MONTHLY	7,918.00	8,314.00	8,730.00	9,167.00	9,625.00	10,106.00
BI-WEEKLY	3,654.46	3,837.23	4,029.23	4,230.92	4,442.31	4,664.31
HOURLY	45.6808	47.9654	50.3654	52.8865	55.5288	58.3038

64

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	97,392.00	102,264.00	107,376.00	112,740.00	118,380.00	124,296.00
MONTHLY	8,116.00	8,522.00	8,948.00	9,395.00	9,865.00	10,358.00
BI-WEEKLY	3,745.85	3,933.23	4,129.85	4,336.15	4,553.08	4,780.62
HOURLY	46.8231	49.1654	51.6231	54.2019	56.9135	59.7577

65

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	99,828.00	104,820.00	110,064.00	115,572.00	121,356.00	127,428.00
MONTHLY	8,319.00	8,735.00	9,172.00	9,631.00	10,113.00	10,619.00
BI-WEEKLY	3,839.54	4,031.54	4,233.23	4,445.08	4,667.54	4,901.08
HOURLY	47.9942	50.3942	52.9154	55.5635	58.3442	61.2635

66 Civil Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	102,324.00	107,436.00	112,812.00	118,452.00	124,380.00	130,596.00
MONTHLY	8,527.00	8,953.00	9,401.00	9,871.00	10,365.00	10,883.00
BI-WEEKLY	3,935.54	4,132.15	4,338.92	4,555.85	4,783.85	5,022.92
HOURLY	49.1942	51.6519	54.2365	56.9481	59.7981	62.7865

67

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	104,880.00	110,124.00	115,632.00	121,416.00	127,488.00	133,860.00
MONTHLY	8,740.00	9,177.00	9,636.00	10,118.00	10,624.00	11,155.00
BI-WEEKLY	4,033.85	4,235.54	4,447.38	4,669.85	4,903.38	5,148.46
HOURLY	50.4231	52.9442	55.5923	58.3731	61.2923	64.3558

90 Bus Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	57,144.00	60,000.00	63,000.00	66,156.00	69,468.00	72,936.00
MONTHLY	4,762.00	5,000.00	5,250.00	5,513.00	5,789.00	6,078.00
BI-WEEKLY	2,197.85	2307.69	2423.08	2,544.46	2,671.85	2,805.23
HOURLY	27.4731	28.8462	30.2885	31.8058	33.3981	35.0654
Specialty - 5%	238.10	250.00	262.50	275.65	289.45	303.90

104

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	61,152.00	64,212.00	67,428.00	70,800.00	74,340.00	78,060.00
MONTHLY	5,096.00	5,351.00	5,619.00	5,900.00	6,195.00	6,505.00
BI-WEEKLY	2,352.00	2,469.69	2,593.38	2,723.08	2,859.23	3,002.31
HOURLY	29.4000	30.8712	32.4173	34.0385	35.7404	37.5288
Lgy Bonus 20	127.40	133.78	140.48	147.50	154.88	162.63
Lgy Bonus 25	254.80	267.55	280.95	295.00	309.75	325.25
Lgy Bonus 30	382.20	401.33	421.43	442.50	464.63	487.88

105

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	62,676.00	65,808.00	69,096.00	72,552.00	76,176.00	79,980.00
MONTHLY	5,223.00	5,484.00	5,758.00	6,046.00	6,348.00	6,665.00
BI-WEEKLY	2,410.62	2531.08	2657.54	2790.46	2929.85	3076.15
HOURLY	30.1327	31.6385	33.2192	34.8808	36.6231	38.4519
Lgy Bonus 20	130.58	137.10	143.95	151.15	158.70	166.63
Lgy Bonus 25	261.15	274.20	287.90	302.30	317.40	333.25
Lgy Bonus 30	391.73	411.30	431.85	453.45	476.10	499.88

106

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	64,248.00	67,464.00	70,836.00	74,376.00	78,096.00	81,996.00
MONTHLY	5,354.00	5,622.00	5,903.00	6,198.00	6,508.00	6,833.00
BI-WEEKLY	2,471.08	2,594.77	2,724.46	2,860.62	3,003.69	3,153.69
HOURLY	30.8885	32.4346	34.0558	35.7577	37.5462	39.4212
Lgy Bonus 20	133.85	140.55	147.58	154.95	162.70	170.83
Lgy Bonus 25	267.70	281.10	295.15	309.90	325.40	341.65
Lgy Bonus 30	401.55	421.65	442.73	464.85	488.10	512.48

107

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	65,856.00	69,144.00	72,600.00	76,236.00	80,052.00	84,060.00
MONTHLY	5,488.00	5,762.00	6,050.00	6,353.00	6,671.00	7,005.00
BI-WEEKLY	2,532.92	2,659.38	2,792.31	2,932.15	3,078.92	3,233.08
HOURLY	31.6615	33.2423	34.9038	36.6519	38.4865	40.4135
Lgy Bonus 20	137.20	144.05	151.25	158.83	166.78	175.13
Lgy Bonus 25	274.40	288.10	302.50	317.65	333.55	350.25
Lgy Bonus 30	411.60	432.15	453.75	476.48	500.33	525.38

108 Economic Development Analyst

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	67,500.00	70,872.00	74,412.00	78,132.00	82,044.00	86,148.00
MONTHLY	5,625.00	5,906.00	6,201.00	6,511.00	6,837.00	7,179.00
BI-WEEKLY	2,596.15	2,725.85	2,862.00	3,005.08	3,155.54	3,313.38
HOURLY	32.4519	34.0731	35.7750	37.5635	39.4442	41.4173
Lgy Bonus 20	140.63	147.65	155.03	162.78	170.93	179.48
Lgy Bonus 25	281.25	295.30	310.05	325.55	341.85	358.95
Lgy Bonus 30	421.88	442.95	465.08	488.33	512.78	538.43

109

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	69,192.00	72,648.00	76,284.00	80,100.00	84,108.00	88,308.00
MONTHLY	5,766.00	6,054.00	6,357.00	6,675.00	7,009.00	7,359.00
BI-WEEKLY	2,661.23	2,794.15	2,934.00	3,080.77	3,234.92	3,396.46
HOURLY	33.2654	34.9269	36.6750	38.5096	40.4365	42.4558
Lgy Bonus 20	144.15	151.35	158.93	166.88	175.23	183.98
Lgy Bonus 25	288.30	302.70	317.85	333.75	350.45	367.95
Lgy Bonus 30	432.45	454.05	476.78	500.63	525.68	551.93

110

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	70,920.00	74,472.00	78,192.00	82,104.00	86,208.00	90,516.00
MONTHLY	5,910.00	6,206.00	6,516.00	6,842.00	7,184.00	7,543.00
BI-WEEKLY	2,727.69	2,864.31	3,007.38	3,157.85	3,315.69	3,481.38
HOURLY	34.0962	35.8038	37.5923	39.4731	41.4462	43.5173
Lgy Bonus 20	147.75	155.15	162.90	171.05	179.60	188.58
Lgy Bonus 25	295.50	310.30	325.80	342.10	359.20	377.15
Lgy Bonus 30	443.25	465.45	488.70	513.15	538.80	565.73

111

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	72,696.00	76,332.00	80,148.00	84,156.00	88,368.00	92,784.00
MONTHLY	6,058.00	6,361.00	6,679.00	7,013.00	7,364.00	7,732.00
BI-WEEKLY	2,796.00	2,935.85	3,082.62	3,236.77	3,398.77	3,568.62
HOURLY	34.9500	36.6981	38.5327	40.4596	42.4846	44.6077
Lgy Bonus 20	151.45	159.03	166.98	175.33	184.10	193.30
Lgy Bonus 25	302.90	318.05	333.95	350.65	368.20	386.60
Lgy Bonus 30	454.35	477.08	500.93	525.98	552.30	579.90

112

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	74,532.00	78,264.00	82,176.00	86,280.00	90,600.00	95,136.00
MONTHLY	6,211.00	6,522.00	6,848.00	7,190.00	7,550.00	7,928.00
BI-WEEKLY	2,866.62	3,010.15	3,160.62	3,318.46	3,484.62	3,659.08
HOURLY	35.8327	37.6269	39.5077	41.4808	43.5577	45.7385
Lgy Bonus 20	155.28	163.05	171.20	179.75	188.75	198.20
Lgy Bonus 25	310.55	326.10	342.40	359.50	377.50	396.40
Lgy Bonus 30	465.83	489.15	513.60	539.25	566.25	594.60

113

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	76,392.00	80,208.00	84,216.00	88,428.00	92,844.00	97,488.00
MONTHLY	6,366.00	6,684.00	7,018.00	7,369.00	7,737.00	8,124.00
BI-WEEKLY	2,938.15	3,084.92	3,239.08	3,401.08	3,570.92	3,749.54
HOURLY	36.7269	38.5615	40.4885	42.5135	44.6365	46.8692
Lgy Bonus 20	159.15	167.10	175.45	184.23	193.43	203.10
Lgy Bonus 25	318.30	334.20	350.90	368.45	386.85	406.20
Lgy Bonus 30	477.45	501.30	526.35	552.68	580.28	609.30

114

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	78,300.00	82,212.00	86,328.00	90,648.00	95,184.00	99,948.00
MONTHLY	6,525.00	6,851.00	7,194.00	7,554.00	7,932.00	8,329.00
BI-WEEKLY	3,011.54	3,162.00	3,320.31	3,486.46	3,660.92	3,844.15
HOURLY	37.6442	39.5250	41.5038	43.5808	45.7615	48.0519
Lgy Bonus 20	163.13	171.28	179.85	188.85	198.30	208.23
Lgy Bonus 25	326.25	342.55	359.70	377.70	396.60	416.45
Lgy Bonus 30	489.38	513.83	539.55	566.55	594.90	624.68

115 Deputy City Clerk/Records Management Officer**115 Deputy City Treasurer****115 Human Resources Analyst****115 Risk Management Analyst**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	80,256.00	84,264.00	88,476.00	92,904.00	97,548.00	102,420.00
MONTHLY	6,688.00	7,022.00	7,373.00	7,742.00	8,129.00	8,535.00
BI-WEEKLY	3,086.77	3,240.92	3,402.92	3,573.23	3,751.85	3,939.23
HOURLY	38.5846	40.5115	42.5365	44.6654	46.8981	49.2404
Lgy Bonus 20	167.20	175.55	184.33	193.55	203.23	213.38
Lgy Bonus 25	334.40	351.10	368.65	387.10	406.45	426.75
Lgy Bonus 30	501.60	526.65	552.98	580.65	609.68	640.13

116

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	82,260.00	86,376.00	90,696.00	95,232.00	99,996.00	105,000.00
MONTHLY	6,855.00	7,198.00	7,558.00	7,936.00	8,333.00	8,750.00
BI-WEEKLY	3,163.85	3,322.15	3,488.31	3,662.77	3,846.00	4,038.46
HOURLY	39.5481	41.5269	43.6038	45.7846	48.0750	50.4808
Lgy Bonus 20	171.38	179.95	188.95	198.40	208.33	218.75
Lgy Bonus 25	342.75	359.90	377.90	396.80	416.65	437.50
Lgy Bonus 30	514.13	539.85	566.85	595.20	624.98	656.25

117 Transportation Operations Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	84,312.00	88,524.00	92,952.00	97,596.00	102,480.00	107,604.00
MONTHLY	7,026.00	7,377.00	7,746.00	8,133.00	8,540.00	8,967.00
BI-WEEKLY	3,242.77	3,404.77	3,575.08	3,753.69	3,941.54	4,138.62
HOURLY	40.5346	42.5596	44.6885	46.9212	49.2692	51.7327
Lgy Bonus 20	175.65	184.43	193.65	203.33	213.50	224.18
Lgy Bonus 25	351.30	368.85	387.30	406.65	427.00	448.35
Lgy Bonus 30	526.95	553.28	580.95	609.98	640.50	672.53

118 Administrative Management Analyst I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	86,424.00	90,744.00	95,280.00	100,044.00	105,048.00	110,304.00
MONTHLY	7,202.00	7,562.00	7,940.00	8,337.00	8,754.00	9,192.00
BI-WEEKLY	3,324.00	3,490.15	3,664.62	3,847.85	4,040.31	4,242.46
HOURLY	41.5500	43.6269	45.8077	48.0981	50.5038	53.0308
Lgy Bonus 20	180.05	189.05	198.50	208.43	218.85	229.80
Lgy Bonus 25	360.10	378.10	397.00	416.85	437.70	459.60
Lgy Bonus 30	540.15	567.15	595.50	625.28	656.55	689.40

119 Accountant/Cost Accountant**119 Fleet Maintenance Supervisor****119 Transit Administrative Supervisor****119 Transit Training and Safety Supervisor**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	88,584.00	93,012.00	97,668.00	102,552.00	107,676.00	113,064.00
MONTHLY	7,382.00	7,751.00	8,139.00	8,546.00	8,973.00	9,422.00
BI-WEEKLY	3,407.08	3,577.38	3,756.46	3,944.31	4,141.38	4,348.62
HOURLY	42.5885	44.7173	46.9558	49.3038	51.7673	54.3577
Lgy Bonus 20	184.55	193.78	203.48	213.65	224.33	235.55
Lgy Bonus 25	369.10	387.55	406.95	427.30	448.65	471.10
Lgy Bonus 30	553.65	581.33	610.43	640.95	672.98	706.65

120 Administrative Management Analyst II**120 Executive Office Assistant**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	90,804.00	95,340.00	100,104.00	105,108.00	110,364.00	115,884.00
MONTHLY	7,567.00	7,945.00	8,342.00	8,759.00	9,197.00	9,657.00
BI-WEEKLY	3,492.46	3,666.92	3,850.15	4,042.62	4,244.77	4,457.08
HOURLY	43.6558	45.8365	48.1269	50.5327	53.0596	55.7135
Lgy Bonus 20	189.18	198.63	208.55	218.98	229.93	241.43
Lgy Bonus 25	378.35	397.25	417.10	437.95	459.85	482.85
Lgy Bonus 30	567.53	595.88	625.65	656.93	689.78	724.28

121

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	93,072.00	97,728.00	102,612.00	107,748.00	113,136.00	118,788.00
MONTHLY	7,756.00	8,144.00	8,551.00	8,979.00	9,428.00	9,899.00
BI-WEEKLY	3,579.69	3,758.77	3,946.62	4,144.15	4,351.38	4,568.77
HOURLY	44.7462	46.9846	49.3327	51.8019	54.3923	57.1096
Lgy Bonus 20	193.90	203.60	213.78	224.48	235.70	247.48
Lgy Bonus 25	387.80	407.20	427.55	448.95	471.40	494.95
Lgy Bonus 30	581.70	610.80	641.33	673.43	707.10	742.43

122 Facilities Maintenance Supervisor**122 Senior Human Resources Analyst****122 Senior Planner**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	95,400.00	100,176.00	105,180.00	110,436.00	115,956.00	121,752.00
MONTHLY	7,950.00	8,348.00	8,765.00	9,203.00	9,663.00	10,146.00
BI-WEEKLY	3,669.23	3,852.92	4,045.38	4,247.54	4,459.85	4,682.77
HOURLY	45.8654	48.1615	50.5673	53.0942	55.7481	58.5346
Lgy Bonus 20	198.75	208.70	219.13	230.08	241.58	253.65
Lgy Bonus 25	397.50	417.40	438.25	460.15	483.15	507.30
Lgy Bonus 30	596.25	626.10	657.38	690.23	724.73	760.95

123

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	97,788.00	102,672.00	107,808.00	113,196.00	118,860.00	124,800.00
MONTHLY	8,149.00	8,556.00	8,984.00	9,433.00	9,905.00	10,400.00
BI-WEEKLY	3,761.08	3,948.92	4,146.46	4,353.69	4,571.54	4,800.00
HOURLY	47.0135	49.3615	51.8308	54.4212	57.1442	60.0000
Lgy Bonus 20	203.73	213.90	224.60	235.83	247.63	260.00
Lgy Bonus 25	407.45	427.80	449.20	471.65	495.25	520.00
Lgy Bonus 30	611.18	641.70	673.80	707.48	742.88	780.00

124 Assistant Transit Operations Manager**124 Senior Administrative Analyst**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	100,236.00	105,252.00	110,520.00	116,052.00	121,860.00	127,956.00
MONTHLY	8,353.00	8,771.00	9,210.00	9,671.00	10,155.00	10,663.00
BI-WEEKLY	3,855.23	4,048.15	4,250.77	4,463.54	4,686.92	4,921.38
HOURLY	48.1904	50.6019	53.1346	55.7942	58.5865	61.5173
Lgy Bonus 20	208.83	219.28	230.25	241.78	253.88	266.58
Lgy Bonus 25	417.65	438.55	460.50	483.55	507.75	533.15
Lgy Bonus 30	626.48	657.83	690.75	725.33	761.63	799.73

125 Public Information Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	102,744.00	107,880.00	113,280.00	118,944.00	124,896.00	131,136.00
MONTHLY	8,562.00	8,990.00	9,440.00	9,912.00	10,408.00	10,928.00
BI-WEEKLY	3,951.69	4,149.23	4,356.92	4,574.77	4,803.69	5,043.69
HOURLY	49.3962	51.8654	54.4615	57.1846	60.0462	63.0462
Lgy Bonus 20	214.05	224.75	236.00	247.80	260.20	273.20
Lgy Bonus 25	428.10	449.50	472.00	495.60	520.40	546.40
Lgy Bonus 30	642.15	674.25	708.00	743.40	780.60	819.60

126 Administrative Services Manager**126 Community Development Manager****126 Economic Development Manager****126 Family Child Care Manager****126 Recreation & Human Services Manager****126 Transportation Administrative Manager**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	105,312.00	110,580.00	116,112.00	121,920.00	128,016.00	134,412.00
MONTHLY	8,776.00	9,215.00	9,676.00	10,160.00	10,668.00	11,201.00
BI-WEEKLY	4,050.46	4,253.08	4,465.85	4,689.23	4,923.69	5,169.69
HOURLY	50.6308	53.1635	55.8231	58.6154	61.5462	64.6212
Lgy Bonus 20	219.40	230.38	241.90	254.00	266.70	280.03
Lgy Bonus 25	438.80	460.75	483.80	508.00	533.40	560.05
Lgy Bonus 30	658.20	691.13	725.70	762.00	800.10	840.08

127

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	107,940.00	113,340.00	119,004.00	124,956.00	131,208.00	137,772.00
MONTHLY	8,995.00	9,445.00	9,917.00	10,413.00	10,934.00	11,481.00
BI-WEEKLY	4,151.54	4,359.23	4,577.08	4,806.00	5,046.46	5,298.92
HOURLY	51.8942	54.4904	57.2135	60.0750	63.0808	66.2365
Lgy Bonus 20	224.88	236.13	247.93	260.33	273.35	287.03
Lgy Bonus 25	449.75	472.25	495.85	520.65	546.70	574.05
Lgy Bonus 30	674.63	708.38	743.78	780.98	820.05	861.08

128 Equipment Maintenance Superintendent**128 Finance and Administrative Services Manager****128 Financial Services Manager****128 Transit Maintenance Manager**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	110,640.00	116,172.00	121,980.00	128,076.00	134,484.00	141,204.00
MONTHLY	9,220.00	9,681.00	10,165.00	10,673.00	11,207.00	11,767.00
BI-WEEKLY	4,255.38	4,468.15	4,691.54	4,926.00	5,172.46	5,430.92
HOURLY	53.1923	55.8519	58.6442	61.5750	64.6558	67.8865
Lgy Bonus 20	230.50	242.03	254.13	266.83	280.18	294.18
Lgy Bonus 25	461.00	484.05	508.25	533.65	560.35	588.35
Lgy Bonus 30	691.50	726.08	762.38	800.48	840.53	882.53

129

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	113,412.00	119,088.00	125,040.00	131,292.00	137,856.00	144,744.00
MONTHLY	9,451.00	9,924.00	10,420.00	10,941.00	11,488.00	12,062.00
BI-WEEKLY	4,362.00	4,580.31	4,809.23	5,049.69	5,302.15	5,567.08
HOURLY	54.5250	57.2538	60.1154	63.1212	66.2769	69.5885
Lgy Bonus 20	236.28	248.10	260.50	273.53	287.20	301.55
Lgy Bonus 25	472.55	496.20	521.00	547.05	574.40	603.10
Lgy Bonus 30	708.83	744.30	781.50	820.58	861.60	904.65

130 Accounting/Finance Manager
130 Information Technology Manager
130 Park Maintenance Superintendent
130 Recreation Program Administrator
130 Revenue and Purchasing Manager
130 Street Maintenance Superintendent

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	116,244.00	122,052.00	128,160.00	134,568.00	141,300.00	148,368.00
MONTHLY	9,687.00	10,171.00	10,680.00	11,214.00	11,775.00	12,364.00
BI-WEEKLY	4,470.92	4,694.31	4,929.23	5,175.69	5,434.62	5,706.46
HOURLY	55.8865	58.6788	61.6154	64.6962	67.9327	71.3308
Lgy Bonus 20	242.18	254.28	267.00	280.35	294.38	309.10
Lgy Bonus 25	484.35	508.55	534.00	560.70	588.75	618.20
Lgy Bonus 30	726.53	762.83	801.00	841.05	883.13	927.30

131 Plan Check Engineer
131 Transit Operations Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	119,148.00	125,100.00	131,352.00	137,916.00	144,816.00	152,052.00
MONTHLY	9,929.00	10,425.00	10,946.00	11,493.00	12,068.00	12,671.00
BI-WEEKLY	4,582.62	4,811.54	5,052.00	5,304.46	5,569.85	5,848.15
HOURLY	57.2827	60.1442	63.1500	66.3058	69.6231	73.1019
Lgy Bonus 20	248.23	260.63	273.65	287.33	301.70	316.78
Lgy Bonus 25	496.45	521.25	547.30	574.65	603.40	633.55
Lgy Bonus 30	744.68	781.88	820.95	861.98	905.10	950.33

132 FCC Therapist/Trainer II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	122,124.00	128,232.00	134,640.00	141,372.00	148,440.00	155,868.00
MONTHLY	10,177.00	10,686.00	11,220.00	11,781.00	12,370.00	12,989.00
BI-WEEKLY	4,697.08	4,932.00	5,178.46	5,437.38	5,709.23	5,994.92
HOURLY	58.7135	61.6500	64.7308	67.9673	71.3654	74.9365
Lgy Bonus 20	254.43	267.15	280.50	294.53	309.25	324.73
Lgy Bonus 25	508.85	534.30	561.00	589.05	618.50	649.45
Lgy Bonus 30	763.28	801.45	841.50	883.58	927.75	974.18

**133 Human Resources Manager
133 Public Works Superintendent**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	125,172.00	131,436.00	138,012.00	144,912.00	152,160.00	159,768.00
MONTHLY	10,431.00	10,953.00	11,501.00	12,076.00	12,680.00	13,314.00
BI-WEEKLY	4,814.31	5,055.23	5,308.15	5,573.54	5,852.31	6,144.92
HOURLY	60.1788	63.1904	66.3519	69.6692	73.1538	76.8115
Lgy Bonus 20	260.78	273.83	287.53	301.90	317.00	332.85
Lgy Bonus 25	521.55	547.65	575.05	603.80	634.00	665.70
Lgy Bonus 30	782.33	821.48	862.58	905.70	951.00	998.55

134 Assistant to the City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	128,304.00	134,724.00	141,456.00	148,524.00	155,952.00	163,752.00
MONTHLY	10,692.00	11,227.00	11,788.00	12,377.00	12,996.00	13,646.00
BI-WEEKLY	4,934.77	5,181.69	5,440.62	5,712.46	5,998.15	6,298.15
HOURLY	61.6846	64.7712	68.0077	71.4058	74.9769	78.7269
Lgy Bonus 20	267.30	280.68	294.70	309.43	324.90	341.15
Lgy Bonus 25	534.60	561.35	589.40	618.85	649.80	682.30
Lgy Bonus 30	801.90	842.03	884.10	928.28	974.70	1023.45

135

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	131,508.00	138,084.00	144,984.00	152,232.00	159,840.00	167,832.00
MONTHLY	10,959.00	11,507.00	12,082.00	12,686.00	13,320.00	13,986.00
BI-WEEKLY	5,058.00	5,310.92	5,576.31	5,855.08	6,147.69	6,455.08
HOURLY	63.2250	66.3865	69.7038	73.1885	76.8462	80.6885
Lgy Bonus 20	273.98	287.68	302.05	317.15	333.00	349.65
Lgy Bonus 25	547.95	575.35	604.10	634.30	666.00	699.30
Lgy Bonus 30	821.93	863.03	906.15	951.45	999.00	1048.95

136

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	134,796.00	141,540.00	148,620.00	156,048.00	163,848.00	172,044.00
MONTHLY	11,233.00	11,795.00	12,385.00	13,004.00	13,654.00	14,337.00
BI-WEEKLY	5,184.46	5,443.85	5,716.15	6,001.85	6,301.85	6,617.08
HOURLY	64.8058	68.0481	71.4519	75.0231	78.7731	82.7135
Lgy Bonus 20	280.83	294.88	309.63	325.10	341.35	358.43
Lgy Bonus 25	561.65	589.75	619.25	650.20	682.70	716.85
Lgy Bonus 30	842.48	884.63	928.88	975.30	1024.05	1075.28

137

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	138,168.00	145,080.00	152,340.00	159,960.00	167,964.00	176,364.00
MONTHLY	11,514.00	12,090.00	12,695.00	13,330.00	13,997.00	14,697.00
BI-WEEKLY	5,314.15	5,580.00	5,859.23	6,152.31	6,460.15	6,783.23
HOURLY	66.4269	69.7500	73.2404	76.9038	80.7519	84.7904
Lgy Bonus 20	287.85	302.25	317.38	333.25	349.93	367.43
Lgy Bonus 25	575.70	604.50	634.75	666.50	699.85	734.85
Lgy Bonus 30	863.55	906.75	952.13	999.75	1049.78	1102.28

138 Chief Fiscal Officer
138 Principal Civil Engineer
138 Transit Administrative Officer
138 Transit Operations Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	141,624.00	148,704.00	156,144.00	163,956.00	172,152.00	180,756.00
MONTHLY	11,802.00	12,392.00	13,012.00	13,663.00	14,346.00	15,063.00
BI-WEEKLY	5,447.08	5,719.38	6,005.54	6,306.00	6,621.23	6,952.15
HOURLY	68.0885	71.4923	75.0692	78.8250	82.7654	86.9019
Lgy Bonus 20	295.05	309.80	325.30	341.58	358.65	376.58
Lgy Bonus 25	590.10	619.60	650.60	683.15	717.30	753.15
Lgy Bonus 30	885.15	929.40	975.90	1024.73	1075.95	1129.73

139

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	145,164.00	152,424.00	160,044.00	168,048.00	176,448.00	185,268.00
MONTHLY	12,097.00	12,702.00	13,337.00	14,004.00	14,704.00	15,439.00
BI-WEEKLY	5,583.23	5,862.46	6,155.54	6,463.38	6,786.46	7,125.69
HOURLY	69.7904	73.2808	76.9442	80.7923	84.8308	89.0712
Lgy Bonus 20	302.43	317.55	333.43	350.10	367.60	385.98
Lgy Bonus 25	604.85	635.10	666.85	700.20	735.20	771.95
Lgy Bonus 30	907.28	952.65	1000.28	1050.30	1102.80	1157.93

140

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	148,788.00	156,228.00	164,040.00	172,248.00	180,864.00	189,912.00
MONTHLY	12,399.00	13,019.00	13,670.00	14,354.00	15,072.00	15,826.00
BI-WEEKLY	5,722.62	6,008.77	6,309.23	6,624.92	6,956.31	7,304.31
HOURLY	71.5327	75.1096	78.8654	82.8115	86.9538	91.3038
Lgy Bonus 20	309.98	325.48	341.75	358.85	376.80	395.65
Lgy Bonus 25	619.95	650.95	683.50	717.70	753.60	791.30
Lgy Bonus 30	929.93	976.43	1025.25	1076.55	1130.40	1186.95

141 Assistant Director of Transportation
141 Assistant Public Works Director/City Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	152,508.00	160,128.00	168,132.00	176,544.00	185,376.00	194,640.00
MONTHLY	12,709.00	13,344.00	14,011.00	14,712.00	15,448.00	16,220.00
BI-WEEKLY	5,865.69	6,158.77	6,466.62	6,790.15	7,129.85	7,486.15
HOURLY	73.3212	76.9846	80.8327	84.8769	89.1231	93.5769
Lgy Bonus 20	317.73	333.60	350.28	367.80	386.20	405.50
Lgy Bonus 25	635.45	667.20	700.55	735.60	772.40	811.00
Lgy Bonus 30	953.18	1000.80	1050.83	1103.40	1158.60	1216.50

142

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	156,324.00	164,136.00	172,344.00	180,960.00	190,008.00	199,512.00
MONTHLY	13,027.00	13,678.00	14,362.00	15,080.00	15,834.00	16,626.00
BI-WEEKLY	6,012.46	6,312.92	6,628.62	6,960.00	7,308.00	7,673.54
HOURLY	75.1558	78.9115	82.8577	87.0000	91.3500	95.9192
Lgy Bonus 20	325.68	341.95	359.05	377.00	395.85	415.65
Lgy Bonus 25	651.35	683.90	718.10	754.00	791.70	831.30
Lgy Bonus 30	977.03	1025.85	1077.15	1131.00	1187.55	1246.95

143

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	160,236.00	168,252.00	176,664.00	185,496.00	194,772.00	204,516.00
MONTHLY	13,353.00	14,021.00	14,722.00	15,458.00	16,231.00	17,043.00
BI-WEEKLY	6,162.92	6,471.23	6,794.77	7,134.46	7,491.23	7,866.00
HOURLY	77.0365	80.8904	84.9346	89.1808	93.6404	98.3250
Lgy Bonus 20	333.83	350.53	368.05	386.45	405.78	426.08
Lgy Bonus 25	667.65	701.05	736.10	772.90	811.55	852.15
Lgy Bonus 30	1001.48	1051.58	1104.15	1159.35	1217.33	1278.23

144

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	164,244.00	172,452.00	181,080.00	190,140.00	199,644.00	209,628.00
MONTHLY	13,687.00	14,371.00	15,090.00	15,845.00	16,637.00	17,469.00
BI-WEEKLY	6,317.08	6,632.77	6,964.62	7,313.08	7,678.62	8,062.62
HOURLY	78.9635	82.9096	87.0577	91.4135	95.9827	100.7827
Lgy Bonus 20	342.18	359.28	377.25	396.13	415.93	436.73
Lgy Bonus 25	684.35	718.55	754.50	792.25	831.85	873.45
Lgy Bonus 30	1026.53	1077.83	1131.75	1188.38	1247.78	1310.18

145

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	168,348.00	176,760.00	185,604.00	194,880.00	204,624.00	214,860.00
MONTHLY	14,029.00	14,730.00	15,467.00	16,240.00	17,052.00	17,905.00
BI-WEEKLY	6,474.92	6,798.46	7,138.62	7,495.38	7,870.15	8,263.85
HOURLY	80.9365	84.9808	89.2327	93.6923	98.3769	103.2981
Lgy Bonus 20	350.73	368.25	386.68	406.00	426.30	447.63
Lgy Bonus 25	701.45	736.50	773.35	812.00	852.60	895.25
Lgy Bonus 30	1052.18	1104.75	1160.03	1218.00	1278.90	1342.88

146

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	172,560.00	181,188.00	190,248.00	199,764.00	209,748.00	220,236.00
MONTHLY	14,380.00	15,099.00	15,854.00	16,647.00	17,479.00	18,353.00
BI-WEEKLY	6,636.92	6,968.77	7,317.23	7,683.23	8,067.23	8,470.62
HOURLY	82.9615	87.1096	91.4654	96.0404	100.8404	105.8827
Lgy Bonus 20	359.50	377.48	396.35	416.18	436.98	458.83
Lgy Bonus 25	719.00	754.95	792.70	832.35	873.95	917.65
Lgy Bonus 30	1078.50	1132.43	1189.05	1248.53	1310.93	1376.48

147

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	176,880.00	185,724.00	195,012.00	204,768.00	215,004.00	225,756.00
MONTHLY	14,740.00	15,477.00	16,251.00	17,064.00	17,917.00	18,813.00
BI-WEEKLY	6,803.08	7,143.23	7,500.46	7,875.69	8,269.38	8,682.92
HOURLY	85.0385	89.2904	93.7558	98.4462	103.3673	108.5365

Lgy Bonus 20	368.50	386.93	406.28	426.60	447.93	470.33
Lgy Bonus 25	737.00	773.85	812.55	853.20	895.85	940.65
Lgy Bonus 30	1105.50	1160.78	1218.83	1279.80	1343.78	1410.98

148

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	181,308.00	190,368.00	199,884.00	209,880.00	220,380.00	231,396.00
MONTHLY	15,109.00	15,864.00	16,657.00	17,490.00	18,365.00	19,283.00
BI-WEEKLY	6,973.38	7,321.85	7,687.85	8,072.31	8,476.15	8,899.85
HOURLY	87.1673	91.5231	96.0981	100.9038	105.9519	111.2481

Lgy Bonus 20	377.73	396.60	416.43	437.25	459.13	482.08
Lgy Bonus 25	755.45	793.20	832.85	874.50	918.25	964.15
Lgy Bonus 30	1133.18	1189.80	1249.28	1311.75	1377.38	1446.23

149

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	185,844.00	195,132.00	204,888.00	215,136.00	225,888.00	237,180.00
MONTHLY	15,487.00	16,261.00	17,074.00	17,928.00	18,824.00	19,765.00
BI-WEEKLY	7,147.85	7,505.08	7,880.31	8,274.46	8,688.00	9,122.31
HOURLY	89.3481	93.8135	98.5038	103.4308	108.6000	114.0288

Lgy Bonus 20	387.18	406.53	426.85	448.20	470.60	494.13
Lgy Bonus 25	774.35	813.05	853.70	896.40	941.20	988.25
Lgy Bonus 30	1161.53	1219.58	1280.55	1344.60	1411.80	1482.38

150 Joint Powers Authority Accountant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	156,000.00					
MONTHLY	13,000.00					
BI-WEEKLY	6,000.00					
HOURLY	75.0000					

200 Police Trainee						
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	80,640.00	-	-	-	-	-
MONTHLY	6,720.00	-	-	-	-	-
BI-WEEKLY	3,101.54	-	-	-	-	-
HOURLY	38.7692	-	-	-	-	-
201 Police Officer						
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	94,872.00	99,600.00	104,592.00	109,812.00	115,320.00	121,080.00
MONTHLY	7,906.00	8,300.00	8,716.00	9,151.00	9,610.00	10,090.00
BI-WEEKLY	3,648.92	3,830.77	4,022.77	4,223.54	4,435.38	4,656.92
HOURLY	45.6115	47.8846	50.2846	52.7942	55.4423	58.2115
EDUCATIONAL INCENTIVE BONUS						
AA	1,303.96	1,303.96	1,303.96	1,303.96	1,303.96	1,303.96
BA	1,819.96	1,819.96	1,819.96	1,819.96	1,819.96	1,819.96
SPECIALIST	649.52	649.52	649.52	649.52	649.52	649.52
Lgy Bonus 7	365.00	365.00	365.00	365.00	365.00	365.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	915.30	935.00	955.80	977.55	1,000.50	1,024.50
Lgy Bonus 26	1,310.60	1,350.00	1,391.60	1,435.10	1,481.00	1,529.00
203 Police Sergeant						
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	121,128.00	127,188.00	133,536.00	140,220.00	147,240.00	154,596.00
MONTHLY	10,094.00	10,599.00	11,128.00	11,685.00	12,270.00	12,883.00
BI-WEEKLY	4,658.77	4,891.85	5,136.00	5,393.08	5,663.08	5,946.00
HOURLY	58.2346	61.1481	64.2000	67.4135	70.7885	74.3250
EDUCATIONAL INCENTIVE BONUS						
AA	1,612.53	1,612.53	1,612.53	1,612.53	1,612.53	1,612.53
BA	2,230.53	2,230.53	2,230.53	2,230.53	2,230.53	2,230.53
SPECIAL DUTY PAY	420.00	420.00	420.00	420.00	420.00	420.00
Lgy Bonus 7	326.00	326.00	326.00	326.00	326.00	326.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	1,024.70	1,049.95	1,076.40	1,104.25	1,133.50	1,164.15
Lgy Bonus 26	1,529.40	1,579.90	1,632.80	1,688.50	1,747.00	1,808.30

227 Police Lieutenant						
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	162,720.00	170,856.00	179,400.00	188,376.00	197,796.00	207,684.00
MONTHLY	13,560.00	14,238.00	14,950.00	15,698.00	16,483.00	17,307.00
BI-WEEKLY	6,258.46	6,571.38	6,900.00	7,245.23	7,607.54	7,987.85
HOURLY	78.2308	82.1423	86.2500	90.5654	95.0942	99.8481

EDUCATIONAL INCENTIVE BONUS BA	1,766.44	1,837.84	1,912.84	1,991.56	2,074.24	2,161.00
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CA POST Mgmt. Cert.	678.00	711.90	747.50	784.90	824.15	865.35
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Lgy Bonus 20	678.00	711.90	747.50	784.90	824.15	865.35
Lgy Bonus 26	1,356.00	1,423.80	1,495.00	1,569.80	1,648.30	1,730.70

231 Police Captain						
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	193,476.00	203,148.00	213,300.00	223,968.00	235,164.00	246,924.00
MONTHLY	16,123.00	16,929.00	17,775.00	18,664.00	19,597.00	20,577.00
BI-WEEKLY	7,441.38	7,813.38	8,203.85	8,614.15	9,044.77	9,497.08
HOURLY	93.0173	97.6673	102.5481	107.6769	113.0596	118.7135

EDUCATIONAL INCENTIVE BONUS BA	2,036.08	2,120.92	2,209.96	2,303.56	2,401.84	2,505.04
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CA POST Mgmt. Cert.	806.15	846.45	888.75	933.20	979.85	1,028.85
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Lgy Bonus 20	806.15	846.45	888.75	933.20	979.85	1,028.85
Lgy Bonus 26	1,612.30	1,692.90	1,777.50	1,866.40	1,959.70	2,057.70

232 Deputy Police Chief						
STEP	*1*					
ANNUAL	238,812.00					
MONTHLY	19,901.00					
BI-WEEKLY	9,185.08					
HOURLY	114.8135					

EDUCATIONAL INCENTIVE BONUS BA	2,588.12
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CA POST Mgmt. Cert.	995.05
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Lgy Bonus 20	995.05
Lgy Bonus 26	1,990.10

301 Mayor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	11,400.00					
MONTHLY	950.00					
BI-WEEKLY	438.46					
HOURLY	5.4808					

302 Councilmember

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	7,800.00					
MONTHLY	650.00					
BI-WEEKLY	300.00					
HOURLY	3.7500					

303 City Clerk

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	12,000.00					
MONTHLY	1,000.00					
BI-WEEKLY	461.54					
HOURLY	5.7692					

304 City Treasurer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	6,000.00					
MONTHLY	500.00					
BI-WEEKLY	230.77					
HOURLY	2.8846					

305 Youth Commissioner

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	300.00	-	-	-	-	-
MONTHLY	25.00	-	-	-	-	-
BI-WEEKLY	11.54	-	-	-	-	-
HOURLY	0.1442	-	-	-	-	-

306 Gardena Beautification Commissioner
306 Gardena Economic Business Advisory Commissioner
306 Human Services Commissioner
306 Recreation Commissioner
306 Rent Mediation Board Member
306 Senior Citizens Commissioner

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	600.00	-	-	-	-	-
MONTHLY	50.00	-	-	-	-	-
BI-WEEKLY	23.08	-	-	-	-	-
HOURLY	0.2885	-	-	-	-	-

308 Planning Commissioner

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	1,200.00	-	-	-	-	-
MONTHLY	100.00	-	-	-	-	-
BI-WEEKLY	46.15	-	-	-	-	-
HOURLY	0.5769	-	-	-	-	-

330 Department Heads

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	176,040.00	184,848.00	194,088.00	203,796.00	213,984.00	224,688.00
MONTHLY	14,670.00	15,404.00	16,174.00	16,983.00	17,832.00	18,724.00
BI-WEEKLY	6,770.77	7,109.54	7,464.92	7,838.31	8,230.15	8,641.85
HOURLY	84.6346	88.8692	93.3115	97.9788	102.8769	108.0231
Lgy Bonus 20	366.75	385.10	404.35	424.58	445.80	468.10
Lgy Bonus 25	733.50	770.20	808.70	849.15	891.60	936.20
Lgy Bonus 30	1100.25	1155.30	1213.05	1273.73	1337.40	1404.30

335 Deputy City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	184,848.00	194,088.00	203,796.00	213,984.00	224,688.00	235,920.00
MONTHLY	15,404.00	16,174.00	16,983.00	17,832.00	18,724.00	19,660.00
BI-WEEKLY	7,109.54	7,464.92	7,838.31	8,230.15	8,641.85	9,073.85
HOURLY	88.8692	93.3115	97.9788	102.8769	108.0231	113.4231
Lgy Bonus 20	385.10	404.35	424.58	445.80	468.10	491.50
Lgy Bonus 25	770.20	808.70	849.15	891.60	936.20	983.00
Lgy Bonus 30	1155.30	1213.05	1273.73	1337.40	1404.30	1474.50

339 Assistant City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	193,236.00	202,896.00	213,036.00	223,692.00	234,876.00	246,624.00
MONTHLY	16,103.00	16,908.00	17,753.00	18,641.00	19,573.00	20,552.00
BI-WEEKLY	7,432.15	7,803.69	8,193.69	8,603.54	9,033.69	9,485.54
HOURLY	92.9019	97.5462	102.4212	107.5442	112.9212	118.5692
Lgy Bonus 20	402.58	422.70	443.83	466.03	489.33	513.80
Lgy Bonus 25	805.15	845.40	887.65	932.05	978.65	1027.60
Lgy Bonus 30	1207.73	1268.10	1331.48	1398.08	1467.98	1541.40

340 Police Chief

STEP	*1*
ANNUAL	279,531.16
MONTHLY	23,294.26
BI-WEEKLY	10,751.20
HOURLY	134.3900
Edu Incentive Pay	2,995.31
CA POST Mgmt. Cert.	2,329.43
Lgy Bonus 26	2,329.43

350 City Manager

STEP	*1*
ANNUAL	311,548.00
MONTHLY	25,962.33
BI-WEEKLY	11,982.62
HOURLY	149.7827

REVENUE AND PURCHASING MANAGER

Job Summary

Under the direction of the Director of Administrative Services, performs highly responsible managerial work directing, supervising, and coordinating Revenue and Purchasing related activities; and performs other related duties as assigned.

Representative Duties

- Plans, manages, and coordinates revenue programs and services, including but not limited to business licensing renewals, federal and state grants, miscellaneous accounts receivable, revenue enhancements, transient occupancy tax, collection of revenue from taxes and fees, state mandated programs and claims, parking programs and parking citations, leases, franchise payments, cash receipts, central cashiering, customer service, and accounts receivable functions;
- Develops revenue-forecasting models and applies calculations to future Revenue Forecasts; conducts periodical audits of revenues, to ensure all revenues have been received in compliance with their applicable agreements;
- Performs fiscal and general administration of all City grants received from federal, state, local and county governments to ensure the agency is in compliance with all applicable grant requirement;
- Manages and oversees the day-to-day operations of the Treasurer's Office;
- Establishes and implements investigative methods and procedures to gather pertinent data for the collection of delinquent accounts; reviews the City's process for writing-off bad debt and provides recommendations for making this process more efficient;
- Reviews and validates all purchasing requests to ensure these requests are being made in accordance with the City's municipal code and purchasing policy;
- Reviews and validates funds availability for purchase requisition charges and assures that all transactions are properly authorized, supported, and processes change orders in accordance within the City's municipal code;
- Evaluates the effectiveness of purchasing operations; institutes improvements to control costs and maximize the efficiency of purchasing transactions and operations;
- Researches and identifies potential vendors and contractors to provide materials, products, and professional services on behalf of the city;
- Organizes and administers auctions and the resale or disposal of obsolete or surplus materials and equipment;
- Interprets, develops, communicates, updates, and monitors departmental policies and procedures; recommends improvement when necessary; writes/revises same;
- Prepares and/or reviews complex, routine and non-routine reports and analysis utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies, and instructions;
- Assists in planning and implementing short and long-term goals, objectives, and strategies for the department, projects, or programs to ensure efficient organization and completion of work;
- Prepares and presents staff reports, financial analysis, and other necessary correspondence;

- Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; addressing complaints and resolving problems;
- Assists external auditors by coordinating and providing fiscal year information;
- Performs other related projects/duties as assigned.

Organizational Responsibilities

This position is designated as a Management-Exempt position and is part of the GMEO Bargaining group and reports to the Administrative Services Department Director or the designated manager. This position exercises leadership and supervision over staff, outlining work assignments, occasionally reviewing work in progress and periodically reviewing completed work. Other duties as assigned.

Education and Experience

Bachelor's Degree with emphasis in Accounting, Public or Business Administration, **AND** five (5) years of increasingly responsible supervisory experience in general, municipal or grant accounting or related field. Must demonstrate proficiency in computer-based financial management and control systems and in Microsoft Excel.

Knowledge and Abilities

Principles, practices and procedures of governmental and revenue accounting, collections, and municipal budget preparation; revenue accounting standards and practices; types and sources of municipal revenues and financing; Generally Accepted Accounting Practices and Principles (GAAP); fundamentals of revenue forecasting; principles, practices, purchasing policies and procedures, and, internal controls, and financial auditing; municipal budgeting practices; operations and requirements of the City's general ledger accounting system; program conversion practices and implementation; principles of revenue estimation; principles of supervision, training and performance evaluations; customer service practices; and preparing variety of complex analytical, statistical and narrative reports and correspondence. Knowledge of Eden Software.

Physical Demands and Working Conditions

Work is performed in a busy office environment with frequent interruptions. Office work requires sitting for prolonged periods of time and using a computer keyboard and screen. Physical demands include talking, listening, standing, kneeling, bending, twisting, reaching, and grasping in the performance of duties.

License

Must possess a valid Class C California Driver's License and must be maintained throughout the course of employment. City employees are registered with the Department of Motor Vehicles, Employee Pull Notice Program.

Special Conditions

Designated Management-Exempt position.

Statement of Economic Interest.

Conflict of Interest Statement

Other conditions may apply depending on department assignment.



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.F
Section: CONSENT CALENDAR
Meeting Date: February 13, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: RESOLUTION NO. 6657, Adopting an Amended Paid Sick Leave Policy for Non-Represented Part-Time, Temporary, and Seasonal Employees, in order to comply with AB 1041 and SB 616, effective January 1, 2024

CONTACT: ADMINISTRATIVE SERVICES

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

On September 29, 2022, Governor Newsom signed AB 1041 into law, amending the *Healthy Workplaces, Healthy Families Act of 2014*. The amendment allows employees to use paid sick leave for the diagnosis, care, or treatment of an existing health condition of, or preventative care for a "designated person". Further, on October 4, 2023, SB 616 was signed into law, once again amending the *Healthy Workplaces, Healthy Families Act of 2014*. This amendment increased the amount of paid sick leave to which eligible employees are entitled, increasing the credit from 24 hours annually, to 40 hours.

SB 616 provides non-represented employees, other than those covered by a benefits resolution, with paid sick leave at the rate of 40 hours each year. No unused sick leave accrual shall be carried over to the following year. All other employees are covered under a collective bargaining agreement or benefits resolution that meets or exceeds the minimum requirements of SB 616 paid sick leave and are, therefore, not subject to SB 616. New paid sick leave benefits shall be effective January 1, 2024.

Staff respectfully recommends that Council adopt Resolution No. 6657

FINANCIAL IMPACT/COST:

Estimated Increased Cost:

General Fund: Estimated \$22,701/annually

GTrans: Estimated \$8,041/annually

ATTACHMENTS:

[RESOLUTION NO. 6657 RE PAID SICK LEAVE POLICY.pdf](#)

[PAID SICK LEAVE POLICY - January 2024.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is centered within a light gray rectangular box.

Clint Osorio, City Manager

RESOLUTION NO. 6657

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ADOPTING AN AMENDED PAID SICK LEAVE POLICY FOR NON-REPRESENTED, PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES, IN ORDER TO COMPLY WITH AB 1041 AND SB 616.

WHEREAS, on September 29, 2022, the Governor of the State of California signed AB 1041 into law, amending the *Healthy Workplaces, Healthy Families Act of 2014* to allow employees to use paid sick leave for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, a “designated person”; and

WHEREAS, on October 4, 2023, the Governor of the State of California signed SB 616 into law, amending the *Healthy Workplaces, Healthy Families Act of 2014* to increase the amount of paid sick leave to which eligible employees are entitled.

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

SECTION 1. Non-represented employees, other than those covered by a benefits resolution, shall be credited with paid sick leave at the rate of forty (40) hours for the year. No unused sick leave accrual shall be carried over to the following year.

SECTION 2. An employee shall be permitted to use paid sick leave for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, a “designated person,” defined as “a person identified by the employee at the time the employee requests paid sick leave.” The employee is not required to have any particular relationship to the designated person. However, an employee may only designate one designated person per 12-month period.

SECTION 3. Paid sick leave benefits shall be effective January 1, 2024 and shall remain in effect until modified, terminated, or rescinded by subsequent resolution of the City Council, or by changes to applicable State or Federal law.

BE IT FURTHER RESOLVED that the City Clerk shall certify to the passage and adoption of this Resolution; shall cause the same to be entered among the original Resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

Passed, approved, and adopted this 13th day of February, 2024.


RESOLUTION NO. 6657

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:



CARMEN VASQUEZ, City Attorney

PAID SICK LEAVE POLICY

For Part-time, Temporary, and Seasonal Employees Not Covered by Collective Bargaining Agreements

- A. Introduction:** The City of Gardena, California, will comply with the provisions of the Healthy Workplaces, Healthy Families Act of 2014, known as the Paid Sick Leave Law.
- B. Definition:** Sick leave, under this provision, is defined as a paid leave from work taken for diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee, an employee's family member, or an employee's "designated person"; or for an employee who is a victim of domestic violence, sexual assault, stalking, or other crime, to obtain relief or assistance including but not limited to a restraining order or other court assistance to help ensure the health, safety, or welfare of the victim or his or her child, medical attention or psychological counseling, services from a shelter, program or crisis center, or to participate in safety planning or other actions to increase safety.

Family Members, for the purpose of this provision, are defined as follows:

- Child;
- Parent or parent-in-law;
- Spouse;
- Registered domestic partner;
- Grandparent;
- Grandchild; or
- Sibling

Designated person, for purposes of this provision, is defined as "a person identified by the employee at the time the employee requests paid sick leave." The employee is not required to have any particular relationship to the designated person. However, an employee may only designate one "designated person" per 12-month period.

- C. Eligibility & Usage of Paid Sick Leave:** At the start of each calendar year and/or the start of employment, an eligible employee will be credited with 40 hours of Paid Sick Leave. After satisfying a 90-day employment requirement, employees are eligible to use up to 40 hours of paid sick leave in a calendar year. The minimum increment of paid sick leave that an employee can use at any one time is two (2) hours.
- D. Conversion of Paid Sick Leave:** Paid Sick Leave is on a use or lose basis and will not be carried over to the following year. Paid Sick Leave may not be converted or cashed out if unused or upon separation from employment.

- E. Separation from Employment:** If an employee separates after 90 days of employment and is rehired within one year from the date of separation, the employee will not have to re-satisfy the 90-day employment period in order to use the accrued sick leave.

If an employee separates before 90 days of employment and is rehired within one year, the employee will be subject to meeting the 90-day employment requirement before being able to use the sick leave benefit.

If the employee is rehired within the same calendar year of previous separation, the employee's previous Paid Sick Leave balance will be restored. If the employee is rehired within a separate calendar year, after separation, the employee will receive a credit of 40 hours to his or her Paid Sick Leave balances.

- F. Clarification of Sick Days:** The sick days provided, pursuant to this policy, are not in addition to any sick days that may be available to an employee pursuant to City-paid leave policies that satisfy the requirements of AB 1522 and SB 616.

- G. Notification of Use of Paid Sick Leave:** Paid Sick Leave will be provided to the employee upon oral or written request of an employee. This request should be made to the employee's direct supervisor/lead or designee. If the need for the use of paid sick leave is foreseeable, the employee must provide reasonable advance notification to his or her direct supervisor/lead or designee. If the need for the use of Paid Sick Leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable. This notice must comply with the departmental rules or procedures to minimize disruption of departmental operations.

Utilization of sick leave to address issues related to domestic violence, sexual assault, stalking, or other crimes may require supporting documentation.

PAID SICK LEAVE POLICY



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.G
Section: CONSENT CALENDAR
Meeting Date: February 13, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: RESOLUTION NO. 6651, Artesia Boulevard Landscaping Assessment District Renewal for the Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025

CONTACT: PUBLIC WORKS

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that City Council adopt Resolution No.6651, directing the City Engineer to prepare and file a report for the maintenance of landscaping improvements and appurtenant facilities within the median islands on Artesia Boulevard between Western Avenue and Normandie Avenue for the fiscal year 2024-2025.

This Resolution is in accordance with Article 4, Chapter 1, Part 2 of the Streets and Highway Code of the State of California, Landscaping and Lighting Act of 1972.

This step is one of three in the annual renewal process for the City of Gardena Artesia Landscaping Assessment District. The next steps are to review and approve the Engineer's Report, declaring its intention to levy and collect assessment; and setting a time and place for public hearing at the future council meetings.

FINANCIAL IMPACT/COST:

Amount of Expense: N/A

Funding Sources: Assessment District (Fund 31)

ATTACHMENTS:

[Artesia Landscaping District Resolution No. 6651.pdf](#)

[Vicinity_Map.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is centered within a light gray rectangular box.

Clint Osorio, City Manager

RESOLUTION NO. 6651

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF GARDENA, CALIFORNIA, ARTESIA BOULEVARD
LANDSCAPING ASSESSMENT DISTRICT RENEWAL
FOR THE FISCAL YEAR COMMENCING JULY 1ST, 2024
AND ENDING JUNE 30TH, 2025.**

WHEREAS, the City of Gardena has an assessment district which was created pursuant to the Landscaping and Lighting Act of 1972 (Streets and Highways Code § 22500); and;

WHEREAS, assessments are to be levied and collected within the Artesia Boulevard Landscaping Assessment District for the 2024-2025 fiscal year; and;

WHEREAS, the procedure for levy of annual assessments found in the California Streets and Highways Code Section 22500 et seq. requires that the City Council direct the City Engineer to prepare and file an appropriate report; and;

WHEREAS, the purpose of the District is for the maintenance of landscaping improvements and appurtenant facilities within the median islands on Artesia Boulevard between Western Avenue and Normandie Avenue, and any other purposes set forth in the improvements

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

SECTION 1. That the City Engineer is hereby instructed to prepare and file a report with the City Clerk in accordance with Article 4, Chapter 1, Part 2, of the "Landscaping and Lighting Act of 1972" (commencing at Streets and Highways Code § 22565).

SECTION 2. That a certified copy of this resolution be presented to said City Manager for his information and guidance

SECTION 3. That this Resolution shall be effective immediately.

SECTION 4. That the City Clerk shall certify to the passage and adoption of this resolution; shall cause the original of same to be entered in the book of resolutions of said City of Gardena, and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting of which the same is passed and adopted

RESOLUTION NO. 6651

BE IT FURTHER RESOLVED that the City Clerk shall certify to the passage and adoption of this Resolution; shall cause the same to be entered among the original Resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

Passed, approved, and adopted this 13 day of February, 2024.

TASHA CERDA, Mayor

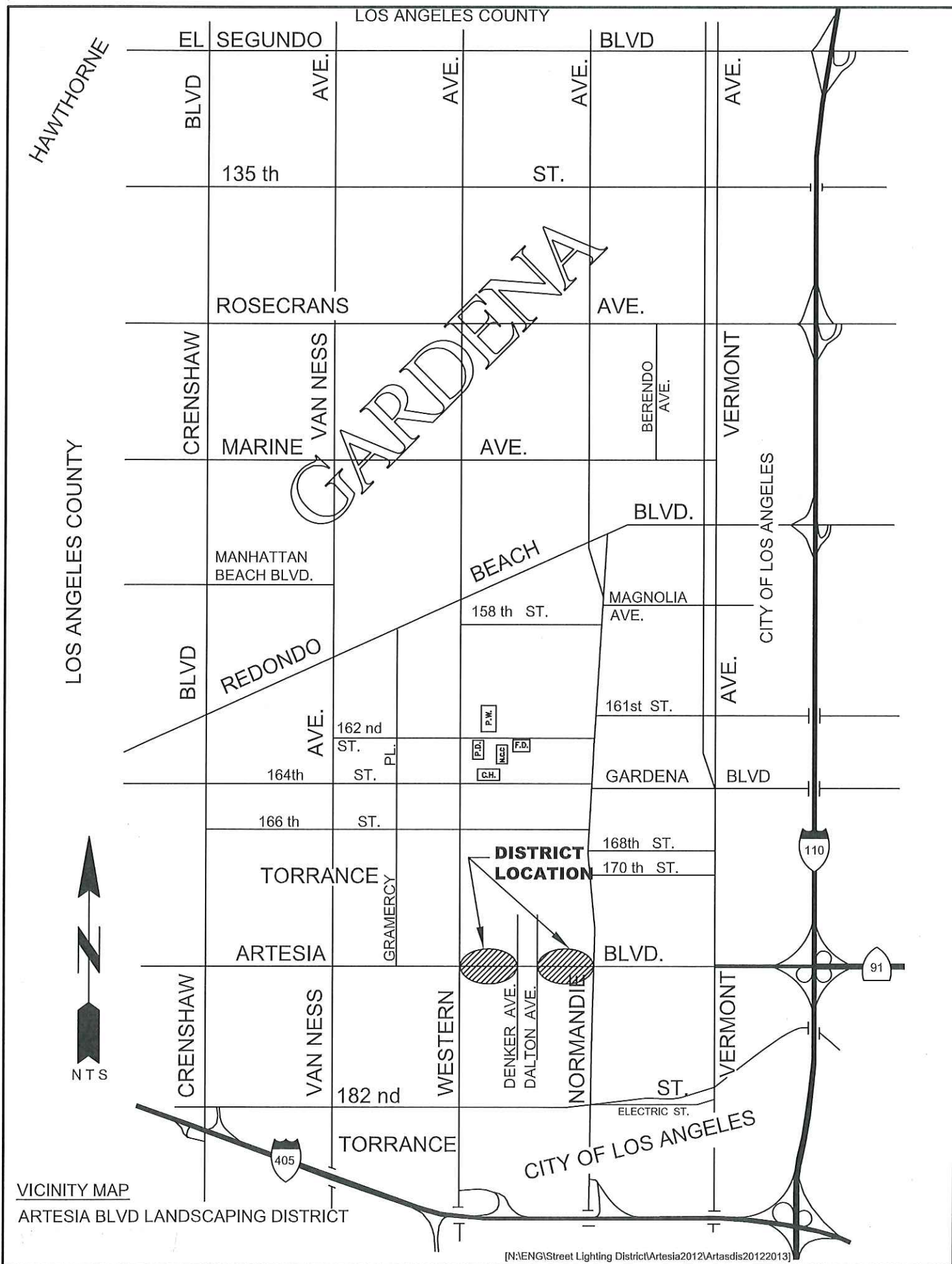
ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:



CARMEN VASQUEZ, City Attorney





City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.H
Section: CONSENT CALENDAR
Meeting Date: February 13, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: RESOLUTION NO. 6652: Consolidated Street Lighting District Renewal for the Fiscal Year Commencing July1, 2024, and Ending June 30, 2025

CONTACT: PUBLIC WORKS

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that City Council adopt Resolution No. 6652, directing the City Engineer to prepare and file a report for the maintenance of citywide street lighting for the fiscal year 2024-2025.

This Resolution is in accordance with Article 4, Chapter 1, Part 2, of the Streets and Highways Code of the State of California, Landscaping and Lighting Act of 1972.

This step is one of three in the annual renewal of the City of Gardena Consolidated Lighting District. The next steps are to review and approve the Engineer's Report, declaring its intention to levy and collect assessment; and setting a time and place for public hearing at the future council meetings.

FINANCIAL IMPACT/COST:

Amount of Expense: N/A

Funding Sources: Assessment District (Fund 30)

ATTACHMENTS:

[Consolidated Street Lighting District Resolution No. 6652.pdf](#)
[District_Map.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is centered within a light gray rectangular box.

Clint Osorio, City Manager

RESOLUTION NO. 6652

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, CONSOLIDATED STREET LIGHTING DISTRICT RENEWAL FOR THE FISCAL YEAR COMMENCING JULY 1ST, 2024 AND ENDING JUNE 30TH, 2025.

WHEREAS, the City of Gardena has an assessment district which was created pursuant to the Landscaping and Lighting Act of 1972 (Streets and Highways Code § 22500), and;

WHEREAS, assessments are to be levied and collected within the Gardena Consolidated Street Lighting Assessment District for the 2024-2025 fiscal year, and;

WHEREAS, the procedure for levy of annual assessments found in the California Streets and Highways Code Section 22500 et seq. requires that the City Council direct the City Engineer to prepare and file an appropriate report, and;

WHEREAS, in addition to maintaining the existing improvements, the City will continue to add and maintain streetlights, poles, public lighting facilities and traffic signal improvements at various locations throughout the District during the next fiscal year

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

SECTION 1. That the City Engineer is hereby instructed to prepare and file a report with the City Clerk in accordance with Article 4, Chapter 1, Part 2, of the "Landscaping and Lighting Act of 1972" (commencing at Streets and Highways Code § 22565).

SECTION 2. That a certified copy of this resolution be presented to said City Manager for his information and guidance.

SECTION 3. That this Resolution shall be effective immediately.

SECTION 4. That the City Clerk shall certify to the passage and adoption of this resolution; shall cause the original of same to be entered in the book of resolutions of said City of Gardena, and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting of which the same is passed and adopted.

RESOLUTION NO. 6652

BE IT FURTHER RESOLVED that the City Clerk shall certify to the passage and adoption of this Resolution; shall cause the same to be entered among the original Resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

Passed, approved, and adopted this 13 day of February, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:



CARMEN VASQUEZ, City Attorney

HAWTHORNE

EL SEGUNDO

LOS ANGELES COUNTY

BLVD.

LOS ANGELES
COUNTY

BLVD.

AVE.

AVE.

AVE.

AVE.

135th

ST.

HAWTHORNE

ROSECRANS

AVE.

MARINE

AVE.

COUNTY OF LOS ANGELES

MANHATTAN
BEACH BLVD.

BLVD.

CITY OF LOS ANGELES

REDONDO

BEACH

158th ST.

162nd

CITY MAINTENANCE
YARD

161st ST.

CITY HALL

ST.

GARDENA

BLVD.

166th

ST.

TORRANCE

GRAMERCY

NORMANDIE

170th ST.

ARTESIA

BLVD

VERMONT

110

3

NORTH

CRENSHAW

VAN NESS

WESTERN

182nd

ST.

TORRANCE

ELECTRIC ST.

CITY OF LOS ANGELES

DISTRICT MAP

405



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.I
Section: CONSENT CALENDAR
Meeting Date: February 13, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: Acceptance and Notice of Completion for the Council Chambers Audio Visual Upgrade Design/Build Project, JN 536

CONTACT: PUBLIC WORKS

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council accept the work performed by Western Audio Visual & Security and order the recordation of the Notice of Completion.

This project replaced the Council Chambers outdated existing audio and visual components to 4K HDMI digital broadcasting. Audio upgrades included 13 Gooseneck Microphones, 5 Dais Decora-Style Active Loudspeakers, 8 High Efficiency In-ceiling Loudspeakers, and other audio supporting components. Visual upgrades included 4 - 30x Optical Zoom 4K Video Camaras, 1 IP Camera Controller with Joystick, 3 FLOW 4K SDI HDMI Converter, 1 Blackmagic ATEM Television Studio 4K8 Broadcast Control Panel, and other supporting visual components.

Sufficient funds to complete this project were appropriated by the Council during the Fiscal Year 2022-2023 Capital Improvement Budget.

FINANCIAL IMPACT/COST:

Amount of Expense: \$89,607.49

Funding Source: Deferred Maintenance

ATTACHMENTS:

[NOC_COuncil Chambers AV Upgrade_JN 536.pdf](#)

APPROVED:

Clint Osorio, City Manager

RECORDING REQUEST BY AND MAIL TO:

Mina Semenza, City Clerk
City of Gardena
1700 W. 162nd Street
Gardena, CA 90247

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that:

1. The undersigned is the duly authorized representative of the City of Gardena, a Municipal Corporation of the State of California located within the County of Los Angeles in said State at 1700 West 162 Street, Gardena, California 90247.
2. That on the 12th day of September 2023, the City Council of said City entered into contract with Western Audio Visual & Security (WAVS), whose address is 1592 N. Batavia St. #2, Orange, CA 92867 for the improvement titled Council Chambers AV Upgrade, JN 536 in accordance with City of Gardena Plans and Specifications.
3. That all of the work and improvement was located at 1700 W. 162nd Street in said City. The owner of the location is the City of Gardena.
4. That all of the work and improvement contemplated in and under said contract was substantially completed on January 9, 2024.
5. That the City Council formally accepted this work and improvement on February 13, 2024.

The undersigned, being first duly sworn, states: That he is the duly authorized representative of the City of Gardena, the political subdivision of the State of California which conducted the proceedings for the improvement titled Council Chambers AV Upgrade, JN 536 in said City, that he has read the foregoing "Notice of Completion" and knows the facts recited therein are true.

IN WITNESS THEREOF, I have hereunto subscribed my name as the duly authorized representative of said City this ____ day of _____ 2024.

City of Gardena

Jose Espinoza



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.J
Section: CONSENT CALENDAR
Meeting Date: February 13, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: Approve Carnival Contract with CM Amusement for the Spring Carnival at Mas Fukai Park on Friday, April 19, Saturday, April 20, and Sunday, April 21, 2024

CONTACT: RECREATION AND HUMAN SERVICES

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council approve the attached Carnival Contract with CM Amusement. The Spring Carnival will be held on Friday, April 19, Saturday, April 20, and Sunday, April 21, 2024 at Mas Fukai Park. CM Amusement provides rides, games, and food for medium and large-scale events throughout Southern California. CM Amusement is committed to safety and abides by applicable laws and regulations, including routine inspections throughout the day during the event. A carnival manager will be onsite during all operational hours. The City of Gardena's Recreation Division has used carnivals as a fundraiser since 1987 and the funds earned will support sports and recreation programs including funding for equipment, field maintenance, banquets, and other activities. Private security and Gardena Police Department will be assigned to this event.

FINANCIAL IMPACT/COST:

Cost: No impact to the General Fund.

Anticipated Revenue: Will be based on attendance and participant spending at the event.

ATTACHMENTS:

[CM Amusements Carnival Contract Spring 2024](#)

APPROVED:

Clint Osorio, City Manager

A G R E E M E N T

THIS AGREEMENT, made and entered into this 6th day of February, **2024**, at Gardena, Los Angeles County, California, by and between the City of Gardena, a municipal corporation of the State of California (“City”) and CM Amusement, 11721 Whittier Blvd. #503, Whittier, CA 90601, a corporation authorized to do business in the State of California (“Vendor”). Based on the mutual covenants and agreements set forth herein, the Parties hereto agree as follows:

1. RECITALS

A. The City desires to host a Spring Celebration with Carnival Festivities (the “Carnival”) at Mas Fukai Park, 15800 S. Brighton Avenue, on **Friday, April 19 through Sunday, April 21, 2024.**

B. The operating hours shall be as follows:

Friday, April 19, 5PM – 10PM
Saturday, April 20, 2PM -10PM
Sunday, April 21, 2PM – 10PM

C. The City desires to have entertainment and refreshments available at said Carnivals, including the availability of rides as defined herein.

D. Vendor represents that it is able and qualified to provide such entertainment and refreshments and the City desires to contract with Vendor for the same.

E. The City will have the option to provide up to five (5) booths for information or vending.

2. RIDES TO BE PROVIDED BY VENDOR:

Vendor shall provide a minimum of five (5) Spectacular rides, and a minimum of seven (7) Major and Kiddie rides at each Carnival. Total of 12 to 15 rides. Additional rides shall be provided if the City so desires. The precise number of rides will be dependent upon what the park grounds area will safely accommodate. If the grounds will accommodate less than 15 rides, then the City of Gardena will choose which rides to be provided.

The rides shall always be in place and operating during the operating hours of the Carnivals. The rides shall be maintained in a good and safe working order and display appropriate licensing.

3. TICKET SALES

A. Vendor shall supply the tickets to be sold.

- B. Vendor shall supply a minimum of two air-conditioned ticket booths from which tickets are to be sold during Carnival operating hours. City shall have the option of selling ride tickets at the Carnival or allowing Vendor to sell the tickets. In either case, Vendor will not receive compensation for selling the tickets unless a separate written agreement is entered between the parties.
- C. All tickets sold on the Carnival grounds on **April 19, 20, and 21, 2024** will be offered as follows.
 - a). **“Pre-Sale Wristbands” (PSW)”:** This special wristband shall cost \$37.00 (\$35.00 + \$2.00 transaction fee). The wristband will allow one to ride any ride by showing the wristband at a ride entrance. The wristbands will be permitted from the Carnival open time to 9:00 pm daily. The wristband sales will be handled by CM Amusement’s with a QR code system to purchase online. The sales of the PSW will be made available to the City when sales begin. The sales for the PSW must begin no later than **Sunday, March 31, 2024**. Last day to purchase a PSW will be 5:00 pm, **Friday, April 19, 2024**.
 - b). **Traditional Tickets/Wristbands** shall also be available and priced as follows. Tickets will be offered at \$1.00 per ticket and rides will require 4 to 7 tickets per ride, rate set by the vendor. Wristbands will be offered at \$45.00 each and will include unlimited rides from the opening time of the Carnival to 9:00 pm daily.

4. GAMES.

Vendor shall provide and operate 12 to 15 Carnival games.

5. REFRESHMENTS.

Vendor shall supply one refreshment trailer for food items that will consist of: Cotton Candy; Corn Dogs; Popcorn; Snow Cones; Candy Apples; Nachos; Hotdogs and deep-fried Burritos.

6. ADVERTISEMENT.

Vendor shall be responsible for promotion of the Carnival.

- A. Vendor shall supply one hundred (100) posters by **Friday, March 15, 2024**, at no cost to the City. The City may request, and Vendor shall supply, additional posters at the time of the initial delivery. The posters shall be approximately sixteen inches (16”) by twenty-four (24”) in size.

7. **ELECTRICITY.** Vendor agrees to supply a generator trailer to power the rides, food and game booths located on the Carnival grounds during Carnival hours. This power will provide electrical outlets for food preparation units and lights to each booth. Vendor will be responsible for connecting game and food booth lights, and food booths will be responsible for connecting their electrical cooking utensils to the provided electrical outlets.

8. **SECURITY.** The City shall supply one (1) security guard from a licensed and bonded security firm for the Carnival grounds during the evening operating hours of 6:00 PM to close.

9. **SET-UP/BREAK-DOWN.**
 - A. Vendor shall set-up only during the hours of 7:00 AM until 3:30 PM beginning on **Monday, April 15, 2024**, and shall breakdown only during the hours of 7:00 AM until 3:30 PM on the Monday and Tuesday following each Carnival event date or as approved by CITY staff. CITY staff must be present for arrival and departure of all equipment on and off the baseball field. The Carnival will cease to operate including generators at closing time or sooner on each operating date except Sunday. On **Sunday, April 21, 2024**, the Carnival will close at 10 PM and the generators and all activities will cease by 11PM. Vendor shall remove the Carnival in its entirety by 7:00 PM **Tuesday, April 23, 2024**, following the Carnival event date. In consideration of the residents who live around Mas Fukai Park (carnival location), Vendor and its workers shall abide by the operating hours set forth in Section 1.B., above and the set-up and break-down hours set forth in this paragraph (9). Violation of this Section may result in the loss of the Security Deposit as provided in Section 17 below.

 - B. The carnival company will store all equipment on the field known as Diamond #1.

 - C. Violation of this section may result in the loss of the security deposit as provided in Section 17 below.

10. **TERMINATION.** City may terminate this Agreement, with or without cause, by giving ten (10) days written notice to the other party.

11. **COMPENSATION.** Vendor shall pay compensation to the City as follows:
 - A. **FOR THE RIDES:**

City shall receive Twenty-Five Percent (25%) of the gross ticket sales received by Vendor for such rides.

 - B. **FOR THE GAMES:**

CITY shall receive a fee of one hundred dollars (\$100.00) compensation for games supplied.

C. FOR THE REFRESHMENTS:

CITY will receive a fee of one hundred dollars (\$100.00) compensation for refreshment booths supplied.

D. Vendor shall make payment in the form of a check to the City of Gardena no later than midnight **Sunday, April 21, 2024**, following the close of the Carnival.

E. Vendor will submit a financial report including revenue and expense details for the carnival. Each report shall be either mailed or delivered to the Recreation and Human Services Department within 7 days of the close of the carnival.

13. INSURANCE REQUIREMENTS

A. COMMENCEMENT OF WORK. Vendor shall not commence work under this Agreement until it has obtained City approved insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, and for periods after the end of this Agreement as may be indicated below, Vendor must have and maintain in place all the insurance coverage required in this Section. Vendor insurance shall comply with all items specified by this Agreement. Any subcontractors shall be subject to all the requirements of this Section and Vendor shall be responsible to obtain evidence of insurance from each subcontractor and provide it to City before the subcontractor commences work. Alternatively, Vendor's insurance may cover all subcontractors.

B. INSURANCE COMPANY REQUIREMENTS. Insurers admitted doing business in the State of California shall issue all insurance policies used to satisfy the requirements imposed hereunder. Insurers shall have a current Best's rating of not less than A-: VII, unless otherwise approved by City.

C. COVERAGE, LIMITS, AND POLICY REQUIREMENTS. Vendor shall maintain the types of coverage and limits indicated below:

1) COMMERCIAL GENERAL LIABILITY INSURANCE - a policy for occurrence coverage for bodily injury, personal injury and property damage, including all coverage provide by and to the extent afforded by Insurance Services Office Form CG2010 ed. 10/93 or 11/85, with no special limitations affecting City. The limit for all coverages under this policy shall be no less than two million dollars (\$2,000,000.00) per occurrence.

- 2) **COMMERCIAL AUTO LIABILITY INSURANCE** - a policy including all coverage provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including Symbol 1 (any auto) with no special limitations affecting City. The limit for bodily injury and property damage liability shall be no less than two million dollars (\$2,000,000.00) per accident.

D. POLICY REQUIREMENTS. The policies set forth shall comply with the following, as evidenced by the policies or endorsements to the policies:

- 1) The City, its appointed and elected officers, employees, agents, and volunteers shall be added as additional insured to the policy.
- 2) The insurer shall agree to provide City with thirty (30) days prior written notice, return receipt requested of any cancellation, non-renewal or material change in coverage.
- 3) For any claims with respect to the Services covered by this Agreement, Vendor insurance coverage shall be primary insurance as respects the City, its elected and appointed officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officers, employees, agents, and volunteers shall be excess of Vendor insurance and shall not contribute with it.

E. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE - A policy, which meets all statutory, benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted doing business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

F. ADDITIONAL REQUIREMENTS. The procuring of such required policies of insurance shall not be construed to limit Vendor's liability hereunder or to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against City for payment of premiums or other amounts with respect thereto. City shall notify Vendor in writing of changes in the insurance requirements. If Vendor does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within thirty (30) days of receipt of such notice, Vendor shall be deemed in default hereunder.

- G. **DEDUCTIBLES.** Any deductible or self-insured retention over \$25,000 per occurrence must be declared to and approved by City. Any deductible exceeding an amount acceptable to City shall be subject to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retention with respect to City, its officers, employees, agents and volunteers, (with additional premium, if any to be paid by Vendor) or Vendor shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.
- H. **VERIFICATION OF COMPLIANCE.** Vendor shall furnish City and Recreation and Human Services Department office with original policies or certificates and endorsements effecting coverage required by the Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by the Agreement, Vendor shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Vendor shall provide full copies of any requested policies to City within three (3) days of such request by City.
- I. **TERMINATION FOR LACK OF REQUIRED COVERAGE.** If Vendor, for any reason fails to have in place, always during the term of this Agreement, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Vendor's expense and/or terminate this Agreement.
14. **INDEMNIFICATION.** Vendor shall defend, indemnify, and hold harmless City, its officers, agents, employees, and volunteers from any and all claims, liabilities, expenses, or consequential damages of any nature, including attorney's fees arising out of, or in any way connected with performance of this Agreement by Vendor, Vendor agents, employees, subcontractors, or independent contractors hired by Vendor. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Vendor.
15. **RESTORATION OF PREMISES.** By **Tuesday, April 23, 2024 at or before 7 PM**, Vendor shall restore park facilities to the condition they were in prior to installing entertainment and refreshment facilities. The Carnival is required to cover any cost of the repairs to damage caused by the Carnival. Failure to properly restore the park facilities or cover any costs for damages of the facility may constitute cause for denying any future contracts with vendor.

16. **INDEPENDENT CONTRACTOR.** Vendor is and shall always remain as to the City a wholly independent contractor. Neither the city nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Vendor or any of its officers, employees, or agents.
17. **SECURITY DEPOSIT** Vendor shall post a refundable \$2,000 cash or check deposit with the City on or before **March 22, 2024**. This security deposit shall cover any damage which may occur to the facility at Mas Fukai Park that is related to the Carnival, including costs incurred due to a failure of Vendor to restore the premises in accordance with Section 15, above. Should the City need to draw upon the deposit after said Carnival, Vendor shall restore the amount of the deposit to \$2,000 or whichever is greater.
18. **ELECTRICAL PERMIT.** Vendor agrees to timely apply for, and secure permits required by the City Building Code. Carnival will not be permitted to begin without such permit. City shall waive fees for the electrical permit.
19. **LICENSES.** Vendor shall, always during the term of this Agreement, have in full force and effect, all licenses required of it by law, including but not limited to, a City Business License. The City Business License for Vendor shall be in good standing before an electrical permit shall be issued. Vendor shall be responsible for payment of business license fees.
20. **ASSIGNMENT.** Vendor shall not assign or subcontract any of its obligations pursuant to this Agreement, nor any part thereof, without the prior written consent of the City.
21. **NOTICE.** Whenever it shall be necessary for either party to serve notice on the other respecting this Agreement, such notice shall be written and shall be given by personal service upon the party to be notified, or by deposit of the same in the custody of the United States Postal Service, postage prepaid, addressed to the party to be notified as follows:

CITY: City of Gardena
 Clint Osorio, City Manager
 1700 West 162nd Street
 Gardena, California 90247

CARNIVAL: CM Amusement
 Ron Waldman, Manager
 11721 Whittier Blvd. #503
 Whittier, CA 90601

A notice shall be deemed to have been served upon the date of personal service or three (3) calendar days after the same has been deposited in the United States Postal Service.

22. **WAIVER OR BREACH.** No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding, unless executed in writing by the party making the waiver.
23. **COMPLIANCE WITH LAWS.** Vendor shall comply with all applicable laws, ordinances, codes, and regulations, of the federal, state, and local government.
24. **CONFLICT OF INTEREST AND REPORTING.** Vendor shall always avoid conflicts of interest or the appearance of a conflict of interest in the performance of this Agreement. If required, Vendor shall comply with the City's Conflict of Interest reporting requirements. Vendor understands that pursuant to Gardena Municipal Code section 2.24.020H and 2.24.025G, it is forbidden to make any contribution to a candidate or committee of a candidate for a municipal office of the City, or to an office holder, until the completion of services to be performed under this Agreement.
25. **AUTHORITY TO EXECUTE.** The persons executing this agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.
26. **ATTORNEY'S FEES.** In the event that legal action is necessary to enforce the provisions of this Agreement, or to declare the rights of the parties hereunder, the parties agree that the prevailing party in the legal action shall be entitled to recovery of attorney's fees and court costs from the opposing party.
27. **PREPARATION OF AGREEMENT.** Should interpretation of this Agreement, or any portion thereof be necessary, it is deemed that this Agreement was prepared by the parties jointly and equally and shall not be interpreted against either party on the ground that one party prepared the Agreement or caused it to be prepared.
28. **SEVERABILITY.** If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.
29. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding between City and Vendor. Any prior agreement, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by both parties. If any term, condition or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

IN WITNESS WHEREOF, the City and Vendor have executed this Agreement the date and year first above written.

CITY

MAYOR OF THE CITY OF GARDENA

ATTEST _____
City Clerk

APPROVED AS TO FORM: BY:
City Attorney

VENDOR: BY: _____
CM Amusement

TITLE: _____



PLANNING AND ENVIRONMENTAL QUALITY COMMISSION

Regular PEQC Meeting Notice and Agenda

Website: www.cityofgardena.org

Tuesday, February 6, 2024 – 7:00 PM

1700 W. 162nd Street, Gardena, California

6. **PUBLIC HEARING ITEMS**

6.A **CONDITIONAL USE PERMIT #10-23, ENVIRONMENTAL ASSESSMENT #19-23**

The Planning Commission reviewed a request for a conditional use permit, per section 18.32.030.B of the Gardena Municipal Code, to allow the sale of beer and wine for off-site consumption in a new retail market located in the General Commercial (C-3) zone with a Mixed-Use Overlay (MUO), make a determination of public convenience or necessity and direct staff to file a Notice of Exemption as an existing facilities project.

LOCATION: 1322 W. Rosecrans Avenue

APPLICANT: Khoushnaf Nasrou

[Staff Report \(CUP #10-23\)](#)

[Resolution \(CUP #10-23\)](#)

[COA \(CUP #10-23\)](#)

Commission Action: The Planning Commission approved Resolution No. PC 2-24, by a vote of 5-0, approving Conditional Use Permit #10-23, making the findings for a public convenience and necessity, and directed staff to file a Notice of Exemption.

PUBLIC COMMENT #1

UNDER: ORAL COMMUNICATIONS

CITY CLERK'S OFC

'24 FEB 6AM 11:53

From: [Nichole Broaster](#)
To: [Public Comment](#)
Subject: Public Comment
Date: Tuesday, February 6, 2024 11:46:18 AM

Caution! This message was sent from outside your organization.

Hello,

I was born and raised in the city of Gardena. I went to 153rd elementary school, Peary Middle School, and Gardena High School. My children are being raised in Gardena, as I have always found that Gardena was a safe space for families, and a place where diversity isn't frowned upon. There were and are always activities happening to keep the citizens engaged, and that is very important. Thank you. My daughter started cheering for Gardena (Pop Warner) last season, and I was amazed at the commitment and professionalism every staff member possessed. Each one was committed to winning, but also ensuring the girls were safe, bonding, and growing in their craft.

Everyone worked so hard, and the girls worked even harder. I saw it, and I believe it helped develop something in my child that gives her positive reinforcement. In these times, that's really important. These girls are as young as 5 years old, but they are learning lifelong skills that will develop character.

The girls brought home 6 National Championships in Vegas, and I believe 4 or 5 State Championships that following week. They do this year after year. Why isn't the city recognizing this? Why haven't we publicly congratulated the organization for all of their hard work? The staff volunteers their time, and so do we as parents. What is the city doing to show the organization that we are proud of them?

During the season, it got quite cold, and we sometimes had to practice outside. We rented facilities, when available, outside of Gardena. Do we not have facilities in the city to loan them so that these girls can practice, without getting sick?

Your attention to this matter is greatly appreciated.

Thank you,

Nichole Broaster



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13.A
Section: DEPARTMENTAL
ITEMS - COMMUNITY
DEVELOPMENT
Meeting Date: February 13, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: PUBLIC HEARING: A Substantial Amendment to the Fiscal Year 2023-2024 Community Development Block Grant (CDBG) Annual Action Plan

COUNCIL ACTION REQUIRED:

Staff Recommendation:

- Conduct a public hearing and receive testimony, allow three (3) minutes for each speaker;
- Approve the proposed 2023-2024 Annual Action Plan Substantial Amendment which allocates \$650,000 of unallocated CDBG funds for the demolition phase for a new Community Center; and
- Authorize the City Manager to execute and submit the plan, amendment and any other necessary and related documents to the U.S. Department of Housing and Urban Development (HUD).

RECOMMENDATION AND STAFF SUMMARY:

The City is required to prepare a CDBG Annual Action Plan (Action Plan) to be approved by HUD every fiscal year. When making amendments to this plan, HUD requires that they be considered and approved by the City Council at a public hearing, prior to submittal to HUD. The attached Substantial Amendment to the FY 2023-2024 Annual Action Plan proposes to allocate \$650,000 of available CDBG funds for a new Community Center – Demolition Phase project located at 2501 Rosecrans Ave. This project would assist the City in meeting its CDBG Consolidated Plan goals and provide needed recreational services to the City's lower income residents at the new community center.

FINANCIAL IMPACT/COST:

Allocate and appropriate an additional \$650,000 in CDBG grant funding. No impact to the General Fund.

ATTACHMENTS:

[Staff Report - CDBG Substantial Amendment 2024.pdf](#)

[Gardena - 2023-2024 Action Plan Substantial Amendment.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is centered within a light gray rectangular box.

Clint Osorio, City Manager



City of Gardena

City Council Meeting

Agenda Item No.: 13A
Department: Community Development
Meeting Date: February 13, 2024
CDBG SUBSTANTIAL
AMENDMENT

AGENDA STAFF REPORT

AGENDA TITLE: A SUBSTANTIAL AMENDMENT TO THE FISCAL YEAR 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN

RECOMMENDATION:

Staff respectfully recommends that City Council:

- 1) Conduct a public hearing and receive testimony;
- 2) Approve the proposed 2023-2024 Annual Action Plan Substantial Amendment which allocates \$650,000 of unallocated CDBG funds for the demolition phase for a new Community Center; and
- 3) Authorize the City Manager to execute and submit the plan, amendment and any other necessary and related documents to the U.S. Department of Housing and Urban Development (HUD).

BACKGROUND:

The City is required to prepare an Annual Action Plan (Action Plan) every fiscal year. The Action Plan provides HUD with a summary of specific activities and projects that are to be funded through the CDBG grant program and serves as the City's application for CDBG funding. The City Council approved the FY 2023-2024 Action Plan at its regular meeting of July 25, 2023.

Moreover, the City is required to submit a Substantial Amendment to its Action Plan for approval to HUD, when there is a proposed change to carry out an activity not previously described in the Action Plan, to cancel an activity previously described in the Action Plan, to increase or decrease the amount to be expended on a particular activity from the amount stated in the Action Plan by more than 50%, or to substantially change the purpose, scope, location, or beneficiaries of an activity. This Substantial Amendment is to be considered and approved by the City Council at a public hearing, prior to submittal to HUD.

DISCUSSION:

The attached Substantial Amendment to the FY 2023-2024 Annual Action Plan proposes to allocate \$650,000 of available unallocated CDBG funds to a new Community Center –

Demolition Phase Project. The current Gardena Chase Bank property located at 2501 Rosecrans Ave. was acquired by the City in 2021 with the intention of building a new Community Center that would serve the north part of Gardena. The City is moving forward with the demolition of the existing building at this time due to reoccurring vandalism and safety concerns. Despite having boarded up the building and at one point installing a perimeter chain linked fence, the existing building has issues with squatters and continued vandalism.

The new Community Center will also assist the City in meeting its Consolidated Plan goals and provide needed recreational services to the City's lower income residents at the new community center.

LEGAL REVIEW:

Not Applicable

CONCLUSION:

Staff respectfully recommends that at the conclusion of the Public Hearing the City Council approve the proposed 2023-2024 Annual Action Plan Substantial Amendment as presented or as may be amended by Council action as a result of the Public Hearing.

FISCAL IMPACT:

Allocate and appropriate an additional \$650,000 in CDBG grant funding. No impact to the General Fund.

ATTACHMENT:

FY2023-2024 Annual Action Plan Substantial Amendment

Submitted by: Greg S. Tsujiuchi

Date: 2/8/2024

ANNUAL ACTION PLAN

FY 2023-2024



SUBSTANTIAL AMENDMENT 1
PUBLIC REVIEW & COMMENT
1/12/2024 - 2/13/2024

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No table of figures entries found.

Version History

No.	Summary of Changes			
1	Published Draft for Public Comment:	6/22/23	Sent to HUD for Approval:	8/1/23
	Conducted Public Hearing:	7/25/23	Approved by HUD:	
	Original 2023-2024 Annual Action Plan.			
2	Published Draft for Public Comment:	1/11/24	Sent to HUD for Approval:	TBD
	Conducted Public Hearing:	2/13/24	Approved by HUD:	TDB
	Substantial Amendment 1: The proposed Substantial Amendment to the Action Plan includes allocating a total of \$650,000 toward a new Community Center – Demolition Phase Project from available unallocated CDBG funds.			
3	Published Draft for Public Comment:		Sent to HUD for Approval:	
	Conducted Public Hearing:		Approved by HUD:	
	Amendment 2 (Substantial / Non-Substantial):			
4	Published Draft for Public Comment:		Sent to HUD for Approval:	
	Conducted Public Hearing:		Approved by HUD:	
	Amendment 3 (Substantial / Non-Substantial):			
5	Published Draft for Public Comment:		Sent to HUD for Approval:	
	Conducted Public Hearing:		Approved by HUD:	
	Amendment 4 (Substantial / Non-Substantial):			

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

On August 10, 2021, the Gardena City Council adopted the 2021-2025 Consolidated Plan, which described the City's housing and community development needs, strategies, and activities to address those needs over a five-year period using entitlement grant funds provided by the U.S. Department of Housing and Urban Development (HUD). The 2023-2024 Action Plan is the third of five annual plans implementing the 2021-2025 Consolidated Plan Strategic Plan goals via the investment of annual allocations of Community Development Block Grant (CDBG) funds from HUD. The Action Plan identifies available resources, annual goals, projects and activities for the period beginning July 1, 2023 and ending June 30, 2024.

The City receives CDBG funds from HUD on a formula basis each year, and in turn, awards grants and loans to nonprofit, for-profit or public organizations for programs and projects in furtherance of this Plan. The CDBG program generally provides for a wide range of eligible activities for the benefit of low- and moderate-income Gardena residents, as discussed below

Community Development Block Grant (CDBG)

The Housing and Community Development Act of 1974 created the CDBG Program. The primary objective of the CDBG program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. The CDBG regulations require that each activity meet one of the following national objectives:

- Benefit low- and moderate-income persons; or
- Aid in the prevention or elimination of slums and blight; or
- Meet other community development needs having a particular urgency (usually the result of a natural disaster).

Each year, the City certifies with the submission of its Annual Action Plan that it has given maximum feasible priority to activities which meet the first and second objectives above. Additionally, the City certifies that no less than 70 percent of the CDBG funds received, over a three-year certification period, will be designed to benefit low- and moderate-income persons.

2023-2024 Program Year

For the 2023-2024 program year, the City will receive \$592,299 of CDBG funds from HUD. The 2023-2024 Action Plan allocates \$592,299 of CDBG funds and \$650,000 of available unallocated CDBG funds for a grand total of \$1,242,299 to the following program activities to be implemented from July 1, 2023 to June 30, 2024.

2023-2024 CDBG PROGRAM

Community Center – Demolition Phase Project	\$650,000.00
Residential Rehabilitation Program	\$385,009.00
Youth & Family Services Bureau	\$88,840.00
Fair Housing Services	\$20,000.00
CDBG Program Administration	\$98,450.00
<hr/>	
CDBG TOTAL: \$1,242,299.00	

2. Summarize the objectives and outcomes identified in the Plan

The priority needs and goals identified in the Plan are based on analysis of information including the results of the City's Surveys and the housing and community development data elements required by HUD in the online Consolidated Plan system (eCon Planning Suite). Other sources of information used to identify needs and establish priorities were obtained through consultation with local nonprofit agencies and cited publicly available data.

Individual projects and activities carried out to achieve the objectives and outcomes identified in the ConPlan, will be funded based on the availability of annual CDBG funding. The City of Gardena received an average of \$631,937 over the last five-year period. It is anticipated that the City will receive approximately \$637,637 per year over the next 5-year ConPlan period. The figures proposed for each project are estimates based on the assumptions that CDBG funding, entitlement funding distribution formulas and/or the number of communities eligible to receive entitlement grants will remain constant. If any of these conditions change, projected activities and accomplishments are also subject to change.

HUD's Community Planning and Development (CPD) Outcome Performance Measurement Framework classifies objectives in three (3) categories: decent housing, a suitable living environment, and economic opportunity. Based on the Needs Assessment and Market Analysis, the Strategic Plan identifies eight high priority needs to be addressed through the implementation of activities aligned with eight Strategic Plan goals.

The high priority needs include:

- Planning and Administration
- Fair Housing Services
- Public Services to Help Low-Income Residents
- Preservation of Supply of Affordable Housing
- Neighborhood Preservation & Improvement
- Expand the Supply of affordable housing
- Economic Development
- Prevent and Eliminate lessness

The following goals are identified in the Strategic Plan:

- Planning and Administration
- Fair Housing Services
- Services for Low- and Moderate-Income Persons
- Public Infrastructure Improvements
- Public Facilities Improvements
- Code Enforcement
- Owner-Occupied Rehabilitation
- Rental Housing Rehabilitation
- Economic Development
- Housing Assistance Vouchers

Consistent with HUD’s national goals for the CDBG program to provide decent housing opportunities, maintain a suitable living environment and expand economic opportunities for low- and moderate-income residents, the priority needs listed above will be addressed over the next five years through the implementation of activities aligned with the following measurable goals included in the Strategic Plan section of this Plan.

3. Evaluation of past performance

The City will be cancelling the project and activities included in the 2022-2023 Action Plan and reallocating the funding toward the 2023-2024 projects and activities soon after the start of the program year.

During Planning Period 2016-2021 (“PP 2016”), Gardena expended \$3,150,635 on activities meeting its strategic plan objectives of providing decent housing, providing a suitable living environment, and creating economic opportunity. Lack of funding makes it difficult to address all strategic plan objectives in one program year. As a result, Gardena funds high priority projects to the extent possible. In PP 2016, Gardena was able to fund projects that directly addressed specific strategic plan objectives including:

Housing - \$1,175,000

2016-2021 Projects:

- Owner Occupied Housing Rehabilitation Loan Program
- Residential Rebate Program
- Handy-worker Fix-Up Program
- Multi-Family Residential Code Correction Program

Strategic Plan Objectives Addressed

- Sustain existing housing stock through rehabilitation and necessary improvements
- Increase the number of new affordable housing units
- Increase homeownership opportunities

Suitable Living Environment - \$808,660

2016-2021 Projects:

- Code Enforcement
- Public Facilities/Recreation Improvements
- Accessibility Improvements

Strategic Plan Objectives Addressed

- Improve and stabilize city neighborhoods
- Enhance and encourage resident involvement
- Promote safe neighborhoods

2016-2021 Projects:

- Youth and Family Services Bureau
- Senior Citizen Day Care Center

4. Summary of Citizen Participation Process and consultation process

The Consolidated Plan regulations at 24 CFR Part 91 provide the citizen participation and consultation requirements for the development of the Consolidated Plan. Chief among those requirements is the need to consult with the Continuum of Care (CoC) to address lessness, Public Housing Authorities (PHA), business leaders, civic leaders, and public or private agencies that address housing, health, social service, victim services, employment, or education needs of low-income individuals and families, less individuals and families, youth, and/or other persons with special needs. Information supplied by these community stakeholders, together with the data supplied by HUD resulted in a well-informed planning document that reflects the housing, community and economic development needs and priorities for the City of Gardena over the next five years.

On June 22, 2023, a public notice was published in the Gardena Valley News announcing the opening of the 30-day public comment and public hearing on the CDBG Program Use of Funds for 2023-2024 fiscal year.

A public hearing was held at the City Council Meeting on July 25, 2023, at 7:30 p.m. to receive comments on the Draft Annual Action Plan. The Final Action Plan for FY 2023-2024 will be submitted to the Department of Housing and Urban Development (HUD) by the August 15, 2023 deadline.

Subsequently, the City made the draft Substantial Amendment to the 2023-2024 Action Plan available for public review and comment from January 12, 2024 to February 13, 2024. Residents were encouraged to review the draft Substantial Amendment and to attend the public hearing on February 13, 2024, or submit comments concerning the proposed project in the Substantial Amendment.

5. Summary of public comments

The draft 2023-2024 Action Plan was available for public review and comment from June 22, 2023 to July 21, 2023. The City Council convened a public hearing on July 25, 2023, to receive public comments concerning the 2023-2024 Action Plan. Comments received during the public review period and at the Public Hearing are provided in “Appendix A” of this document.

Subsequently, the City made the draft Substantial Amendment to the 2023-2024 Action Plan available for public review and comment from January 12, 2024 to February 13, 2024. Residents were encouraged to review the draft Substantial Amendment and to attend the public hearing on February 13, 2024, or submit comments concerning the proposed project in the Substantial Amendment. Comments received during the public review period and at the Public Hearings are also provided in “Appendix A” of this document.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments and views received by the City in the development of the Action Plan were accepted and taken into consideration in the development of the Action Plan.

7. Summary

The 2023-2024 Action Plan addresses the Strategic Plan Goals from the 2021-2025 Consolidated Plan by allocating a total of \$1,242,299 in CDBG funds towards eligible activities that are to be implemented from July 1, 2023 to June 30, 2024. The City anticipates funding projects to meet the priorities and corresponding goals during the five-year period.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	City of Gardena	Community Development Department

Table 1 – Responsible Agencies

Narrative

The City of Gardena Community Development Department is the lead agency responsible for the administration of the CDBG program. The City contracted with MDG Associates, Inc. to prepare the 2023-2024 Annual Action Plan.

In the implementation of the 2021-2025 Consolidated Plan and each of the five Annual Action Plans, Community Development Department staff and consultants shall be responsible for all grants planning, management and monitoring duties necessary to comply with HUD regulations and City policy.

Consolidated Plan Public Contact Information

City of Gardena
Community Development Department
Greg S. Tsujiuchi, Director of Community Development
1700 W. 162nd Street
Gardena, CA 92024
(310) 217-9526

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Consultation for the 2023-2024 Annual Action Plan was achieved through a variety of strategies, including public hearings. All efforts were made to contact appropriate parties and obtain thorough input. These consultations, in conjunction with participation from citizens, provided the plan direction and scope.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City recognizes the importance of careful coordination and alignment among various service providers to maximize the effectiveness of the CDBG program. The City further recognizes the importance of continued coordination and alignment during the preparation of the 2023-2024 Action Plan with these organizations and agencies.

The City will provide technical assistance to developers and community-based organizations that assist the City in the provision of affordable housing and facilities. The City will also encourage collaboration between non-profit agencies, housing providers and government agencies. The City will maintain contact with trade organizations, such as the Building Industry Association (BIA).

Describe coordination with the Continuum of Care and efforts to address the needs of less persons (particularly chronically less individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of lessness

The Los Angeles less Services Authority (LAHSA), the lead agency of the Continuum of Care (CoC) for Los Angeles County, guides the development of less strategies and the implementation of programs to end lessness throughout the region. The CoC is comprised of a network of public, private, faith-based, for-profit, and nonprofit service providers who utilize several federal, state, and local resources in providing services for less persons. The County and its cities, including the City of Gardena, also provide resources for services that assist the less and those at risk of becoming less. The nonprofit and faith-based community plays a key role in the current CoC system. Hundreds of agencies throughout the County provide programs ranging from feeding the less on the street to creating permanent supportive housing opportunities. These services are available to less families with children as well as single men and women. The nonprofit and faith-based community also serves special needs populations, such as victims of domestic violence, veterans, persons with disabilities, and unaccompanied youth.

The City participates in the annual homeless count sponsored by the CoC.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The City is not a direct recipient of ESG funding. However, it is a participating jurisdiction in the COC and works closely with the homeless system to create funding policies and procedures for ESG.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	LAHSA
	Agency/Group/Organization Type	Services-Homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs – Chronically homeless Homeless Needs – Families with children Homelessness Needs – Veterans Homelessness Needs – Unaccompanied youth Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	To obtain a comprehensive assessment of the needs and priorities within the community, the Consolidated Plan process included consultation with City residents, service providers, and selected departments. Engagement was conducted through email and telephone.
2	Agency/Group/Organization	Housing Authority County of Los Angeles
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	To obtain a comprehensive assessment of the needs and priorities within the community, the Consolidated Plan process included consultation with City residents, service providers, and selected departments. Engagement was conducted through telephone.
3	Agency/Group/Organization	County Public Housing Department
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Lead-Based Paint Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	To obtain a comprehensive assessment of the needs and priorities within the community, the Consolidated Plan process included consultation with City residents, service providers, and selected departments. Engagement was conducted through telephone. The anticipated outcome is better information and communication regarding lead-based paint hazards.
4	Agency/Group/Organization	Youth and Family Services
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Homeless Needs – Chronically homeless Homeless Needs – Families with children Homelessness Needs – Veterans Homelessness Needs – Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	To obtain a comprehensive assessment of the needs and priorities within the community, the Consolidated Plan process included consultation with City residents, service providers, and selected departments. Engagement was conducted through telephone and email. The outcome is

		expected to include better communication and referral information for Gardena residents.
5	Agency/Group/Organization	Gardena Senior Citizen Bureau
	Agency/Group/Organization Type	Services Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	To obtain a comprehensive assessment of the needs and priorities within the community, the Consolidated Plan process included consultation with City residents, service providers, and selected departments. Engagement was conducted through telephone.

Table 2 - Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

The City attempts to maintain a current and comprehensive list of agencies, organizations and other stakeholders and invited representatives from each entity to participate in the planning process at multiple points in the planning process. If an agency did not attend meetings or participate in surveys, it was done so by the agency's choice.

If an agency or organization was not consulted and would like to be included in the City's list of stakeholders, the agency or organization may contact the Community Development Department Director at (310) 217-9526.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Los Angeles Homeless Services Authority	The Continuum of Care works to alleviate the impact of homelessness in the community through the cooperation and collaboration of social service providers. This effort aligns with the Strategic Plan's goal to prevent and end homelessness.
City of Gardena General Plan Housing Element	City of Gardena Planning Department	The Housing Element (2014-2021) serves as a policy guide to help the City plan for its existing and future housing needs. This effort aligns with the Strategic Plan's goal to assist in the creation and preservation of affordable housing for low income and special needs households.
Greater LA Homeless Count	Los Angeles Homeless Services Authority	The Greater Los Angeles Homeless County Overall Results for LA Continuum of Care (Updated October 7, 2016) report includes homeless census findings, survey findings, and discussion of methodologies used. This effort aligns with the Strategic Plan's goal to prevent and end homelessness.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
LA Continuum of Care	Los Angeles Homeless Services Authority	Greater Los Angeles Homeless Count Key Findings for LA Continuum of Care by Service Planning Area and Supervisorial Districts (November 20, 2013) report includes homeless census findings, survey findings, and discussion of methodologies used. This effort aligns with the Strategic Plan's goal to prevent and end homelessness.
Los Angeles County Five Year Comprehensive HIV Plan	Los Angeles County Commission on HIV; County of Los Angeles Public Health	This Comprehensive HIV Plan (2013-2017) is LA County's (LAC) first fully integrated HIV plan that addresses the full continuum of services from prevention and testing to linkage to care, treatment, and retention of persons living with HIV, including AIDS (PLWH). This effort aligns with the Strategic Plan's goal to support activities that strengthen neighborhoods through the provision of community services to benefit special needs households.
Regional Housing Needs Assessment (RHNA)	Southern California Association of Governments (SCAG)	The RHNA is an assessment process performed periodically as part of housing element and General Plan updates at the local level. The RHNA quantifies the need for housing by income group within each jurisdiction during specific planning periods. This effort aligns with the Strategic Plan goal to assist in the creation and preservation of affordable housing for low income and special needs households.

Table 3 - Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

To enhance coordination among the CoC, public and assisted housing providers and private and governmental health, mental health and service agencies, the City invited each of these entities to provide input on the needs of the community in the development of this Consolidated Plan. The City monitors CoC policy making to ensure that local efforts correspond to changes in the regional approach to addressing the needs of less and low-income people. Further, the Community Development Department works with recipients of the City's community grant program to ensure a coordinated effort among service agencies in the region who address the needs of Gardena residents, including but not limited to chronically less individuals and families, families with children, veterans and their families, unaccompanied youth, and persons who were recently homeless but now live-in permanent housing.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

The City Council held a public hearing on July 25, 2023, to solicit community comments and input on the use of the City's funding. Residents and stakeholders were notified of the public hearing through a

publication in a local newspaper, direct email notification, and posting on the City's Website. No persons spoke on this item. The draft Action Plan was available for public review and comment for a 30-day period.

The draft Action Plan was available on the City's website. Comments received during the public review period and at the Public Hearings are provided in "Appendix A" of this document.

Subsequently, the City made the draft Substantial Amendment to the 2023-2024 Action Plan available for public review and comment from January 12, 2024 to February 13, 2024. Residents were encouraged to review the draft Substantial Amendment and to attend the public hearing on February 13, 2024, or submit comments concerning the proposed project in the Substantial Amendment. Comments received during the public review period and at the Public Hearings are also provided in "Appendix A" of this document.

Citizen Participation Outreach

	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments	Summary of comments not accepted and reasons	URL
1	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community	No attendees.	None	NA	NA
2	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	No attendees	None	NA	NA
3	Resident Survey	Minorities Non-English Speaking- Specify other language: Spanish Non-targeted/broad community	NA	None	NA	CityofGardena.org
4	Public Meeting	Minorities Non-English Speaking- Specify other language: Spanish	NA	None	NA	NA

5	Newspaper Ad	Minorities Persons with disabilities Non-targeted / broad community Residents of Public and Assisted Housing	Published Notice of the 30-day public review and comment period for the draft 2023-2024 Action Plan announcing the public hearing before the Gardena City Council on July 25, 2023, at 7:30 p.m.	No comments were received.	No comments were received.	
6	Public Hearing	Non-targeted/board community	Public hearing for the draft 2023-2024 Action Plan before the Gardena City Council on July 25, 2023, at 7:30 p.m.	All comments were accepted.	All comments were accepted.	Not applicable
7	Newspaper Ad	Minorities Persons with disabilities Non-targeted / broad community Residents of Public and Assisted Housing	Published Notice of the 30-day public review and comment period for the draft Substantial Amendment to the 2023-2024 Action Plan announcing the public hearing before the Gardena City Council on February 13, 2024, at 7:30 p.m.	TBD	TBD	https://cityofgardena.org/cddhomepage/
8	Public Hearing	Non-targeted/board community	Public hearing for the draft Substantial Amendment to the 2023-2024 Action Plan before the Gardena City Council on February 13, 2024, at 7:30 p.m.	TBD	TBD	Not applicable

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

For the 2023-2024 program year, the City will receive \$592,299 of CDBG funds from HUD to be allocated to new projects as part of this Action Plan. Additionally, the City will allocate \$650,000 from available unallocated CDBG funds to a new Community Center – Demolition Phase Project.

Anticipated Resources

Program	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of Con Plan	Narrative Description
		Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$592,299		\$650,000	\$1,242,299	\$1,184,598	Based on 2023 FY allocation from HUD.
OTHER	Housing	\$			\$	\$	Funds represent estimated loan repayments under the Stare HOME Program and CalHOME Programs.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Gardena and HUD share a mutual interest in leveraging HUD resources to the maximum extent possible in order to deliver high-quality affordable housing, neighborhood improvement programs, supportive services, and economic development.

Entitlement Funds

Leverage, in the context of CDBG funding, means bringing other local, state, and federal financial resources to maximize the reach and impact of the City's U.S. Department of Housing and Urban Development (HUD) funded programs. HUD, like many other federal agencies, encourages the recipients of federal monies to demonstrate that efforts are being made to strategically leverage additional funds in order to achieve greater results. Leverage is also a way to increase project efficiencies and benefit from economies of scale that often come with combining sources of funding for similar or expanded scopes. Funds will be leveraged if financial commitments toward the costs of a project from a source other than the originating HUD program are documented.

Other Federal Grant Programs

In addition to the CDBG entitlement dollars, the federal government has several other funding programs for community development and affordable housing activities. These include: the Section 8 Housing Choice Voucher Program, Section 202, the Affordable Housing Program (AHP) through the Federal Home Loan Bank, and others. It should be noted that in most cases the City would not be the applicant for these funding sources as many of these programs offer assistance to affordable housing developers rather than local jurisdiction.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City does not own land or property located within the jurisdiction that may be used to address the needs identified in the plan.

Discussion

Assuming continued level funding of the CDBG program, the City expects to spend a considerable amount of CDBG funds on projects that provide decent housing and suitable living environment during the period of the five-year Consolidated Plan between July 2021 and June 2025.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Goal Name	Time Period	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Goal 1 Program Administration	2023 – 2024	All	Citywide	All	CDBG: \$98,450	N/A
Description: Provide for the timely and compliant administration of the CDBG program in accordance with HUD policy and federal regulations. HUD requires the City to represent Administration funds as a “goal” within the Strategic Plan so that the sources of funds (refer to Section SP-35) are fully allocated to goals.						
Goal 2 Fair Housing Services	2023 – 2024	Affordable Housing Non-Homeless Special Needs	Citywide	Fair Housing Services	CDBG: \$20,000	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
Description: Affirmatively further fair housing choice through the provision of fair housing education, counseling, anti-discrimination, and landlord-tenant mediation services. This includes fair housing services.						
Goal 3 Services for Low & Moderate Income Persons	2023 – 2024	Homeless Non-Homeless Special Needs	Citywide	Public Services to Help Low-Income Residents Prevent and Eliminate Homelessness	CDBG: \$88,840	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
Description: Implement the Youth and Family Services Program to provide services to low- and moderate-income senior residents.						

Goal Name	Time Period	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Goal 4 Owner-Occupied Rehabilitation	2023 – 2024	Affordable housing	Citywide	Preserve the supply of housing affordable Neighborhood Preservation & Improvement	CDBG: \$385,009	Homeowner Housing Rehabilitated: 10 households assisted
Description: Implement the Residential Rehabilitation Program to assist low- and moderate-income owners with critical repairs and general property improvements.						
Goal Name	Time Period	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Goal 5 Public Facilities Improvements	2023 – 2024	Non-Housing Community Development	L/M Income Area	Improve Public Facilities	CDBG: \$650,000	8,900 People
Description: Improve City of Gardena public facilities to benefit low-and moderate-income residents or those presumed under HUD regulations to be low- and moderate-income such as elderly adults.						

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Program Administration
	Goal Description	Provide for the timely and compliant administration of the CDBG program in accordance with HUD policy and federal regulations. HUD requires the City to represent Administration funds as a “goal” within the Strategic Plan so that the sources of funds (refer to Section SP-35) are fully allocated to goals.
2	Goal Name	Fair Housing Services
	Goal Description	Affirmatively further fair housing choice through the provision of fair housing education, counseling, anti-discrimination, and landlord-tenant mediation services. This includes fair housing services.

3	Goal Name	Services for Low- & Moderate-Income Persons
	Goal Description	Implement the Youth and Family Services Program to provide services to low- and moderate-income senior residents.
4	Goal Name	Owner-Occupied Rehabilitation
	Goal Description	Implement the Residential Rehabilitation Program to assist low- and moderate-income owners with critical repairs and general property improvements.
5	Goal Name	Public Facilities Improvements
	Goal Description	Improve City of Gardena public facilities to benefit low-and moderate-income residents or those presumed under HUD regulations to be low- and moderate-income such as elderly adults.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by 91.215(b).

The City of Gardena will assist approximately 10 low-income owners with home repairs through the CDBG funded Residential Rehabilitation Program.

AP-35 Projects – 91.220(d)

Introduction

To address the high priority needs identified in the Strategic Plan to the 2021-2025 Consolidated Plan, the City of Gardena will invest CDBG funds in projects that preserve affordable housing, provide fair housing services, provide services to low- and moderate-income residents, provide services to residents with special needs, prevent homelessness, preserve neighborhoods, improve public facilities and infrastructure, and facilitate the creation or expansion of small businesses. Together, these projects will address the housing, community and economic development needs of Gardena residents-particularly those residents residing in the low- and moderate-income areas.

Projects

2023-2024 Projects	
1.	Residential Rehabilitation Program
2.	Youth and Family Services Bureau (Counselors/Sides)
3.	Fair Housing Services
4.	Planning and Administration
5.	Community Center – Demolition Phase Project

Table 8 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Based on the Strategic Plan, the City will be allocating 100 percent of its non-administrative CDBG investment for program year 2023-2024 to projects and activities that benefit low- and moderate-income people. The primary obstacles to meeting the underserved needs of low- and moderate-income people include lack of funding from federal, state, and other local sources.

AP-38 Project Summary

Project Summary Information

1	Project Name	Planning and Administration
	Target Area	Citywide
	Goals Supported	Program Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$98,450
	Description	General oversight of the City's Community Development Block Grant Program.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Citywide
	Planned Activities	CDBG Program Administration \$98,450
2	Project Name	Fair Housing Services
	Target Area	Citywide
	Goals Supported	Fair Housing Services
	Needs Addressed	Fair Housing Services
	Funding	CDBG: \$20,000
	Description	Fulfill the HUD regulatory mandate to affirmatively further fair housing choice through the provision of fair housing education, counseling, anti-discrimination and landlord-tenant mediation services.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 50 people will benefit from Fair Housing Services
	Location Description	Citywide
	Planned Activities	Fair Housing Foundation: Fair Housing Services

3	Project Name	Youth and Family Services
	Target Area	Citywide
	Goals Supported	Services for Low & Moderate Income Persons
	Needs Addressed	Public Services to Help Low-Income Residents
	Funding	CDBG: \$88,840
	Description	Provide low- and moderate-income families with a range of public services necessary to prevent homelessness and ameliorate the effects of poverty.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	The Youth and Family Services Program will assist approximately 100 families/individuals with housing referrals, food bank and counseling services.
	Location Description	Citywide
	Planned Activities	Youth and Family Services Program – (100 People)
4	Project Name	Residential Rehabilitation Program
	Target Area	Citywide
	Goals Supported	Owner-Occupied Rehabilitation
	Needs Addressed	Preservation of supply of Affordable Housing Neighborhood Preservation & Improvement
	Funding	CDBG: \$385,009
	Description	Provide grants to low- and moderate-income owner occupants to make necessary repairs to their home. The goal is to preserve the quality of existing owner-occupied dwellings through rehabilitation.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 10 households will be assisted through the City's Residential Rehabilitation Program.
	Location Description	Citywide
	Planned Activities	Residential Rehabilitation Program \$385,009
5	Project Name	Community Center – Demo Phase Project
	Target Area	Low- and Moderate-Income Areas
	Goals Supported	Public Facilities Improvements
	Needs Addressed	Improve public facilities
	Funding	CDBG: \$650,000
	Description	Improve City of Gardena public facilities to benefit low-and moderate-income residents or those presumed under HUD regulations to be low- and moderate-income such as elderly adults.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	8,900 people
	Location Description	Low- and Moderate Income Areas
	Planned Activities	Community Center – Demo Phase Project \$650,000

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

In accordance with the Strategic Plan all CDBG funds will be directed toward activities benefiting low- and moderate-income residents.

Geographic Distribution

Target Area	Percentage of Funds
CDBG Eligible Areas	38%
Citywide	62%

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

CDBG funds will not be directed to specific geographic areas within the City. Rather, resources will be available to address the needs of all low- and moderate-income residents and residents with special needs without regard to their location within the City.

Discussion

Based on the Strategic Plan, the City is allocating 100 percent of its CDBG funds (excluding Administration) for program year 2023-2024 to projects and activities that benefit low- and moderate-income people, without regard to their physical location within the City of Gardena.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Two high priority affordable housing needs are identified in the 2021-2025 Consolidated Plan and three Strategic Plan goals are established to provide the framework necessary to invest CDBG funds to address the affordable housing needs of the City.

Expand the Supply of Affordable Housing

Gardena residents have a significant need for high quality and affordable housing.

Preserve the Supply of Affordable Housing

As the City's housing stock ages, a growing percentage of housing units may need rehabilitation to allow them to remain safe and habitable. The situation is of particular concern for low- and moderate-income owners who are generally not in a financial position to properly maintain their homes.

Gardena's housing stock is aging and residents with low and/ or fixed incomes may not be financially positioned to make necessary repairs.

Preservation of the physical and functional integrity of existing housing units occupied by low- and moderate-income households is a cost-effective way to invest limited resources to retain existing housing units that are already affordable to low- and moderate-income households in the community. Addressing substandard housing conditions through housing preservation activities provide that all economic segments of the community have the means to ensure that their property meets local standards and that all Gardena residents have the opportunity to live in decent housing.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	10
Special-Needs	0
Total	10

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0

One Year Goals for the Number of Households Supported Through	
Rehabilitation of Existing Units	10
Acquisition of Existing Units	0
Total	10

Table 11 - One Year Goals for Affordable Housing by Support Type

Discussion

The Strategic Plan identifies a high priority need to preserve the supply of affordable housing. During the 2023-2024 program year, the City of Gardena will invest CDBG funds in an effort to preserve ten (10) owner-occupied housing units.

AP-60 Public Housing – 91.220(h)

Introduction

Public housing and other assisted housing programs are part of the efforts by Los Angeles County to address the affordable housing needs of extremely low- and very low-income families in Gardena. The Los Angeles County Development Authority (LACDA) oversees HUD public housing programs for participating jurisdictions, including Gardena.

The City of Gardena does not administer Section 8 and does not own HUD Public Housing; however, the City is within the service area of the Housing Authority of the County of Los Angeles (HACoLA) for the purposes of Section 8 and Public Housing.

Actions planned during the next year to address the needs to public housing

The most pressing need is the high demand for affordable housing throughout Los Angeles County. This is documented by the long waitlist, which consists of 60,000 families.

Beyond the need for affordable housing, LACDA seeks to address the needs of residents to gain access to service programs such as: job training and placement and self-sufficiency.

Actions to encourage public housing residents to become more involved in management and participate in ownership

LACDA actively encourages residents to be involved in the organization through resident councils and active participation in housing authority decisions via surveys and other forms of engagement. LACDA also maintains quarterly newsletters for Section 8 tenants, public housing residents, and Section 8 property owners.

LACDA encourages residents to explore ownership opportunities. LACDA administers Family Self-Sufficiency (FSS) program for public conventional housing and Housing Choice Voucher program residents. The FSS program provides critical tools and supportive services to foster a resident's transition from financial and housing assistance to economic and housing self-sufficiency, most importantly ownership.

To support this effort, LACDA utilizes marketing materials to outreach and further promote the program's requirements and benefits to all public housing residents. For families that are eligible to participate, a Contract of Participation (COP) is prepared to govern the terms and conditions of their participation and an Individual Training Service Plan (ITSP) is created that outlines the following: supportive services to be provided, activities to be completed by the participant, and agreed upon completion dates for the services and activities. The COP is valid for five years and may be extended to allow the family to meet their ITSP goals.

Once the COP is established and the family experiences an increase in tenant rent because of earned income, an escrow account in their name is established and increased earned income is deposited into this

account. Escrow accounts are disbursed to the family once the family has graduated successfully from the program. Families are encouraged to utilize these funds toward educational and ownership endeavors.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A, LACDA is designated as a High Performing Public Housing Agency.

Discussion

LACDA is well-positioned to continue providing Section 8 Housing Choice Vouchers in the City of Gardena and throughout Los Angeles County.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Preventing and ending homelessness is a HUD priority addressed regionally through coordination of strategies carried out locally by government agencies, community-based organizations, and faith-based groups. Consistent with this approach, the City supports the efforts of Los Angeles less Services Authority (LAHSA) and the Continuum of Care (CoC) and its member organizations that address lessness throughout the County. The City will invest CDBG funds during the program year to address high priority needs identified in the 2021-2025 Consolidated Plan including preventing homelessness and providing public services to special needs populations. This will be accomplished through the City's Youth, Senior and Family Services program.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to less persons (especially unsheltered persons) and assessing their individual needs

The City of Gardena supports the efforts of the Los Angeles less Service Authority (LAHSA), County Continuum of Care (CoC), and its member organizations. In alignment with this strategy (link to 51 strategies approved by the Los Angeles County Board of Supervisors <https://less.lacounty.gov/strategies/>) the City has set a goal of providing public services to at risk of homelessness, homeless, and special needs residents during fiscal year 2023-2024. The City of Gardena does not receive ESG funding.

2023 PIT Count Results

According to the results of the data available March 2022 from The Los Angeles Homeless Service Authority (LAHSA) Point-in-Time Homeless Count (PIT Count), there are approximately 63,706 homeless in the county. Of those, 51,221 are individuals and 12,416 are families. District 8 of which the City is a part of had 4,560 homeless of which 3,678 are individuals and 874 are families. In addition, 3,512 are unsheltered and only 1,048 are sheltered. To address incidences of homelessness in Gardena and to prevent extremely low-income Gardena families from becoming homeless, the City places a high priority on programs that work to prevent homelessness or rapidly assist homeless individuals living in the community. To address this need, the City will support its Youth and Family Services Program that will support 2 households over the Consolidated Plan period utilizing its CDBG funds. The Youth and Family Services Program will assist in preventing these families from becoming homeless.

Addressing the emergency shelter and transitional housing needs of less persons

The City of Gardena supports the efforts of the Los Angeles less Service Authority (LAHSA), County Continuum of Care (CoC), and its member organizations to provide a spectrum of services and housing to help the less and those at risk of lessness gain stability. In 2017 the City adopted a number of zoning ordinances to facilitate development of housing, shared housing, emergency and transitional shelter, and single-room occupancy housing. Furthermore, the City's one-year goal of affordable housing preservation,

development, and access addresses the underlying issue of inadequate supply of affordable housing and anticipates assisting four households. The City does not receive ESG funds.

Helping homeless persons (especially chronically less individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for less individuals and families to affordable housing units, and preventing individuals and families who were recently less from becoming less again:

The City's one-year goal of affordable housing preservation addresses the underlying issue of inadequate supply of affordable housing and anticipates assisting 10 households. Additionally, In support of CoC efforts, this Strategic Plan provides for the use of CDBG funds to support temporary rental assistance activities implemented by the City through its Youth, Senior and Family Services Program to help prevent and eliminate homelessness.

For the next five years, the new plan recommends the following strategies to reduce homelessness throughout the County:

- Know who is homeless and what they need – Conduct a count of every person living on the streets, shelters, or other places not fit for human habitation to understand the scope of homelessness in each community.
- Create the housing and the services to help people thrive - Create affordable housing units through acquisition or rehabilitation of existing buildings and provide supportive services in permanent supportive housing that are critical to housing retention.
- Shift to a Housing First System, a system through which homeless people are back in permanent housing in less than 30 days and there are few requirements for housing.

By fully investing in solutions that work and getting communities to get involved at every level (i.e., federal, state, and local, for profit organizations, non-provident organizations, and residents) the end of homelessness throughout Los Angeles County can be possible.

Helping low-income individuals and families avoid becoming less, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The strategies discussed above will help low-income individuals and families avoid becoming homeless. An individual or family is considered at-risk of becoming homeless if it experiences extreme difficulty maintaining their housing and has no reasonable alternatives for obtaining subsequent housing. Homelessness often results from a complex set of circumstances that require people to choose between food, shelter, and other

basic needs. Examples of common circumstances that can cause homelessness include eviction, loss of income, insufficient income, disability, increase in the cost of housing, discharge from an institution, irreparable damage, or deterioration to housing, and fleeing from family violence.

Discussion

With limited CDBG resources available, the City is investing CDBG funds through its Youth and Family Services program to prevent homelessness in Gardena.

AP-75 Barriers to Affordable Housing – 91.220(j)

Introduction

A barrier to affordable housing is a public policy or nongovernmental condition that constrains the development or rehabilitation of affordable housing. Barriers can include land use controls, property taxes, state prevailing wage requirements, environmental protection, cost of land, and monetary resources. Barriers to affordable housing are distinguished from impediments to fair housing choice in the sense that barriers are lawful and impediments to fair housing choice are usually unlawful.

Based on information gathered during community meetings, the Consolidated Plan Needs Assessment Survey, the 2014-2021 Housing Element and market analysis, the primary barriers to affordable housing in Gardena are housing affordability and the lack of monetary resources necessary to develop and sustain affordable housing. The two barriers are related in the sense that demand for affordable housing exceeds the supply and insufficient resources are available to increase the supply of affordable housing to meet demand.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the development of the 2014-2021 Housing Element, the City evaluated significant public policies affecting affordable housing development such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges and growth limitations. Based on this evaluation, the City determined that it has taken all necessary steps to ameliorate the negative effects of public policies that may have been a barrier to affordable housing. Moreover, the City is actively engaged with affordable housing developers concerning the siting of affordable housing and ensuring that the entitlement process runs smoothly from inception to completion.

Discussion

To address housing affordability and the lack of monetary resources for affordable housing, the 2021-2025 Consolidated Plan - Strategic Plan calls for the investment of a significant portion of CDBG funds for the preservation of 150 existing affordable owner-occupied housing units over the next five years.

AP-85 Other Actions – 91.220(k)

Introduction

The City of Gardena's planned investment of CDBG funds through the 2023-2024 Action Plan will address obstacles to fostering development of and maintaining existing affordable housing; evaluating and reducing lead-based paint hazards; reducing the number of families living in at or below the poverty line; developing institutional structure; and enhanced coordination among collaborative agencies and organizations. Additionally, this section will identify obstacles to meeting underserved populations needs and propose action to overcome those obstacles.

Actions planned to address obstacles to meeting underserved needs

The primary obstacles to meeting the underserved needs of low- and moderate-income people include lack of funding from federal, state and other local sources, the high cost of housing that is not affordable to low-income people. To address these obstacles, at least in part, the City is investing CDBG funds through the 2023-2024 Action Plan in projects that will support the preservation of owner-occupied housing units that are affordable to low- and moderate-income families and programs that provide public services to low- and moderate-income people and those with special needs and programs that prevent homelessness. To address underserved needs, the City is allocating 100 percent of its CDBG (excluding Administration) funds for program year 2023-2024 to projects and activities that benefit low- and moderate-income people.

Actions planned to foster and maintain affordable housing

In the implementation of the 2023-2024 Annual Action Plan, the City will invest CDBG funds to preserve and maintain affordable housing by operating the Improvement Program which provides grants to low- and moderate-income owners of single-family detached properties in the City of Gardena.

Actions planned to reduce lead-based paint hazards

The Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) emphasizes prevention of childhood lead poisoning through housing-based approaches. To reduce lead-based paint hazards, the City of Gardena Residential Rehabilitation Program will conduct lead-based paint testing and risk assessments for each property assisted that was built prior to January 1, 1978 and will incorporate safe work practices or abatement into the scope of work as required to reduce lead-based paint hazards in accordance with 24 CFR Part 35.

Actions planned to reduce the number of poverty-level families

The implementation of CDBG activities meeting the goals established in the Consolidated Plan-Strategic Plan and this Action Plan will help to reduce the number of poverty-level families by:

- Continuing to fund the Gardena Family Child Care Program (GFCC).

- Continuing to fund the Youth, Senior and Family Services Program.
- Supporting activities that expand the supply of housing that is affordable to low- and moderate- income households.
- Supporting activities that preserve the supply of decent housing that is affordable to low- and moderate-income households.
- Supporting a continuum of housing programs to prevent and eliminate homelessness; and
- Supporting housing preservation programs that assure low-income households have a safe, decent, and appropriate place to live.

In addition to these local efforts, mainstream state and federal resources also contribute to reducing the number of individuals and families in poverty. Federal programs such as the Earned Income Tax Credit and Head Start providing pathways out of poverty for families who are ready to pursue employment and educational opportunities. Additionally, in California, the primary programs that assist families in poverty are CalWORKS, CalFresh (formerly food stamps) and Medi-Cal. Together, these programs provide individuals and families with employment assistance, subsidy for food, medical care, childcare and cash payments to meet basic needs such as housing, nutrition and transportation. Other services are available to assist persons suffering from substance abuse, domestic violence, and mental illness

Actions planned to develop institutional structure

The institutional delivery system in Gardena is high-functioning and collaborative—particularly the relationship between local government and the nonprofit sector comprised of a network of capable nonprofit organizations that are delivering a full range of services to residents. Strong City departments anchor the administration of HUD grant programs and the housing, community and economic development activities that are implemented by the City.

In order to support and enhance this existing institutional structure, the City of Gardena will collaborate with nonprofit agencies to ensure that the needs of low- and moderate-income residents are met as envisioned within the 2021-2025 Consolidated Plan - Strategic Plan.

Actions planned to enhance coordination between public and private housing and social service agencies

To enhance coordination between public and private housing and social service agencies, the City will continue consulting with and inviting the participation of a wide variety of agencies and organizations involved in the delivery of housing and supportive services to low- and moderate-income residents in Gardena—particularly the low-and moderate- income areas.

Discussion:

In the implementation of the 2023-2024 Annual Action Plan, the City will invest CDBG resources to address obstacles to meet underserved needs, preserve affordable housing, reduce lead-based paint hazards,

reduce the number of poverty-level families, develop institutional structure and enhance coordination between public and private housing and social service agencies.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

In the implementation of programs and activities under the 2023-2024 Annual Action Plan, the City of Gardena will follow all HUD regulations concerning the use of program income, forms of investment, overall low- and moderate-income benefit for the CDBG program.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan – 2023, 2024, 2025	100.00%



APPENDIX A

Citizen Participation

**NOTICE OF PUBLIC HEARING
AND REVIEW OF PROPOSED SUBSTANTIAL AMENDMENT
FOR FY 2023-2024 ANNUAL ACTION PLAN**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of the City of Gardena will conduct a public hearing on **Tuesday, February 13, 2024 at 7:30 p.m.** in the City Hall Council Chambers, 1700 W. 162nd Street, Gardena, California for the purpose of approving a Substantial Amendment to the Annual Action Plan for Program Year 2023–2024. The Action Plan is an implementation plan, required by the U.S. Department of Housing and Urban Development (HUD), which describes projects and activities the City of Gardena will fund under the federal Community Development Block Grant (CDBG) program. The proposed Substantial Amendment to the Action Plan includes allocating a total of \$650,000 toward a new Community Center – Demolition Phase Project from available unallocated CDBG funds.

The proposed new allocation is shown in the following table:

PROGRAM	AVAILABLE UNALLOCATED CDBG FUNDS	PROPOSED AMENDED CDBG BUDGET
Community Center – Demolition Phase Project	\$650,000	\$650,000
TOTAL ALLOCATION	\$650,000	\$650,000

Amended/Restated CDBG Activities for FY 2023-2024

PROGRAM	Original	Amended
CDBG Administration	\$98,450	\$98,450
Fair Housing	\$20,000	\$20,000
Youth & Family Services	\$88,840	\$88,840
Residential Rehabilitation Program	385,009	385,009
Community Center – Demolition Phase Project	\$0	\$650,000
TOTAL ALLOCATION	\$592,299	\$1,242,299

All interested persons may appear before the City Council at said hearing and will be given an opportunity to comment on the proposed Substantial Amendment to the Action Plan for program year 2023-24 at the public hearing. A draft copy of the Substantial Amendment will also be available for reviewing on Friday, January 12, 2024, through Tuesday February 13, 2024, during normal business hours at the following location: City of Gardena Community Development Department, 1700 W 162nd Street, Gardena, CA 90247; and at <https://cityofgardena.org/cddhomepage/>. In addition, written comments may be submitted to the City Council prior to the hearing via U.S. Mail to the attention of City Clerk’s Office, City of Gardena, 1700 W 162nd Street, Gardena, CA 90247 or via email to publiccomment@cityofgardena.org.

If you wish to challenge the above item in court, the challenge will be limited only to those issues you or someone else raised at the public hearing in written correspondence delivered to the City at or prior to the public hearing as described in this notice. The City cannot be held responsible for U.S. Mail that is not received prior to the hearing.

Americans with Disabilities Act (ADA): The City of Gardena, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk’s Office by email cityclerk@citygardena.org at least 6 hours prior to the scheduled special meeting to ensure assistance is provided. Assistive listening devices are available.

Gardena Valley News 1/11/2024-138286

AFFP

132124 2023-24 AAP - Romero

Affidavit of Publication

STATE OF CALIFORNIA } SS
COUNTY OF LOS ANGELES

I am a citizen of the United States; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principle clerk of the printer of Gardena Valley News, a newspaper of general circulation, published ONCE WEEKLY in the city of Gardena, County of LOS ANGELES, which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of LOS ANGELES, State of California under the date of November 13, 1958, Case Number 192381; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

June 22, 2023

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Gardena Valley News

Subscribed to and sworn by me this 22nd day of June 2023.

00004357 00132124

LEGAL ACCOUNT
GV-CITY OF GARDENA
1700 WEST 162ND STREET
GARDENA, CA 90247-3778

NOTICE OF COMMENT PERIOD AND PUBLIC HEARING
FOR THE DRAFT FY 2023-24 ANNUAL ACTION PLAN
CITY OF GARDENA

PUBLIC NOTICE IS HEREBY GIVEN that the City of Gardena has prepared its One-Year Action Plan (2023-2024). The publication of this notice is the beginning of the 30-day public review period required under Federal Regulation 24 CFR 91.105(b)(4). The public review and written comment period begin Thursday, June 22, 2023 and runs through Friday, July 21, 2023.

Each year, the City of Gardena participates in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. In order to participate, the City must approve an annual budget based on HUD's allocation of CDBG funds to the City each year. For fiscal year beginning July 1, 2023, and ending June 30, 2024, the City of Gardena will be receiving \$592,299 of CDBG funds. Gardena proposes the utilization of CDBG funds to implement the programs listed below:

Proposed Programs	Implementation Agency	Amount
Administration	City of Gardena	\$ 98,450
Fair Housing Services	Fair Housing Foundation	\$ 20,000
Youth and Family Services	City of Gardena	\$ 88,840
Residential Rehabilitation Program	City of Gardena	\$ 385,009
TOTAL		\$592,299

During the public comment period, the draft documents are available for public inspection on the City's website at www.cityofgardena.org. Copies may also be provided upon request by contacting Raymond Beeman at (310) 217-9502.

PUBLIC NOTICE IS HEREBY FURTHER GIVEN that the City Council of the City of Gardena will conduct a public hearing on Tuesday, July 25, 2023, at 7:30 p.m. or soon thereafter as the matter shall be heard, in the City Hall Council Chambers, 1700 W. 162nd Street, Gardena, California for the purpose of 1) receiving public comment on the draft One-Year Action Plan (2023-24), and (2) approving the submission of the document to the U.S. Department of Housing and Urban Development (HUD).

All interested persons may appear before the City Council at said hearing and will be given an opportunity to comment on the above-referenced item at the public hearing and any subsequent public hearings conducted related to the item. In addition, written comments may be submitted to the City Council prior to the hearing via U.S. Mail to the attention of City Clerk's Office, City of Gardena, 1700 W 162nd Street, Gardena, CA 90247 or via email to publiccomment@cityofgardena.org. Please reference the hearing title and date of the hearing in any correspondence.

If you wish to challenge the above item in court, the challenge will be limited only to those issues you or someone else raised at the public hearing in written correspondence delivered to the City at or prior to the public hearing as described in this notice. The City cannot be held responsible for U.S. Mail that is not received prior to the hearing.

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/s/ MINA SEMENZA
CITY CLERK
Gardena Valley News 6/22/23-132124



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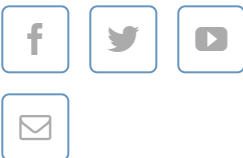
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CDBG Grants

Community Development Block Grant (CDBG) Program

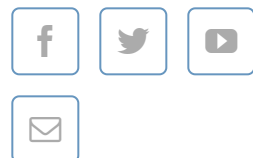
The Community Development Block Grant (CDBG) Program is a federal, formula-based program determined by the most current census data, considering population and the number of low-moderate income residents in a city.

Cities who receive money under this program are considered as entitlement cities, and must administer the use of these funds in accordance with specific regulations of the United States Department of Housing and Urban Development (HUD).

The CDBG Program provides, on an annual basis, an allocation of funds to local governments for a wide-range of eligible housing and community development activities. The national objectives of the CDBG Program are to: 1) benefit low to moderate-income persons; 2) eliminate slum and blighted conditions; and 3) meet an urgent community need. Activities funded with CDBG funds must benefit residents from low-moderate income target areas.

- **FY 2023-2024 Annual Action Plan CDBG Program**
- **FY 2022-2023 Annual Action Plan CDBG Program**

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- **Substantial Amendment to FY 2019-2020 Annual Action Plan CDBG Program**
- **Substantial Amendment to FY 2017-2018 Annual Action Plan CDBG Program**

Oversight for the CDBG Program is within the Office of the City Manager.

For more information please contact the Administrative Services Department CDBG Coordinator at [1-310-217-9516](tel:1-310-217-9516).

April 26th, 2016 | [City Manager](#) | Comments Off

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Summary of Public Comments

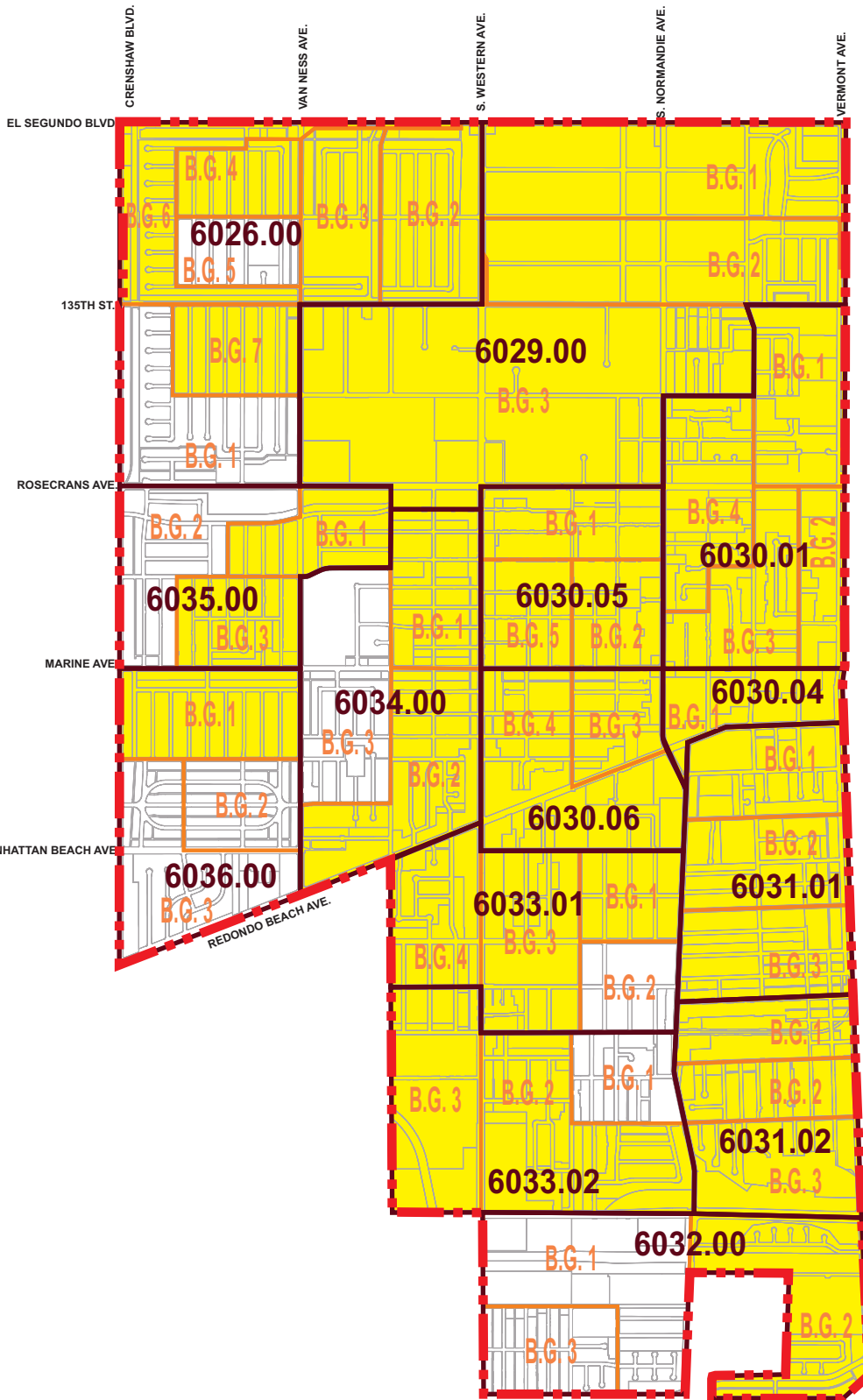
No written comments were received during the public review period from June 22, 2023 to July 21, 2023.

No oral testimony was provided during the Public Hearing on July 25, 2023.



APPENDIX B

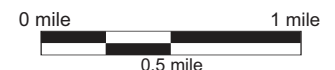
Grantee Unique Appendices



ACS_Data - Lowmod			
L	BLKGRP	LOWMOD	
602600	1	365	
602600	2	895	
602600	3	920	
602600	4	705	
602600	5	15	
602600	6	725	
602600	7	1,430	
602900	1	1,220	
602900	2	950	
602900	3	745	
603001	1	900	
603001	2	930	
603001	3	1,465	
603001	4	1,275	
603004	1	920	
603005	1	1,295	
603005	2	1,640	
603005	3	945	
603006	1	770	
603006	2	490	
603101	1	810	
603101	2	570	
603101	3	840	
603102	1	1,015	
603102	2	895	
603102	3	380	
603200	1	310	
603200	2	645	
603200	3	230	
603301	1	390	
603301	2	765	
603301	3	865	
603302	1	595	
603302	2	1,045	
603302	3	885	
603400	1	1,575	
603400	2	630	
603400	3	420	
603500	1	460	
603500	2	465	
603500	3	585	
603600	1	630	
603600	2	205	
603600	3	890	
		34,700	



NORTH



City of Gardena

CDBG - LOW AND MODERATE INCOME AREA MAP

LEGEND:

- CITY BOUNDARY
- LOW AND MODERATE INCOME BLOCK GROUPS
- CENSUS TRACT
- BLOCK GROUP



APPENDIX C

SF-424, SF-424B, SF-424D, & Certifications

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

CA61428

5b. Federal Award Identifier:

B-23-MC-06-0577

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of Gardena

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

95-6000713

*** c. UEI:**

PC4ZN7VJMHP5

d. Address:

*** Street1:**

1700 W. 162nd Street

Street2:

*** City:**

Gardena

County/Parish:

*** State:**

CA: California

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

90247-3632

e. Organizational Unit:

Department Name:

Community Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Greg

Middle Name:

S.

*** Last Name:**

Tsujiuchi

Suffix:

Title:

Director of Community Development

Organizational Affiliation:

*** Telephone Number:**

(310) 217-9526

Fax Number:

*** Email:**

GTsujiuchi@cityofgardena.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant / Entitlement Grants

* 12. Funding Opportunity Number:

N/A

* Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

2023-2024 Action Plan projects using Community Development Block Grant Entitlement funds pursuant to Title I of the Housing and Community Development Act of 1974, as amended.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

43

* b. Program/Project

CA-027

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

07/01/2023

* b. End Date:

06/30/2024

18. Estimated Funding (\$):

* a. Federal

592,299.00

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

592,299.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes

☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Mr.

* First Name:

Clint

Middle Name:

* Last Name:

Osorio

Suffix:

* Title:

City Manager

* Telephone Number:

(310) 217-9503

Fax Number:

* Email:

COsorio@cityofgardena.org

* Signature of Authorized Representative:



* Date Signed:

7/26/23

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Gardena	DATE SUBMITTED 8/1/2023

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
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17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Gardena	7/26/23

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.



Signature of Authorized Official



Date

City Manager

Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2023, 2024, 2025 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.



Signature of Authorized Official



Date

City Manager

Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.



Signature of Authorized Official

7/26/23
Date

City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 15.A
Section: DEPARTMENTAL
ITEMS - POLICE
Meeting Date: February 13, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: Authorize and Execute Three-Year Agreement with Palicon Group for Background Investigation Services Not to Exceed \$246,800

COUNCIL ACTION REQUIRED:

Staff Recommendation: Authorize and Execute Contract

RECOMMENDATION AND STAFF SUMMARY:

In accordance with the City of Gardena's purchasing rules, the Gardena Police Department (GPD) released a Request for Proposals (RFP) in September 2023 to acquire a new contract for background investigation services related to both sworn and civilian applicants as the current contract has reached its term completion. The minimum requirements of the RFP were that the selected Contractor shall have a minimum of three years' experience, shall possess a valid California Bureau of Security and Investigative Services (BSIS) license and be Peace Officer Standards and Training (POST) certified. The RFP also stated that it was the preference of the City that all personnel who perform under this Contractor are licensed private investigators. The City received six proposals and Palicon Group was determined to be the lowest responsible bidder. Palicon Group is the lowest responsible bidder for the following reasons:

1. Mileage and postage are included in Palicon's cost proposal (the other proposals received did not include mileage which would therefore be an additional unknown cost, and some proposals included additional costs such as fees for binders, tabs, etc).
2. Palicon Group utilizes Guardian software to prescreen, investigate, and approve applicants in the background process. All costs associated with the platform are included in Palicon's flat billing rate. The software allows a more timely process to receive the numerous documents that applicants must submit, creates an audit trail regarding changes to the submitted documents, maintains chronology so the investigator and GPD staff are able to see exactly where a candidate is at in the process in real-time, and is environmentally friendly. POST has also confirmed that they are comfortable with the use of Guardian software.

The original agreement is for a three-year term that can be extended an additional one-year period.

Palicon Group's co-managing partners each have over 30 years' experience in law enforcement. Combined, they have hired several hundred personnel and presided over an equivalent number of background investigations. From this experience, they formed Palicon Group in 2020 which is one of the fastest growing firms with some of its most recent contract awards coming from the City of Long Beach, the California Department of Justice, and the California Highway Patrol. All references had glowing remarks regarding the service provided by Palicon Group. All the individuals who will work on this contract are licensed private investigators.

FINANCIAL IMPACT/COST:

Estimated General Fund Impact

Fund Type	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total
General Fund	\$34,278	\$82,267	\$82,267	\$47,988	\$246,800
Total	\$34,278	\$82,267	\$82,267	\$47,988	\$246,800

ATTACHMENTS:

[RFP - Background Investigation Services](#)

[Gardena-Palicon Contract](#)

[Palicon Group - Final Pricing](#)

[RFP Response - Palicon Group](#)

APPROVED:



Clint Osorio, City Manager



REQUEST FOR PROPOSALS

for

BACKGROUND INVESTIGATION SERVICES

RFP Release Date:

September 25, 2023

RFP Submission Deadline:

12:00 PM Pacific Time on
November 9, 2023

City of Gardena
1700 West 162nd Street
Gardena, CA 90247

1. Invitation

The City of Gardena (hereinafter referred to as "City") Police Department performs background checks as part of the City's pre-employment process for both sworn and civilian employees. Once a candidate is selected for hire, a background check is processed. This could include inquiries into one's criminal, employment, and credit history.

The City's purpose of this Request for Proposals (hereinafter referred to as "RFP") is to enter into a contract for Background Investigation Services for pre-employment background checks.

2. Scope of Work

The following list summarizes the information typically obtained for all candidates through the City's pre-employment background investigation. Additional information will be required for lateral police officers and individuals at higher levels.

- Local, state, and federal criminal record search
- Employment verification for current and previous employers
- Social security number trace
- Education verification
- Credit report
- Reference interviews
- Follow-up of polygraph results

It is the City's desire to have background investigations completed for each applicant within 4-6 weeks.

3. Contractor Minimum Requirements

Contractor shall have a minimum of three (3) years documented experience in providing the services that are the subject of this RFP. Contractor shall possess a valid California Bureau of Security and Investigative Services (BSIS) license to be a private investigator and be California POST certified. It is preferred that all personnel who perform background investigations for this contract under the Contractor are licensed private investigators.

4. Licensing

Contractor shall be authorized to do business in the state of California and comply with all pertinent state and federal requirements, laws, orders, ordinances, codes, and regulations. Contractor shall also obtain a City of Gardena business license prior to entering into any contract with the City. Such business license shall be maintained throughout the entire period of this contract.

5. Information/Product

All reports, surveys, tables, charts, diagrams, design work, product recordings and other data (including electronic, audio and video) or documentation prepared or compiled by Contractor in connection with the performance of its obligations under this contract, shall be the sole and exclusive property of City. Contractor shall retain in its files sufficiently detailed working papers relevant to its engagement with City. Contractor further agrees that its working papers will be held in the strictest confidence and will not be disclosed or otherwise made available to outside sources, except as required by law, without the written consent of City.

6. Confidentiality

Contractor must agree to keep confidential any and all information concerning the plans, operations or activities of City which may be divulged by City or ascertained by Contractor in the course of performing services under any contract with City. In the event Contractor is required to disclose confidential information pursuant to a subpoena, order of court, or other legal process, Contractor shall, upon notice of such required disclosure and prior to disclosure, immediately notify City and allow City the opportunity to inspect the information subject to disclosure, and in the event such disclosure is objectionable under any standard or rule of the court, Contractor shall exhaust all legal means to prevent disclosure.

7. Terms

The contract between City and the successful Contractor will have an initial term of three (3) years. The contract will be eligible for renewal for up to one (1) additional year, thereby resulting in a potential up to four (4) year contract.

The City reserves the right to reject any and all proposals. City reserves the right to enter into negotiation with more than one Contractor simultaneously and negotiate the best contract terms to benefit the City. City intends to ultimately contract with one vendor to provide Background Investigation Services and all aspects of this contract. All potential Contractors are solely responsible for any and all costs incurred as a result of Contractor's response to this RFP and participation in the RFP process.

8. City Point of Contact

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RFP provision or questions must be submitted in writing via email to the procurement contact, Elizabeth Hernandez, no later than 12:00PM Pacific Time on October 13, 2023. Ms. Hernandez is the only individual who may

be contacted regarding the RFP and all inquiries should be sent to ehernandez@cityofgardena.org. Responses to the questions will be posted as an Addendum to the RFP by 5:00PM October 20, 2023 on the City's RFP website and Planet Bids.

From the date the RFP is issued until a contract is executed, communication regarding this project between potential vendors and individuals employed by the City is prohibited. Only written communication with the procurement contact, as listed in this Request for Proposal, is permitted.

Once a determination is announced regarding the selection of a vendor, the Contractor will be permitted to speak with person(s) participating in contract negotiations.

Violation of these conditions may be considered sufficient cause to reject a vendor's proposal and/or selection irrespective of any other condition.

The following exceptions to these restrictions are permitted:

- Contacts made pursuant to any pre-existing contracts or obligations; and
- Presentations, key personnel interviews, clarification sessions or discussions to finalize a contract, as requested by the City.

9. Schedule of Events

Below is the City's best estimate of a schedule of events related to this RFP and procurement. These dates are subject to change at the discretion of the City. By submitting a proposal for this contract, vendor is agreeing to be available during the "Interview" time period for an in-person meeting at Gardena City Hall.

ACTIVITY	DATE/TIME
Release Request for Proposal	September 25, 2023
Deadline to submit written questions	12:00PM Pacific Time on October 13, 2023
Addendum Response to written questions posted on website	5:00PM Pacific Time on October 20, 2023
Deadline for submitting proposal	12:00PM Pacific Time on November 9, 2023 via Planet Bids
Interviews	December 4 – 7, 2023 at Gardena Police Department
Committee Evaluations	December 11 – 22, 2023
Final Contract Review with Proposed Vendor	January 8 – 12, 2024
Tentative contract award date	Tuesday, February 27, 2024

10. References

The City reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those indicated through the explicitly specified contacts in Attachment G, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

11. Financial Capacity

Potential Contractor's proposal shall contain the vendor's latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the City to reasonably formulate a determination about the financial capacity of the Proposer. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer. Financial Capacity information shall be identified as Attachment I.

12. Insurance

The Vendor shall agree to provide insurance in accordance with the minimum requirements as specified in the Sample Contract in Attached K. If the Vendor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Vendor agrees to amend, supplement, or endorse the existing coverage to do so. The City of Gardena and its officers, agents and employees will be named as an additional insured.

13. Addendums

If any addendum is issued for this RFP, it will be posted on the City's website as an Addendum at www.cityofgardena.org and on Planet Bids. The City reserves the right to cancel or amend the RFP at any time.

14. Applicable Law

The laws of the State of California shall govern, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located in the State of California, regardless of the place of business, residence or incorporation of the Vendor.

15. Proposal Submission and Process

Proposals shall be submitted via Planet Bids. No other submission methods will be accepted.

The proposal response and certification items, referred to as Attachments A through K of this RFP, shall be completed and submitted by the Potential Contractor. Failure to include any item or to adequately address any topic may result in disqualification. The cost of preparing and submitting a proposal as well as the cost of travel or any other costs associated with the evaluation and/or negotiations is the responsibility of the Potential Contractor and shall not be chargeable in any matter to the City. All proposal responses shall fully comply with all conditions and requirements contained in the RFP. Conditional bids, or those which take exception to the requirements of this RFP, may be considered non-responsive and rejected. Any modification of the response which is inconsistent with or in addition to all the terms and conditions herein set forth shall be void and of no effect unless and to the extent expressly accepted by the City in writing. Proposals shall be submitted upon the response forms and in the manner prescribed in this document. The City reserves the right to refuse to consider any proposal not tendered on proposal forms furnished by the City, to waive minor discrepancies, or to reject proposals because of minor discrepancies as it sees fit.

16. Evaluation

Evaluation of Contractors shall be based upon a combination of factors, which include but are not limited to, evaluation of the proposal response forms, reference checks, cost, and an interview.

17. Withdrawal of Proposal

Potential Contractors may request withdrawal of a posted, sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the City's RFP Point of Contact in writing. Proposals must be re-submitted and time-stamped in accordance with the RFP document in order to be accepted.

No proposal may be withdrawn for a period of 180 calendar days after the date of proposal opening. All proposals received are considered firm offers during this period. The Potential Vendor's offer will expire after 180 calendar days. If a Potential Vendor intended for award withdraws their proposal, that Potential Vendor may be deemed non-responsible if responding to future solicitations.

PROPOSAL RESPONSE FORMS (DELIVERABLES)

All pages of the bidder's proposal must be numbered consecutively; starting with the Attachment letter, followed by the page number.

All sections (A-K) of the bid packet must be clearly identified on the documents as follows:

ATTACHMENT	DESCRIPTION
A.	TRANSMITTAL LETTER (No form supplied with RFP) The Transmittal Letter is an opportunity for Contractor to tell City about itself and all deliverables associated with response to this RFP. The Transmittal Letter shall list all personnel that would provide service on this contract. The Transmittal Letter should also address if the Contractor intends to use any Subcontractors to execute any aspect of this contract. This is also the document to include any exceptions or amendments that Contractor is proposing to this RFP.
B.	REPRESENTATIONS AND CERTIFICATIONS FORM
C.	BID PROPOSAL
D.	NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR
E.	CERTIFICATION OF DRUG-FREE WORKPLACE
F.	EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION
G.	LIST OF REFERENCES
H.	ADDENDUM ACKNOWLEDGEMENT-SIGNATURE PAGE
I.	FINANCIAL CAPACITY (No form supplied in RFP)
J.	CERTIFICATE OF INSURANCE (No form supplied in RFP)
K.	SAMPLE CONTRACT

**TRANSMITTAL LETTER TO BE PREPARED ON CONTRACTOR'S
LETTERHEAD
LABEL as ATTACHMENT A
(No Form Provided)**

**BACKGROUND INVESTIGATION SERVICES
REPRESENTATIONS AND CERTIFICATIONS FORM**

The undersigned submits the attached RFP Response Forms in compliance with the RFP for BACKGROUND INVESTIGATION SERVICES.

The RFP Response Forms include Attachments A-K as herein specified. It is understood that any additional information, if any, included in the RFP Response Forms may not necessarily be considered in the evaluation of the vendor's qualifications by the City.

The undersigned offers to perform all duties and obligations required of Contractor as specified by the provisions of the RFP for BACKGROUND INVESTIGATION SERVICES at the rates and for the consideration herein.

NAME OF BIDDER: _____

NUMBER OF YEARS IN BUSINESS IN THIS AREA: _____

DBA: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: (____) _____

FAX NUMBER: (____) _____

E-MAIL: _____

CONTACT PERSON: _____

OWNERSHIP INFORMATION. List the full name of each owner who possesses at least a ten percent interest in the business. If the owner is a general business, each owner shall be listed; if the owner is a corporation, each stockholder holding more than ten percent of the corporation shall be listed; and if the owner is a partnership, each partner, excluding limited partners, shall be listed.

I represent and certify that I have read and understand the information presented in the RFP documents contained in the BACKGROUND INVESTIGATION SERVICES Request for Proposals, and that it is true and correct to the best of my knowledge and belief and that I am authorized to execute this Representation and Certification.

Signed _____

Firm _____

Name _____
(Print or type)

Title _____

Date _____

Note to Bidder:

ATTACH COPY OF CORPORATE RESOLUTION OR OTHER DOCUMENT ESTABLISHING THAT THE PERSON MAKING THE REPRESENTATION AND CERTIFICATION ABOVE IS AUTHORIZED TO DO SO. THE DOCUMENT MUST BE LABELLED "ATTACHMENT B", Page 3.

**BACKGROUND INVESTIGATION SERVICES
PROPOSAL AND CONTRACTOR'S CERTIFICATION**

NAME OF COMPANY SUBMITTING PROPOSAL _____

Description	Unit	Estimated Quantity in Total 3 Year Contract**	Price
(A)	(B)	(C)	(BxC)
National and Multi Statewide criminal database check, employment history, credit history, etc.			
Sworn Employee	Each	60	\$
Civilian Employee	Each	90	\$
Initial Screening	Each	40	\$
(Price Not to Exceed for Three-Year Contract)		TOTAL	\$

Contractor must submit City's Form but may also submit Contractor's own cost form, if necessary, as part of Attachment C

City is not obligated to meet the estimated quantity over the course of the contract.

I hereby certify that the fees listed on this proposal form constitutes my Proposal for furnishing the required services necessary to provide City BACKGROUND INVESTIGATION SERVICES and that the prices proposed above will remain in effect from February 28, 2024 through _____.

Note: Failure to respond with a specific date will be considered non-responsive.

Signature of Authorized Representative/Official

Date

Printed Name and Title

**BACKGROUND INVESTIGATION SERVICES REQUEST FOR PROPOSALS
NON-COLLUSION AFFIDAVIT OF CONTRACTOR**

State of _____ County of _____

_____, being first duly sworn, deposes and says that:

- 1) He is _____ of _____,
(Owner, partner, officer, representative, or agent)

the Contractor that has submitted the attached Proposal.

- 2) He is fully informed respecting the preparation and contents of the attached RFP and all pertinent circumstances respecting such Proposal;
- 3) Such Proposal is genuine and is not a collusive or sham Proposal;
- 4) Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Contractor, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached Proposal or of any other Contractor or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Gardena (OWNER) or any person interested in the proposed Contract; and
- 5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Subscribed and sworn to before me this ____ day of _____, 20____

Signature of Authorized Official

Title of Authorized Official

My Commission expires on _____

**BACKGROUND INVESTIGATION SERVICES REQUEST FOR PROPOSALS
CERTIFICATION OF DRUG-FREE WORKPLACE**

I, _____, hereby certify on behalf of
(Name of Authorized Official)

_____ that:
(Name of Company)

The Contractor named above, and all Sub-Contractors working on this Contract, will comply with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor and all Sub-Contractors will, therefore:

Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance are prohibited, and that specified actions will be taken against employees for violation of these prohibitions, as required by Government Code Section 8355(a).

Establish a Drug-Free Awareness Program, as required by Government Code Section 8355(b), to inform employees about all of the following:

1. The dangers of drug abuse in the workplace;
2. The firm's policy of maintaining a drug-free workplace;
3. Any available counseling, rehabilitation and employee assistance programs; and
4. Penalties that may be imposed upon employees for drug abuse violations, including that no employee who tests positive for use of a controlled substance shall be permitted to work on this Contract.

Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed Contract:

1. Will receive a copy of the firm's drug-free policy statement; and
2. Will agree to abide by the terms of the firm's statement as a condition of employment on the Contract.

CERTIFICATION:

I, _____, hereby certify that the above named company, which I am duly authorized to represent, will comply with the Drug-Free Workplace requirements of this Contract. I understand that this certification is made under penalty of perjury, under the laws of the State of California.

Executed this _____ day of _____, 20____

By _____
(Signature of Authorized Official)

(Title of Authorized Official)

**BACKGROUND INVESTIGATION SERVICES REQUEST FOR PROPOSALS
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The Contractor hereby certifies compliance with all applicable equal employment opportunity laws and regulations, as applicable.

1. In implementing the project, the Contractor may not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age or national origin. The recipient agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
2. The Contractor shall be responsible for requiring that all subcontractors of the project comply with this provision, except subcontracts for standard commercial supplies of new materials.

Date

Company

By:

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

LIST OF REFERENCES

NAME OF COMPANY SUBMITTING BID _____

Please submit the following information in reference to similar experience as specified in the RFP.
If available, please specify other local municipalities for which you have provided service.

NAME OF BUSINESS _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NUMBER: (____) _____

DATES OF CONTRACTED SERVICE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NUMBER: (____) _____

DATES OF CONTRACTED SERVICE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NUMBER: (____) _____

DATES OF CONTRACTED SERVICE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NUMBER: (____) _____

DATES OF CONTRACTED SERVICE: _____

**BACKGROUND INVESTIGATION SERVICES REQUEST FOR PROPOSALS
ADDENDUM ACKNOWLEDGEMENT – SIGNATURE PAGE**

Addendum Acknowledgement – Signature Page

Contractor acknowledges receipt of the following addenda which are attached to the RFP:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Failure to acknowledge the receipt of all addenda may cause the Proposal to be considered non-responsive to the Request for Proposals.

If Contractor is a corporation, state the legal name of the corporation and the name(s) of person(s) authorized to sign Proposals; if a partnership, state true name of firm and the names of all individual partners; if an individual, state name in full.

Date: _____, 20____

Company: _____

Signed: _____

Name: _____

Title: _____ Telephone: _____

Legal Address: _____

ATTACHMENTS I and J

ATTACHMENTS I and J TO BE PROVIDED BY CONTRACTOR

LABEL EACH ATTACHMENT

**ATTACHMENT K
SAMPLE DRAFT AGREEMENT**

AGREEMENT BETWEEN
THE CITY OF GARDENA
AND

This contract, hereinafter referred to as Agreement is entered into this _____ day of February, 2024, by and between THE CITY OF GARDENA ("City") and _____, a [state] [type of entity] ("Consultant"). Based on the mutual promises and covenants contained herein, the Parties hereto agree, as follows.

1. Recitals.

- A. Whereas, City requires the services of a professional to provide background investigation services; and
- B. Whereas, Consultant has represented that it is qualified by virtue of experience, training, education and expertise to provide these services; and
- C. Whereas, City has determined that the public interest, convenience and necessity require the execution of this Agreement.
- D. WHEREAS, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

2. Services.

A. Consultant agrees to provide the professional services described in the City's Request for Proposals (RFP) and any associated addendum, attached hereto as **Exhibit "A"** and Consultant's Response to City's RFP ("Consultant's Proposal"), attached hereto as **Exhibit "B"**, both incorporated herein by this reference ("Services").

B. The Services shall be performed in accordance with the Project Schedule set forth in **Exhibit B**. Consultant shall not be liable for any failure or delay in furnishing proposed Services resulting from fire, explosion, flood, storm, Act of God, governmental acts, orders or regulations, hostilities, civil disturbances, strikes, labor difficulties, difficulty in obtaining parts, supplies, or shipping facilities, inability to obtain or delays in obtaining suitable material or facilities required for performance, temporary unavailability of qualified personnel, failure by City to provide appropriate access to equipment or personnel, or other causes beyond Consultant's reasonable control.

3. Additional Services. If City determines that additional Services are required to be

provided by Consultant in addition to the Services set forth above, City shall authorize Consultant to perform such additional Services in writing ("Additional Services"). Such Additional Services shall be specifically described and approved by City in writing prior to the performance thereof. Consultant shall be compensated for such Additional Services in accordance with the amount agreed upon in writing by the Parties. No compensation shall be paid to Consultant for Additional Services which are not specifically approved by City in writing.

4. Consultant's Proposal. This Agreement shall include Consultant's proposal or bid which is incorporated herein as **Exhibit B**. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

5. Timing of Performance. Time is of the essence with respect to Consultant's performance of the Services required by this Agreement. Consultant shall diligently and timely pursue and complete the performance of the Services required of it by this Agreement as set forth in **Exhibit A**. City, in its sole discretion, may extend the time for performance of any Service.

6. Compensation. Compensation for the Services shall be billed as set forth in **Exhibit B ***, attached hereto. The Compensation is inclusive of all costs that may be incurred by Consultant in performance of the Services, including but not limited to such items as travel, copies, delivery charges, phone charges, and facsimile charges, unless otherwise. In no event shall compensation under this Agreement exceed ~~XXX~~ **and 00/00 (\$*)** without the prior written authorization of the City Council.

7. Term of Agreement/Termination. This Agreement shall commence on the Effective Date and continue for a period of three (3) years, ending on February 27, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by one [1] additional one [1] year period upon mutual written agreement of both parties.

A. This Agreement shall be effective as of the date of execution by the City and shall remain in effect until all Services are completed or until terminated as provided for herein.

B. City may terminate this Agreement without cause by providing written notice to Consultant not less than ten days prior to an effective termination date. City's only obligation in the event of termination will be payment of fees and allowed expenses incurred up to and including the effective date of termination.

C. Unless for cause, Consultant may not terminate this Agreement. If Consultant is terminating this Agreement for cause, it must provide the City with thirty (30) days written notice.

D. Upon receipt of a termination notice, Consultant shall: (1) promptly discontinue all Services, unless the notice directs otherwise; and (2) within ten (10)

days, deliver to City all files, data, reports, estimates, summaries, and such other information and materials as may have been accumulated or prepared to date by Consultant in performing the Services under this Agreement, whether completed or in progress. Consultant shall provide these documents by both hard copy and in electronic format if available. In the event of termination for other than cause attributable to Consultant, Consultant shall be entitled to reasonable compensation for the Services it performs up to the date of termination and shall be deemed released from liability for any work assigned but not completed as of the effective date of termination.

8. Agreement Administrator. For purposes of this Agreement, City designates Chief Mike Saffell or designee as the Agreement Administrator who shall monitor Consultant's performance under this Agreement. Consultant shall be notified in writing of any deficiency in the performance of this Agreement in a timely manner by Agreement Administrator. Consultant shall have five (5) business days from receipt of the notification to cure any deficiency to the reasonable satisfaction of the Agreement Administrator. All costs for such corrections shall be borne by Consultant and shall not increase Consultant's fees due hereunder. Should the Agreement Administrator determine that Consultant has not performed its obligation as stated in this Agreement in a satisfactory manner, City may terminate this Agreement for cause as specified in Section- Term of Agreement/Termination. All notices, invoices or other documents shall be addressed to the Agreement Administrator, as well as all substantive issues relating to this contract. City reserves the right to change this designation upon written notice to Consultant.

9. Invoices and Payments.

A. Payment shall be made upon receipt and approval of invoices for Services rendered. In order for payment to be made, Consultant's invoice must include an itemization as to the services rendered, date(s) of service, direct and/or subcontract costs, and be submitted on an official letterhead or invoice with Consultant's name, address, and telephone number referenced.

B. The Agreement Administrator shall review the invoices to determine whether services performed and documents submitted are consistent with this Agreement. Payment shall be made within forty-five (45) days following receipt of the invoice or the Agreement Administrator shall provide Consultant with a written statement objecting to the charges and stating the reasons therefore.

C. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to City at the time of payment.

10. Records/Audit.

A. Consultant shall be responsible for ensuring accuracy and propriety of all billings and shall maintain all supporting documentation for a minimum of three (3) years from the completion date of the Services under this agreement the following records:

1. All accounts and records, including personnel, property and financial, adequate to identify and account for all costs pertaining to this Agreement and assure proper accounting for all funds;

2. Records which establish that Consultant and any subconsultant who renders Services under this Agreement are in full compliance with the requirements of this Agreement and all federal, state and local laws and regulations

3. Any additional records deemed necessary by City to assume verification of full compliance with this Agreement.

B. City shall have the right to audit Consultant's invoices and all supporting documentation for purposes of compliance with this Agreement for a period of three years following the completion of Services under this Agreement.

C. Upon reasonable notice from City or any other governmental agency, Consultant shall cooperate fully with any audit of its billings conducted by, or of, City and shall permit access to its books, records and accounts as may be necessary to conduct such audits.

11. Successors and Assignment. This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

12. Change in Name, Ownership or Control. Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.

13. Key Personnel. City has relied upon the professional training and ability of Consultant to perform the Services hereunder as a material inducement to enter into this Agreement. Consultant shall provide properly skilled professional and technical personnel to perform all Services under this Agreement. In the event that City, in its sole discretion, at any time during the Agreement, desires the removal of any person or persons assigned by Consultant to perform Services pursuant to this Agreement, Consultant shall remove any such person immediately upon receiving notice from City.

14. Performance By Consultant. Consultant shall maintain or exceed the level of competency presently maintained by other similar practitioners in the State of California, for professional and technical soundness, accuracy and adequacy of all work, advice

and material furnished under this Agreement.

15. Use of Materials.

A. City shall make available to Consultant such materials from its files as may be required by Consultant to perform Services under this Agreement. Such materials shall remain the property of City while in Consultant's possession. Upon termination of this Agreement and payment of outstanding invoices of Consultant, or completion of work under this Agreement, Consultant shall return to City any property of City in its possession and any calculations, notes, reports, electronic files, or other materials prepared by Consultant in the course of performance of this Agreement.

B. City may utilize any material prepared or work performed by Consultant pursuant to this Agreement, including computer software, in any manner, which City deems proper without additional compensation to Consultant. Consultant shall have no responsibility or liability for any revisions, changes, or corrections made by City, or any use or reuse pursuant to this paragraph unless Consultant accepts such responsibility in writing.

16. Nonuse of Intellectual Property of Third Parties. Consultant shall not use, disclose or copy any intellectual property of any third parties in connection with work carried out under this Agreement, except for intellectual property for which Consultant has a license. Consultant shall indemnify and hold City harmless against all claims raised against City based upon allegations that Consultant has wrongfully used intellectual property of others in performing work for City, or that City has wrongfully used intellectual property developed by Consultant pursuant to this Agreement.

17. Ownership of Work Product. All documents or other information created, developed, or received by Consultant shall, for purposes of copyright law, be deemed works made for hire for City by Consultant and shall be the sole property of City. Consultant shall provide City with copies of these items upon demand, and in any event, upon termination of this Agreement.

18. Confidentiality Clause. Consultant acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Agreement or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either state or federal statutes ("Confidential Information"). Confidential Information includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records, agency source code or object code, agency security data, or information identifiable to an individual that relates to any of these types of information. Consultant agrees to hold Confidential Information in strictest confidence and not to make use of Confidential Information for any purpose other than the performance of this Agreement, to release it only to authorized employees or Sub-consultants requiring such information for the purposes of carrying out this Agreement, and not to release,

divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without City's express written consent or as provided by law. Consultant agrees to release such information or material only to employees or Sub-consultants who have signed a nondisclosure agreement, the terms of which have been previously approved by City. Consultant agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information.

"Personal information" including, but not limited to, "Protected Health Information" (PHI) under Health Insurance Portability And Accountability Act (HIPAA), individuals' names, addresses, phone numbers, birth dates, and social security numbers collected, used, or acquired in connection with this Agreement shall be protected against unauthorized use, disclosure, modification or loss.

HIPAA establishes national minimum standards for the use and disclosure of certain health information. The Consultant must comply with all HIPAA requirements and rules when determined applicable by the City. If City determines that (1) City is a "covered entity" under HIPAA, and that (2) Consultant will perform "business associate" services and activities covered under HIPAA, then at City's request, Consultant agrees to execute City's Agreement in compliance with HIPAA.

Consultant shall ensure its directors, officers, employees, Sub-consultants or agents use personal information solely for the purposes of accomplishing the services set forth herein. Consultant and its Sub-consultants agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the City or as otherwise required by law.

Any breach of this provision may result in termination of the Agreement and demand for return of all personal information. Moreover, Consultant will indemnify and hold the City harmless from and against all losses and damages resulting from any unauthorized or improper disclosure, dissemination or use of the information as a result, in whole or in part, of Consultant's action or inaction.

19. Legal Requirements.

A. Consultant shall secure and maintain all licenses or permits required by law, including a City business license, and shall comply with all ordinances, laws, orders, rules, and regulations pertaining to the work.

B. Consultant warrants that it shall perform the Services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature

and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

C. Consultant covenants that there shall be no discrimination based upon race, color, creed, religion, sex, marital status, age, handicap, national origin or ancestry, or any other category forbidden by law in performance of this Agreement.

20. Conflict of Interest and Reporting.

A. Consultant shall at all times avoid conflicts of interest or the appearance of a conflict of interest in the performance of this Agreement. If required, Consultant shall comply with the City's Conflict of Interest reporting requirements. Consultant understands that pursuant to Gardena Municipal Code sections 2.24.020H and 2.24.025G, it is forbidden to make any contribution to a candidate or committee of a candidate for a municipal office of the City, or to an officeholder, until the completion of Services to be performed under this Agreement.

B. Consultant and its representatives shall refrain from lobbying City of Gardena officials, employees and representatives for the duration of this Agreement.

21. Guarantee and Warranty. Consultant warrants to City that the material, analysis, data, programs and Services to be delivered or rendered hereunder will be of the kind and quality designated and will be performed by qualified personnel. Without waiver of City's other rights or remedies, City may require Consultant to re-perform any of said Services, which were not performed in accordance with these standards. Consultant shall perform the remedial Services at its sole expense.

22. Insurance.

A. Commencement of Work. Consultant shall not commence work under this Agreement until it has obtained City approved insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, and for periods after the end of this Agreement as may be indicated below, Consultant must have and maintain in place all of the insurance coverage required in this Section. Consultant's insurance shall comply with all items specified by this Agreement. Any subcontractors shall be subject to all of the requirements of this Section and Consultant shall be responsible to obtain evidence of insurance from each subcontractor and provide it to City before the subcontractor commences work. Alternatively, Consultant's insurance may cover all subcontractors.

B. Insurance Company Requirements. All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers admitted to do business in the State of California. Insurers shall have a current Best's rating of not less than A-:VII, unless otherwise approved by City.

C. Coverage, Limits and Policy Requirements. Consultant shall maintain the types of coverage and limits indicated below:

1. Commercial General Liability Insurance - a policy for occurrence coverage for bodily injury, personal injury and property damage, with coverage at least as broad as Insurance Services Office Form CG 00 01, with no special limitations affecting City. The limit for all coverage under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence.

2. Commercial Auto Liability Insurance - a policy with coverage at least as broad as Insurance Services Office form CA 0001, including Symbol 1 (any auto) with no special limitations affecting City. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000.00) per accident.

3. Policy Requirements. The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:

a. The City, its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy.

b. The insurer shall agree to provide City with thirty (30) days prior written notice, return receipt requested, of any cancellation, non-renewal or material change in coverage.

c. For any claims with respect to the Services covered by this Agreement, Consultant's insurance coverage shall be primary insurance as respects the City, its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

4. Worker's Compensation and Employer's Liability Insurance - a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

5. Professional Errors & Omissions - a policy with minimum limits of one million dollars (\$1,000,000.00) per claim and aggregate. This policy shall be issued by an insurance company which is admitted to do business in the State of California and Consultant shall contain a clause that the policy may not be canceled until thirty (30) days written notice, return receipt requested, is mailed to City.

D. Additional Requirements. The procuring of such required policies of insurance shall not be construed to limit Consultant's liability hereunder or to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against City for payment of premiums or other amounts with respect thereto. City shall notify Consultant in writing of changes in the insurance requirements. If Consultant does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Consultant shall be deemed in default hereunder.

E. Deductibles. Any deductible or self-insured retention over \$25,000 per occurrence must be declared to and approved by City. Any deductible exceeding an amount acceptable to City shall be subject to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City, its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Consultant); or Consultant shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.

F. Verification of Compliance. Consultant shall furnish City with original policies or certificates and endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, Consultant shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Consultant shall provide full copies of any requested policies to City within three (3) days of any such request by City.

G. Termination for Lack of Required Coverage. If Consultant, for any reason, fails to have in place, at all times during the term of this Agreement, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Consultant's expense and/or terminate this Agreement.

23. Indemnity.

A. Consultant assumes all risk of injury to its employees, agents, and contractors, including loss or damage to property.

B. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents, employees and volunteers, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents, employees and volunteers arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense

obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents, employees and volunteers based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

C. No official, employee, agent or volunteer of City shall be personally liable for any default or liability under this Agreement.

24. Independent Contractor. Consultant agrees to furnish consulting services in the capacity of an independent contractor and neither Consultant nor any of its employees shall be considered to be an employee or agent of City.

25. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

26. Notices. Any notice or communication given under this Agreement shall be effective when deposited, postage prepaid, with the United States Postal Service and addressed to the contracting parties. Name, address, telephone and facsimile numbers of the parties are as follows:

City of Gardena:
1700 West 162nd Street

Gardena, California 90247-3732

Attn: Mike Saffell

Title: Chief of Police

Email: chief@gardenapd.org

Telephone: (310) 217-9601

To Consultant: _____ Name of Consultant

Street Address or P.O. Box

City, State Zip Code

Attn: _____

Email: _____

Telephone: (____) _____

Either party may change the information to which notice or communication is to be sent by providing advance written notice to the other party.

27. Severability. If any provision of this Agreement shall be held illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable, and the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

28. Jurisdiction and Venue. This Agreement shall be deemed a contract under the laws of the State of California and for all purposes shall be interpreted in accordance with such laws. Both parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought hereunder shall be Los Angeles County, California.

29. Waiver. No delay or failure by either Party to exercise or enforce at any time any right or provision of this Agreement shall be considered a waiver thereof or of such Party's right thereafter to exercise or enforce each and every right and provision of this Agreement. To be valid a waiver shall be in writing but need not be supported by consideration. No single waiver shall constitute a continuing or subsequent waiver.

30. Electronic Signatures. The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Agreement had been delivered and had been signed using a handwritten signature. City and Consultant (i) agree that an electronic signature, whether digital or encrypted, of a party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other party will reply on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement

has been executed by electronic signature, all parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 ("E-SIGN") and California Uniform Electronic Transactions Act ("UETA")(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

31. Joint Drafting. Each party acknowledges that it has had an adequate opportunity to review each and every provision in this Agreement and to submit the same to counsel and other consultants for review and comment and that the parties jointly drafted this Agreement. No provision of this Agreement or any Assignment shall be construed more strictly against one party than the other party by reason that one or the other party proposed, drafted or modified such provision or any other existing or proposed provision.

32. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

33. Authority to Execute. The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

34. Attorney's Fees. In the event that legal action is necessary to enforce the provisions of this Agreement, or to declare the rights of the parties hereunder, the parties agree that the prevailing party in the legal action shall be entitled to recover attorney's fees and court costs from the opposing party.

35. Section Headings. The Section headings used in this Agreement are for reference purposes only and shall have no binding effect.

36. Entire Agreement. This Agreement contains the entire understanding between City and Consultant. Any prior agreement, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by both parties. This Agreement may be signed by the parties hereto in separate counterparts, including both counterparts that are executed on paper and counterparts that are in the form of

electronic signatures. Electronic signatures include facsimile or email electronic signatures. Each executed counterpart shall be deemed an original. All counterparts, taken together, constitute the executed Agreement.

IN WITNESS WHEREOF, the parties have hereunto affixed their names as of the day and year written below.

“City”
City of Gardena

“Consultant”
Name of Consultant or Consultant Company

By: _____
Tasha Cerda, Mayor

By: _____
Name and title of individual

Date: _____

Date: _____

By: _____
Name and title of individual

Date: _____

ATTEST:

Mina Semenza, City Clerk

APPROVED AS TO FORM:

Carmen Vasquez, City Attorney

AGREEMENT BETWEEN
THE CITY OF GARDENA
AND
PALICON GROUP

This contract, hereinafter referred to as Agreement is entered into this 13th day of February, 2024, by and between THE CITY OF GARDENA ("City") and PALICON GROUP, a California corporation ("Consultant"). Based on the mutual promises and covenants contained herein, the Parties hereto agree, as follows.

1. Recitals.

- A. Whereas, City requires the services of a professional to provide background investigation services; and
- B. Whereas, Consultant has represented that it is qualified by virtue of experience, training, education and expertise to provide these services; and
- C. Whereas, City has determined that the public interest, convenience and necessity require the execution of this Agreement.
- D. WHEREAS, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

2. Services.

A. Consultant agrees to provide the professional services described in the City's Request for Proposals (RFP) and any associated addendum, attached hereto as **Exhibit "A"** and Consultant's Response to City's RFP ("Consultant's Proposal"), attached hereto as **Exhibit "B"**, both incorporated herein by this reference ("Services").

B. The Services shall be performed in accordance with the Project Schedule set forth in **Exhibit B**. Consultant shall not be liable for any failure or delay in furnishing proposed Services resulting from fire, explosion, flood, storm, Act of God, governmental acts, orders or regulations, hostilities, civil disturbances, strikes, labor difficulties, difficulty in obtaining parts, supplies, or shipping facilities, inability to obtain or delays in obtaining suitable material or facilities required for performance, temporary unavailability of qualified personnel, failure by City to provide appropriate access to equipment or personnel, or other causes beyond Consultant's reasonable control.

3. Additional Services. If City determines that additional Services are required to be provided by Consultant in addition to the Services set forth above, City shall authorize Consultant to perform such additional Services in writing ("Additional Services"). Such Additional Services shall be specifically described and approved by City in writing prior

to the performance thereof. Consultant shall be compensated for such Additional Services in accordance with the amount agreed upon in writing by the Parties. No compensation shall be paid to Consultant for Additional Services which are not specifically approved by City in writing.

4. Consultant's Proposal. This Agreement shall include Consultant's proposal or bid which is incorporated herein as **Exhibit B**. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

5. Timing of Performance. Time is of the essence with respect to Consultant's performance of the Services required by this Agreement. Consultant shall diligently and timely pursue and complete the performance of the Services required of it by this Agreement as set forth in **Exhibit A**. City, in its sole discretion, may extend the time for performance of any Service.

6. Compensation. Compensation for the Services shall be billed as set forth in **Exhibit B**, attached hereto. The Compensation is inclusive of all costs that may be incurred by Consultant in performance of the Services, including but not limited to such items as travel, copies, delivery charges, phone charges, and facsimile charges, unless otherwise. In no event shall compensation under this Agreement exceed **TWO HUNDRED FORTY-SIX THOUSAND EIGHT HUNDRED DOLLARS (\$246,800)** without the prior written authorization of the City Council.

7. Term of Agreement/Termination. This Agreement shall commence on February 28, 2024 and continue for a period of three (3) years, ending on February 27, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by one [1] additional one [1] year period upon mutual written agreement of both parties.

A. This Agreement shall be effective as of the date of execution by the City and shall remain in effect until all Services are completed or until terminated as provided for herein.

B. City may terminate this Agreement without cause by providing written notice to Consultant not less than ten days prior to an effective termination date. City's only obligation in the event of termination will be payment of fees and allowed expenses incurred up to and including the effective date of termination.

C. Unless for cause, Consultant may not terminate this Agreement. If Consultant is terminating this Agreement for cause, it must provide the City with thirty (30) days written notice.

D. Upon receipt of a termination notice, Consultant shall: (1) promptly discontinue all Services, unless the notice directs otherwise; and (2) within ten (10) days, deliver to City all files, data, reports, estimates, summaries, and such other information and materials as may have been accumulated or prepared to date by

Consultant in performing the Services under this Agreement, whether completed or in progress. Consultant shall provide these documents by both hard copy and in electronic format if available. In the event of termination for other than cause attributable to Consultant, Consultant shall be entitled to reasonable compensation for the Services it performs up to the date of termination and shall be deemed released from liability for any work assigned but not completed as of the effective date of termination.

8. Agreement Administrator. For purposes of this Agreement, City designates Chief Mike Saffell or designee as the Agreement Administrator who shall monitor Consultant's performance under this Agreement. Consultant shall be notified in writing of any deficiency in the performance of this Agreement in a timely manner by Agreement Administrator. Consultant shall have five (5) business days from receipt of the notification to cure any deficiency to the reasonable satisfaction of the Agreement Administrator. All costs for such corrections shall be borne by Consultant and shall not increase Consultant's fees due hereunder. Should the Agreement Administrator determine that Consultant has not performed its obligation as stated in this Agreement in a satisfactory manner, City may terminate this Agreement for cause as specified in Section- Term of Agreement/Termination. All notices, invoices or other documents shall be addressed to the Agreement Administrator, as well as all substantive issues relating to this contract. City reserves the right to change this designation upon written notice to Consultant.

9. Invoices and Payments.

A. Payment shall be made upon receipt and approval of invoices for Services rendered. In order for payment to be made, Consultant's invoice must include an itemization as to the services rendered, date(s) of service, direct and/or subcontract costs, and be submitted on an official letterhead or invoice with Consultant's name, address, and telephone number referenced.

B. The Agreement Administrator shall review the invoices to determine whether services performed and documents submitted are consistent with this Agreement. Payment shall be made within forty-five (45) days following receipt of the invoice or the Agreement Administrator shall provide Consultant with a written statement objecting to the charges and stating the reasons therefore.

C. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to City at the time of payment.

10. Records/Audit.

A. Consultant shall be responsible for ensuring accuracy and propriety of all billings and shall maintain all supporting documentation for a minimum of three (3) years from the completion date of the Services under this agreement the following records:

1. All accounts and records, including personnel, property and financial, adequate to identify and account for all costs pertaining to this Agreement and assure proper accounting for all funds;

2. Records which establish that Consultant and any subconsultant who renders Services under this Agreement are in full compliance with the requirements of this Agreement and all federal, state and local laws and regulations

3. Any additional records deemed necessary by City to assume verification of full compliance with this Agreement.

B. City shall have the right to audit Consultant's invoices and all supporting documentation for purposes of compliance with this Agreement for a period of three years following the completion of Services under this Agreement.

C. Upon reasonable notice from City or any other governmental agency, Consultant shall cooperate fully with any audit of its billings conducted by, or of, City and shall permit access to its books, records and accounts as may be necessary to conduct such audits.

11. Successors and Assignment. This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

12. Change in Name, Ownership or Control. Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.

13. Key Personnel. City has relied upon the professional training and ability of Consultant to perform the Services hereunder as a material inducement to enter into this Agreement. Consultant shall provide properly skilled professional and technical personnel to perform all Services under this Agreement. In the event that City, in its sole discretion, at any time during the Agreement, desires the removal of any person or persons assigned by Consultant to perform Services pursuant to this Agreement, Consultant shall remove any such person immediately upon receiving notice from City.

14. Performance By Consultant. Consultant shall maintain or exceed the level of competency presently maintained by other similar practitioners in the State of California, for professional and technical soundness, accuracy and adequacy of all work, advice and material furnished under this Agreement.

15. Use of Materials.

A. City shall make available to Consultant such materials from its files as may be required by Consultant to perform Services under this Agreement. Such materials shall remain the property of City while in Consultant's possession. Upon termination of this Agreement and payment of outstanding invoices of Consultant, or completion of work under this Agreement, Consultant shall return to City any property of City in its possession and any calculations, notes, reports, electronic files, or other materials prepared by Consultant in the course of performance of this Agreement.

B. City may utilize any material prepared or work performed by Consultant pursuant to this Agreement, including computer software, in any manner, which City deems proper without additional compensation to Consultant. Consultant shall have no responsibility or liability for any revisions, changes, or corrections made by City, or any use or reuse pursuant to this paragraph unless Consultant accepts such responsibility in writing.

16. Nonuse of Intellectual Property of Third Parties. Consultant shall not use, disclose or copy any intellectual property of any third parties in connection with work carried out under this Agreement, except for intellectual property for which Consultant has a license. Consultant shall indemnify and hold City harmless against all claims raised against City based upon allegations that Consultant has wrongfully used intellectual property of others in performing work for City, or that City has wrongfully used intellectual property developed by Consultant pursuant to this Agreement.

17. Ownership of Work Product. All documents or other information created, developed, or received by Consultant shall, for purposes of copyright law, be deemed works made for hire for City by Consultant and shall be the sole property of City. Consultant shall provide City with copies of these items upon demand, and in any event, upon termination of this Agreement.

18. Confidentiality Clause. Consultant acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Agreement or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either state or federal statutes ("Confidential Information"). Confidential Information includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records, agency source code or object code, agency security data, or information identifiable to an individual that relates to any of these types of information. Consultant agrees to hold Confidential Information in strictest confidence and not to make use of Confidential Information for any purpose other than the performance of this Agreement, to release it only to authorized employees or Sub-consultants requiring such information for the purposes of carrying out this Agreement, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without City's express written consent or as provided by law. Consultant agrees to release such information or material only to employees or Sub-consultants who have signed a nondisclosure agreement, the terms of which have been previously

approved by City. Consultant agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information.

"Personal information" including, but not limited to, "Protected Health Information" (PHI) under Health Insurance Portability And Accountability Act (HIPAA), individuals' names, addresses, phone numbers, birth dates, and social security numbers collected, used, or acquired in connection with this Agreement shall be protected against unauthorized use, disclosure, modification or loss.

HIPAA establishes national minimum standards for the use and disclosure of certain health information. The Consultant must comply with all HIPAA requirements and rules when determined applicable by the City. If City determines that (1) City is a "covered entity" under HIPAA, and that (2) Consultant will perform "business associate" services and activities covered under HIPAA, then at City's request, Consultant agrees to execute City's Agreement in compliance with HIPAA.

Consultant shall ensure its directors, officers, employees, Sub-consultants or agents use personal information solely for the purposes of accomplishing the services set forth herein. Consultant and its Sub-consultants agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the City or as otherwise required by law.

Any breach of this provision may result in termination of the Agreement and demand for return of all personal information. Moreover, Consultant will indemnify and hold the City harmless from and against all losses and damages resulting from any unauthorized or improper disclosure, dissemination or use of the information as a result, in whole or in part, of Consultant's action or inaction.

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A. Consultant shall secure and maintain all licenses or permits required by law, including a City business license, and shall comply with all ordinances, laws, orders, rules, and regulations pertaining to the work.

B. Consultant warrants that it shall perform the Services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

C. Consultant covenants that there shall be no discrimination based upon race, color, creed, religion, sex, marital status, age, handicap, national origin or ancestry, or any other category forbidden by law in performance of this Agreement.

20. Conflict of Interest and Reporting.

A. Consultant shall at all times avoid conflicts of interest or the appearance of a conflict of interest in the performance of this Agreement. If required, Consultant shall comply with the City's Conflict of Interest reporting requirements. Consultant understands that pursuant to Gardena Municipal Code sections 2.24.020H and 2.24.025G, it is forbidden to make any contribution to a candidate or committee of a candidate for a municipal office of the City, or to an officeholder, until the completion of Services to be performed under this Agreement.

B. Consultant and its representatives shall refrain from lobbying City of Gardena officials, employees and representatives for the duration of this Agreement.

21. Guarantee and Warranty. Consultant warrants to City that the material, analysis, data, programs and Services to be delivered or rendered hereunder will be of the kind and quality designated and will be performed by qualified personnel. Without waiver of City's other rights or remedies, City may require Consultant to re-perform any of said Services, which were not performed in accordance with these standards. Consultant shall perform the remedial Services at its sole expense.

22. Insurance.

A. Commencement of Work. Consultant shall not commence work under this Agreement until it has obtained City approved insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, and for periods after the end of this Agreement as may be indicated below, Consultant must have and maintain in place all of the insurance coverage required in this Section. Consultant's insurance shall comply with all items specified by this Agreement. Any subcontractors shall be subject to all of the requirements of this Section and Consultant shall be responsible to obtain evidence of insurance from each subcontractor and provide it to City before the subcontractor commences work. Alternatively, Consultant's insurance may cover all subcontractors.

B. Insurance Company Requirements. All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers admitted to do business in the State of California. Insurers shall have a current Best's rating of not less than A-:VII, unless otherwise approved by City.

C. Coverage, Limits and Policy Requirements. Consultant shall maintain the types of coverage and limits indicated below:

1. Commercial General Liability Insurance - a policy for occurrence

coverage for bodily injury, personal injury and property damage, with coverage at least as broad as Insurance Services Office Form CG 00 01, with no special limitations affecting City. The limit for all coverage under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence.

2. Commercial Auto Liability Insurance - a policy with coverage at least as broad as Insurance Services Office form CA 0001, including Symbol 1 (any auto) with no special limitations affecting City. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000.00) per accident.

3. Policy Requirements. The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:

a. The City, its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy.

b. The insurer shall agree to provide City with thirty (30) days prior written notice, return receipt requested, of any cancellation, non-renewal or material change in coverage.

c. For any claims with respect to the Services covered by this Agreement, Consultant's insurance coverage shall be primary insurance as respects the City, its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

4. Worker's Compensation and Employer's Liability Insurance - a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

5. Professional Errors & Omissions - a policy with minimum limits of one million dollars (\$1,000,000.00) per claim and aggregate. This policy shall be issued by an insurance company which is admitted to do business in the State of California and Consultant shall contain a clause that the policy may not be canceled until thirty (30) days written notice, return receipt requested, is mailed to City.

D. Additional Requirements. The procuring of such required policies of insurance shall not be construed to limit Consultant's liability hereunder or to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against City for payment of premiums or other amounts with respect thereto. City shall notify Consultant in writing of changes in the insurance requirements. If

Consultant does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Consultant shall be deemed in default hereunder.

E. Deductibles. Any deductible or self-insured retention over \$25,000 per occurrence must be declared to and approved by City. Any deductible exceeding an amount acceptable to City shall be subject to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City, its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Consultant); or Consultant shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.

F. Verification of Compliance. Consultant shall furnish City with original policies or certificates and endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, Consultant shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Consultant shall provide full copies of any requested policies to City within three (3) days of any such request by City.

G. Termination for Lack of Required Coverage. If Consultant, for any reason, fails to have in place, at all times during the term of this Agreement, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Consultant's expense and/or terminate this Agreement.

23. Indemnity.

A. Consultant assumes all risk of injury to its employees, agents, and contractors, including loss or damage to property.

B. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents, employees and volunteers, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents, employees and volunteers arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action,

complaint or suit asserts liability against the City, its elected officials, officers, agents, employees and volunteers based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

C. No official, employee, agent or volunteer of City shall be personally liable for any default or liability under this Agreement.

24. Independent Contractor. Consultant agrees to furnish consulting services in the capacity of an independent contractor and neither Consultant nor any of its employees shall be considered to be an employee or agent of City.

25. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

26. Notices. Any notice or communication given under this Agreement shall be effective when deposited, postage prepaid, with the United States Postal Service and addressed to the contracting parties. Name, address, telephone and facsimile numbers of the parties are as follows:

City of Gardena:
1700 West 162nd Street
Gardena, California 90247-3732
Attn: Mike Saffell
Title: Chief of Police
Email: chief@gardenapd.org
Telephone: (310) 217-9601

To Consultant: Palicon Group
3400 Central Ave., Suite 225
Riverside, CA 92506
Attn: David Green
Email: David.Green@palicongroup.com
Telephone: (855) 725-4266

Either party may change the information to which notice or communication is to be sent by providing advance written notice to the other party.

27. Severability. If any provision of this Agreement shall be held illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable, and the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

28. Jurisdiction and Venue. This Agreement shall be deemed a contract under the laws of the State of California and for all purposes shall be interpreted in accordance with such laws. Both parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought hereunder shall be Los Angeles County, California.

29. Waiver. No delay or failure by either Party to exercise or enforce at any time any right or provision of this Agreement shall be considered a waiver thereof or of such Party's right thereafter to exercise or enforce each and every right and provision of this Agreement. To be valid a waiver shall be in writing but need not be supported by consideration. No single waiver shall constitute a continuing or subsequent waiver.

30. Electronic Signatures. The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Agreement had been delivered and had been signed using a handwritten signature. City and Consultant (i) agree that an electronic signature, whether digital or encrypted, of a party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other party will reply on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement has been executed by electronic signature, all parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 ("E-SIGN") and California Uniform Electronic Transactions Act ("UETA")(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic

Record under both E-SIGN and UETA with respect to this specific transaction.

31. Joint Drafting. Each party acknowledges that it has had an adequate opportunity to review each and every provision in this Agreement and to submit the same to counsel and other consultants for review and comment and that the parties jointly drafted this Agreement. No provision of this Agreement or any Assignment shall be construed more strictly against one party than the other party by reason that one or the other party proposed, drafted or modified such provision or any other existing or proposed provision.

32. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

33. Authority to Execute. The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

34. Attorney's Fees. In the event that legal action is necessary to enforce the provisions of this Agreement, or to declare the rights of the parties hereunder, the parties agree that the prevailing party in the legal action shall be entitled to recover attorney's fees and court costs from the opposing party.

35. Section Headings. The Section headings used in this Agreement are for reference purposes only and shall have no binding effect.

36. Entire Agreement. This Agreement contains the entire understanding between City and Consultant. Any prior agreement, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by both parties. This Agreement may be signed by the parties hereto in separate counterparts, including both counterparts that are executed on paper and counterparts that are in the form of electronic signatures. Electronic signatures include facsimile or email electronic signatures. Each executed counterpart shall be deemed an original. All counterparts, taken together, constitute the executed Agreement.

IN WITNESS WHEREOF, the parties have hereunto affixed their names as of the day and year written below.

“City”
City of Gardena

“Palicon Group”
Consultant

By: _____
Tasha Cerda, Mayor

By: David Green
David Green, Principal

Date: _____

Date: 1/8/2024

ATTEST:

Mina Semenza, City Clerk

APPROVED AS TO FORM:

Carmen Vasquez
Carmen Vasquez, City Attorney

RE: Final Pricing

David Green <david.green@palicongroup.com>

Thu 12/14/2023 5:10 PM

To: Elizabeth Hernandez <EHernandez@cityofgarden.org>; Eric McBride <eric.mcbride@palicongroup.com>

Caution! This message was sent from outside your organization.

Hi Liz,

Your pricing matrix is consistent with our conversation and agreed upon as presented.

Thanks,
Dave

From: Elizabeth Hernandez <EHernandez@cityofgarden.org>

Sent: Thursday, December 14, 2023 4:56 PM

To: David Green <david.green@palicongroup.com>; Eric McBride <eric.mcbride@palicongroup.com>

Subject: Final Pricing

Good evening,

During our meeting on December 5th, you were asked if the pricing provided in the Palicon RFP proposal response was your best and final pricing. You mentioned that you could reduce the pricing amount listed on the Initial Screening line item of \$350 per candidate, with the assumption of 40 candidates, to \$85/hour for 2 hours, or \$170 for the 40 estimated candidates (see attached initialed document from our meeting). That would change your cost proposal to:

Description	Estimated Quantity in Total 3 Year Contract	Price per Candidate	Total Price
Sworn Employee	60	\$1750	\$105,000
Civilian Employee	90	\$1500	\$135,000
Initial Screening	40	\$85/hr x 2 hr = \$170	\$6,800
Price Not to Exceed for Three-Year Contract			\$246,800

This would be a reduction of \$7,200 from your original proposal.

You also mentioned in our meeting that this pricing would remain in effect for the term of the contract.

Please reply to this email, confirming the above, or with any differences in understanding you have.

Thank you,
Liz

Elizabeth Hernandez

City of Gardena

1718 West 162nd Street | Gardena CA | 90247

Phone 310.283.8469 | ehernandez@cityofgardena.org

October 21, 2023

Gardena Police Department
1718 W. 162nd St.
Gardena, CA. 90247
Attn: Elizabeth Hernandez

Background Investigations Proposal

Company Profile

Palicon Group is a Southern California based firm specializing in workplace investigations, security, and public safety consulting. Serving both the public and private sectors, Palicon Group employs retired law enforcement professionals with the training, experience, and certification by the California Commission on Peace Officer Standards and Training (POST) to conduct thorough and complete investigations. You can be assured that all aspects of an applicant's background will be investigated and presented for our clients' review. Company staff have spent years working with POST auditors and have a thorough understanding of all POST requirements. We also offer pre-employment Certified Voice Stress Analysis (CVSA) examinations and personnel investigation services for allegations of employee misconduct.

Relevant Service Experience

Palicon Group's Co-Managing Partners Eric McBride and David Green are retired police chiefs having each served thirty years in the profession. Combined, they have hired several hundred personnel and presided over an equivalent number of background investigations. From this experience, they formed Palicon Group in 2020 and developed a service model that addressed many of the shortcomings of privatized service. Today, Palicon Group is one of California's fastest growing firms with some of its most recent contract awards coming from the City of Long Beach, the California Department of Justice, and the California Highway Patrol. Our growth stems from our ability to handle high volume accounts while still maintaining timely turnarounds and producing a high-quality work product. If requested, the firm's principals are prepared to answer questions, provide sample work products, and demonstrate of our automated background platform.

Service Model

Palicon Group utilizes the Guardian Solutions web-based background platform to provide a seamless and professional experience for our clients, their applicants, and all required references. In our experience, this platform facilitates a more user-friendly experience for applicant references

which encourages more comprehensive feedback and timelier responses to investigators. These efficiencies enable us to provide a higher quality and timelier product to our clients. Through this platform, agency liaisons can electronically access background files and track investigative progress in real-time. Additionally, the platform allows our clients to automate their PHS/PIQ questionnaire process at no cost and flags conflicting responses provided to other agencies utilizing the same platform. All costs associated with the platform are included in our flat billing rate and backgrounds will generally be completed in 6-8 weeks absent a special request for an expedited process.

In all situations where investigators identify information that may disqualify an applicant, they will contact the client's assigned liaison. If the client chooses to disqualify the applicant, the background will be terminated and billed based on actual hours worked.

It is important for Palicon Group to understand our clients' needs, guidelines, and expectations. To that end, we encourage client feedback on applicants and positional needs to ensure we are screening not only for minimum qualifications, but to ensure applicants are the right fit for building a quality workplace culture.

POST compliant backgrounds will include the following components:

- Background Narrative Report
- Personal History Statement
- DOJ/FBI Fingerprint Returns and Firearms Clearance
- Driving Record Check
- Local Law Enforcement Agency Checks
- Credit Records Check
- Education Verification
- Citizenship/Age Verification
- Military History Check
- Dissolution of Marriage Check
- Employment Verification and History Check
- Relative/Personal References Check
- Home/Neighborhood Check
- Medical/Psychological Clearances
- Social Media Screening
- Bias Analysis
- Other Documentation as Necessary

Data Storage and Protection

The Guardian Alliance platform and all data reside on AWS GovCloud, which is especially tailored to securely house sensitive data such as criminal justice information. There is a vast amount of information regarding security infrastructure and practices available on their site at <https://aws.amazon.com/compliance/cjis/>

Guardian's data security model is consistent with federal and state laws, regulations, and standards, including the FBI's CJIS security policy, as well as any other applicable policies and

standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB). Its data security program combines administrative, technical, and physical safeguards designed to assist in protecting the personal information entered or uploaded to the Guardian platform against accidental, unlawful, or unauthorized destruction, loss, alteration, access, disclosure, or use.

Additionally, Guardian is an approved Independent Software Vendor (ISV) within the AWS Partner Network (APN) and has achieved Select Technology Partner, Public Sector Partner, and Reviewed by AWS Status. Guardian has recently completed the Partner Transformation Program, undergone a Well-Architected Review (WAR) and a Foundational Technical Review (FTR) with AWS Solution Architects to ensure that data entered or uploaded to the platform is secure at all times. Guardian treats all data in the system as though it is CJI.

Data from city applicants is stored on the platform in perpetuity without charge. Should the city request removal, it can be provided to the city in pdf or CSV format and permanently removed from the system.

FCRA and UDAAP Compliance Policy

All investigators and support personnel are required to sign an acknowledgment form to confirm their understanding of Palicon Group's Fair Credit Reporting Act (FCRA) and the Unfair, Deceptive, or Abusive Acts or Practices (UDAAP) Training Policy and their commitment to comply with these regulations. By providing comprehensive training on FCRA and UDAAP, Palicon Group aims to ensure compliance with these critical regulations, safeguard consumer rights, and maintain its reputation as an ethical and responsible organization.

Company Oversight/Qualified Management

Palicon Group Co-Founder Eric McBride serves as a company principal and qualified manager overseeing all investigative services. Eric's background comprises over thirty years of experience with the San Bernardino Police Department where he retired as Chief of Police. During his tenure, Eric held various supervisory and management roles in the Department's Professional Standards and Personnel Bureaus where he served as the Department's PMK for all civil proceedings. As chief, he oversaw the recruitment, screening, hiring, and training of several hundred sworn and non-sworn employees while utilizing both internal and contract background service providers in the process. As a consumer, Eric recognized many of the shortcomings in quality and service that hamper an agency's ability to efficiently onboard staff in an ever-competitive law enforcement job market. It is from this vantage point that Eric continually collaborates with clients, POST representatives, and various technology vendors to ensure Palicon Group is facilitating client competitiveness. Eric holds an undergraduate degree from California Baptist University and a graduate degree from Troy University. He is a graduate of the FBI National Academy, Naval Post Graduate School's Executive Leaders Program, the Senior Management Institute for Policing at Boston University, and California POST Command College. Eric is a current member of the FBI National Academy Associates, California Police Chiefs Association, California Association of Licensed Investigators, and numerous other professional and civic organizations.

Team Organization and Structure

Palicon Group is managed by co-founders David Green and Eric McBride. Both are intimately involved in daily operations, and both are directly accessible to all clients. David and Eric collectively share responsibility for client relations, contracts, billing, and all personnel matters.

Investigations Coordinator Kayla Toner coordinates assignments and reviews all backgrounds for content and quality before submission to clients. Kayla is an experienced law enforcement analyst having served with the Boston Police Department and Massachusetts Office of Homeland Security and Public Safety before joining Palicon Group.

Palicon Group exclusively utilizes honorably retired law enforcement personnel for its investigative staff. The vast majority have between twenty-five and thirty years of experience and retired at a supervisory or management rank. All investigators are POST certified in background investigations and all work exclusively for Palicon Group. While assignments are generally determined by the geographic location of investigators in relation to the assigned applicants, we are open to client input when determining the best makeup for project staff. Palicon Group does not subcontract background investigations.

Project Team

Eric McBride

Ca. Private Inv. License #189227

(See above listed biography)

Dan Settle

Ca. Private Inv. License #189433

Investigator Dan Settle is a retired San Diego County Sheriff's Sergeant whose career spanned numerous roles from K-9 handler to patrol sergeant. As a private investigator, he has developed extensive experience in pre-employment background investigations having worked for CSI Enterprises before joining Palicon Group.

Dan's commitment to law enforcement education extends to his role as an Adjunct Faculty member at Palomar College where he teaches Administration of Justice. He also serves as an instructor at the Palomar College Police Academy, where he teaches courses like Principled Policing and Report Writing, ensuring students are equipped with up-to-date knowledge and practices.

Dan holds a B.S. in Physiology and Neuroscience from the University of California, San Diego, and a master's degree in organizational leadership from National University.

Subcontractors

Palicon Group will not utilize subcontractors to fulfil this contract.

Exceptions and Amendments

None

For your consideration,

A handwritten signature in dark ink, appearing to read "David Green", with a long horizontal flourish extending to the right.

David Green, Principal

📍 3400 Central Ave., Suite 225
Riverside, CA. 92506

☎ 855.725.4266

✉ info@palicongroup.com

🌐 palicongroup.com

PI Lic# 189227
PPO Lic# 121277

**BACKGROUND INVESTIGATION SERVICES
REPRESENTATIONS AND CERTIFICATIONS FORM**

The undersigned submits the attached RFP Response Forms in compliance with the RFP for BACKGROUND INVESTIGATION SERVICES.

The RFP Response Forms include Attachments A-K as herein specified. It is understood that any additional information, if any, included in the RFP Response Forms may not necessarily be considered in the evaluation of the vendor's qualifications by the City.

The undersigned offers to perform all duties and obligations required of Contractor as specified by the provisions of the RFP for BACKGROUND INVESTIGATION SERVICES at the rates and for the consideration herein.

NAME OF BIDDER: Palicon Group

NUMBER OF YEARS IN BUSINESS IN THIS AREA: 3

DBA: Palicon Group

MAILING ADDRESS: 3400 Central Ave. Suite 225 Riverside, CA. 92506

TELEPHONE NUMBER: (855) 725-4266

FAX NUMBER: (855) 600-6945

E-MAIL: david.green@palicongroup.com

CONTACT PERSON: David Green

OWNERSHIP INFORMATION. List the full name of each owner who possesses at least a ten percent interest in the business. If the owner is a general business, each owner shall be listed; if the owner is a corporation, each stockholder holding more than ten percent of the corporation shall be listed; and if the owner is a partnership, each partner, excluding limited partners, shall be listed.

David Green and Eric McBride

I represent and certify that I have read and understand the information presented in the RFP documents contained in the BACKGROUND INVESTIGATION SERVICES Request for Proposals, and that it is true and correct to the best of my knowledge and belief and that I am authorized to execute this Representation and Certification.

Signed David Green

Firm Palicon Group

Name David Green
(Print or type)

Title Principal

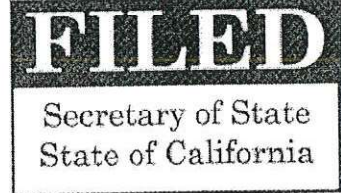
Date 10/21/2023

Note to Bidder:

ATTACH COPY OF CORPORATE RESOLUTION OR OTHER DOCUMENT ESTABLISHING THAT THE PERSON MAKING THE REPRESENTATION AND CERTIFICATION ABOVE IS AUTHORIZED TO DO SO. THE DOCUMENT MUST BE LABELLED "ATTACHMENT B", Page 3.



California Secretary of State Electronic Filing



General Stock Corporation - Articles of Incorporation

Entity Name: PALICON GROUP
Entity (File) Number: C4647270
File Date: 09/29/2020
Entity Type: General Stock Corporation
Jurisdiction: California

Detailed Filing Information

1. Corporate Name: PALICON GROUP
2. Business Addresses:
 - a. Initial Street Address of Corporation: 6361 Garden Hills Way
Riverside, California, 92506
United States of America
 - b. Initial Mailing Address of Corporation: 6361 Garden Hills Way
Riverside, California, 92506
United States of America
3. Agent for Service of Process:
Individual Agent: David Green
6361 Garden Hills Way
Riverside, California, 92506
United States of America
4. Shares: 1000
5. Purpose Statement: The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business or the practice of a profession permitted to be incorporated by the California Corporations Code.

The incorporator affirms the information contained herein is true and correct.

Incorporator: Maria Sanford

Certificate Verification Number: P8W44B6

Use bizfile.sos.ca.gov to verify the certified copy.



California Secretary of State
Electronic Certified Copy

I, ALEX PADILLA, Secretary of State of the State of California, hereby certify that the attached transcript of 1 page is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California on this day of October 02, 2020

ALEX PADILLA
Secretary of State

Verification Number: P8W44B6
Entity (File) Number: C4647270

To verify the issuance of this certificate, use the Verification Number above with the Secretary of State Electronic Verification Search available at bizfile.sos.ca.gov





California Secretary of State
Electronic Certified Copy

I, ALEX PADILLA, Secretary of State of the State of California, hereby certify that the attached transcript of 3 pages is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.



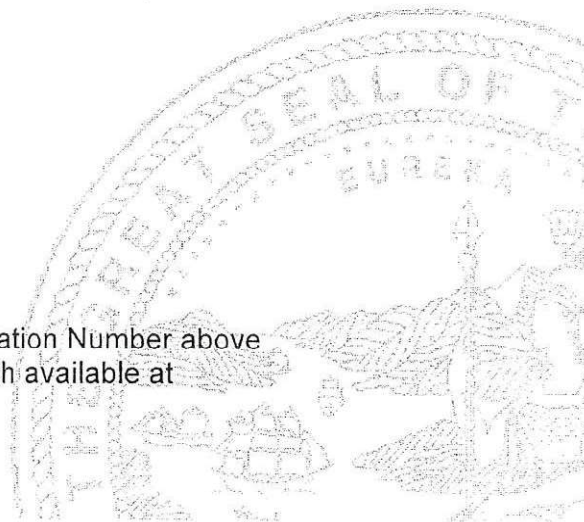
IN WITNESS WHEREOF, I execute
this certificate and affix the Great
Seal of the State of California on
this day of October 08, 2020

A handwritten signature in black ink, reading "Alex Padilla".

ALEX PADILLA
Secretary of State

Verification Number: P8MNNBP
Entity (File) Number: C4647270

To verify the issuance of this Certificate, use the Verification Number above
with the Secretary of State Electronic Verification Search available at
bizfile.sos.ca.gov





California Secretary of State
Electronic Filing

FILED

Secretary of State
State of California

Corporation - Statement of Information

Entity Name: PALICON GROUP

Entity (File) Number: C4647270

File Date: 10/06/2020

Entity Type: Corporation

Jurisdiction: CALIFORNIA

Document ID: GK04191

Detailed Filing Information

1. Entity Name: PALICON GROUP
2. Business Addresses:
 - a. Street Address of Principal Office in California:
6361 Garden Hills Way
Riverside, California 92506
United States of America
 - b. Mailing Address:
6361 Garden Hills Way
Riverside, California 92506
United States of America
 - c. Street Address of Principal Executive Office:
6361 Garden Hills Way
Riverside, California 92506
United States of America
3. Officers:
 - a. Chief Executive Officer:
David Green
6361 Garden Hills Way
Riverside, California 92506
United States of America
 - b. Secretary:
Eric McBride
6361 Garden Hills Way
Riverside, California 92506
United States of America

Certificate Verification Number: P8MNNBP
Use bizfile.sos.ca.gov to verify the certified copy.

Document ID: GK04191



California Secretary of State Electronic Filing

Officers (cont'd):

c. Chief Financial Officer:

Eric McBride
6361 Garden Hills Way
Riverside, California 92506
United States of America

4. Director:

David Green
6361 Garden Hills Way
Riverside, California 92506
United States of America

Number of Vacancies on the Board of
Directors:

0

5. Agent for Service of Process:

David Green
6361 Garden Hills Way
Riverside, California 92506
United States of America

6. Type of Business:

Private Security Services

By signing this document, I certify that the information is true and correct and that I am authorized by California law to sign.

Electronic Signature: Trevor D. Martin

Use bizfile.sos.ca.gov for online filings, searches, business records, and resources.

Certificate Verification Number: P8MNNBP
Use bizfile.sos.ca.gov to verify the certified copy.

Document ID: GK04191



California Secretary of State Electronic Filing

Corporation - Attachment to Statement of Information

List of Additional Directors:

1. Eric McBride
6361 Garden Hills Way
Riverside, California 92506
United States of America

2.

3.

4.

5.

6.

7.

Certificate Verification Number: P8MNNBP
Use bizfile.sos.ca.gov to verify the certified copy.

Document ID: GK04191



EIN Assistant

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

Congratulations! The EIN has been successfully assigned.EIN Assigned: **85-3482765**Legal Name: **PALICON GROUP**

The confirmation letter will be mailed to the applicant. This letter will be the applicant's official IRS notice and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to arrive by mail.

We strongly recommend you print this page for your records.

Click "Continue" to get additional information about using the new EIN.

[Continue >>](#)

Help Topics

Can the EIN be used before the confirmation letter is received?

BACKGROUND INVESTIGATION SERVICES PROPOSAL AND CONTRACTOR'S CERTIFICATION

NAME OF COMPANY SUBMITTING PROPOSAL Palicon Group

Description (A)	Unit (B)	Estimated Quantity in Total 3 Year Contract** (C)	Price (BxC)
National and Multi Statewide criminal database check, employment history, credit history, etc.			
Sworn Employee	Each	60	\$ 1750.00
Civilian Employee	Each	90	\$ 1500.00
Initial Screening	Each	40	\$ 350.00
(Price Not to Exceed for Three-Year Contract)		TOTAL	\$ 254,000.00

Contractor must submit City's Form but may also submit Contractor's own cost form, if necessary, as part of Attachment C

City is not obligated to meet the estimated quantity over the course of the contract.

I hereby certify that the fees listed on this proposal form constitutes my Proposal for furnishing the required services necessary to provide City BACKGROUND INVESTIGATION SERVICES and that the prices proposed above will remain in effect from February 28, 2024 through _____.

Note: Failure to respond with a specific date will be considered non-responsive.

David Green
Signature of Authorized Representative/Official

10/21/2023
Date

David Green
Printed Name and Title

**BACKGROUND INVESTIGATION SERVICES REQUEST FOR PROPOSALS
NON-COLLUSION AFFIDAVIT OF CONTRACTOR**

State of California County of Riverside

David Green, being first duly sworn, deposes and says that:

- 1) He is Principal/Owner of Palicon Group,
(Owner, partner, officer, representative, or agent)

the Contractor that has submitted the attached Proposal.

- 2) He is fully informed respecting the preparation and contents of the attached RFP and all pertinent circumstances respecting such Proposal;
- 3) Such Proposal is genuine and is not a collusive or sham Proposal;
- 4) Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Contractor, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached Proposal or of any other Contractor or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Gardena (OWNER) or any person interested in the proposed Contract; and
- 5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Subscribed and sworn to before me this 21st day of October, 2023

David Green
Signature of Authorized Official

Principal
Title of Authorized Official

My Commission expires on N/A

**BACKGROUND INVESTIGATION SERVICES REQUEST FOR PROPOSALS
CERTIFICATION OF DRUG-FREE WORKPLACE**

I, David Green, hereby certify on behalf of
(Name of Authorized Official)

Palicon Group that:
(Name of Company)

The Contractor named above, and all Sub-Contractors working on this Contract, will comply with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor and all Sub-Contractors will, therefore:

Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance are prohibited, and that specified actions will be taken against employees for violation of these prohibitions, as required by Government Code Section 8355(a).

Establish a Drug-Free Awareness Program, as required by Government Code Section 8355(b), to inform employees about all of the following:

1. The dangers of drug abuse in the workplace;
2. The firm's policy of maintaining a drug-free workplace;
3. Any available counseling, rehabilitation and employee assistance programs; and
4. Penalties that may be imposed upon employees for drug abuse violations, including that no employee who tests positive for use of a controlled substance shall be permitted to work on this Contract.

Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed Contract:

1. Will receive a copy of the firm's drug-free policy statement; and
2. Will agree to abide by the terms of the firm's statement as a condition of employment on the Contract.

CERTIFICATION:

I, David Green, hereby certify that the above named company, which I am duly authorized to represent, will comply with the Drug-Free Workplace requirements of this Contract. I understand that this certification is made under penalty of perjury, under the laws of the State of California.

Executed this 21st day of October, 2023

By David Green
(Signature of Authorized Official)

Principal
(Title of Authorized Official)

**BACKGROUND INVESTIGATION SERVICES REQUEST FOR PROPOSALS
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The Contractor hereby certifies compliance with all applicable equal employment opportunity laws and regulations, as applicable.

1. In implementing the project, the Contractor may not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age or national origin. The recipient agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
2. The Contractor shall be responsible for requiring that all subcontractors of the project comply with this provision, except subcontracts for standard commercial supplies of new materials.

10/21/2023

Date

Palicon Group

Company

By:

David Green

Signature of Authorized Official

David Green

Print Name of Authorized Official

Principal

Title of Authorized Official

LIST OF REFERENCES

NAME OF COMPANY SUBMITTING BID Palicon Group

Please submit the following information in reference to similar experience as specified in the RFP. If available, please specify other local municipalities for which you have provided service.

NAME OF BUSINESS Murrieta Police Department

STREET ADDRESS: 2 Town Square

CITY: Murrieta STATE: CA ZIP CODE: 92562

CONTACT PERSON: Phillip Gomez TITLE: Captain

TELEPHONE NUMBER: (951) 304-2677

DATES OF CONTRACTED SERVICE: February 2023 to present

NAME OF BUSINESS: Hemet Police Department

STREET ADDRESS: 450 E Latham Ave.

CITY: Hemet STATE: CA ZIP CODE: 92543

CONTACT PERSON: Michael Arellano TITLE: Captain

TELEPHONE NUMBER: (951) 692-9166

DATES OF CONTRACTED SERVICE: August of 2022 to present

NAME OF BUSINESS: Baldwin Park Police Department

STREET ADDRESS: 14403 Pacific Ave.

CITY: Baldwin Park STATE: CA ZIP CODE: 91706

CONTACT PERSON: Andy Velebil TITLE: Sergeant

TELEPHONE NUMBER: ((626) 960-1955 ext. 406

DATES OF CONTRACTED SERVICE: December of 2021 to present

NAME OF BUSINESS: Redlands Police Department

STREET ADDRESS: 1270 W. Park Ave.

CITY: Redlands STATE: CA ZIP CODE: 92373

CONTACT PERSON: Travis Martinez TITLE: Deputy Chief

TELEPHONE NUMBER: (909) 557-6583

DATES OF CONTRACTED SERVICE: April of 2022 to present

**BACKGROUND INVESTIGATION SERVICES REQUEST FOR PROPOSALS
ADDENDUM ACKNOWLEDGEMENT – SIGNATURE PAGE**

Addendum Acknowledgement – Signature Page

Contractor acknowledges receipt of the following addenda which are attached to the RFP:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Failure to acknowledge the receipt of all addenda may cause the Proposal to be considered non-responsive to the Request for Proposals.

If Contractor is a corporation, state the legal name of the corporation and the name(s) of person(s) authorized to sign Proposals; if a partnership, state true name of firm and the names of all individual partners; if an individual, state name in full.

Date: _____, 20____

Company: _____

Signed: _____

Name: _____

Title: _____

Telephone: _____

Legal Address: _____

Palicon Group

Balance Sheet Summary

As of October 2, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	270,068.13
Accounts Receivable	209,672.06
Other Current Assets	5,082.00
Total Current Assets	\$484,822.19
Fixed Assets	112,844.01
Other Assets	0.00
TOTAL ASSETS	\$597,666.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	87.59
Other Current Liabilities	13,262.12
Total Current Liabilities	\$13,349.71
Total Liabilities	\$13,349.71
Equity	584,316.49
TOTAL LIABILITIES AND EQUITY	\$597,666.20



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bone, Robertson & McBride, Inc. 160 Alamo Plaza Unit 1239 Alamo CA 94507	CONTACT NAME: PHONE (A/C, No. Ext): 925-674-1000 E-MAIL: certificates@brmins.com ADDRESS:	FAX (A/C, No): 925-503-0472
INSURED Palicon Group David Green 3400 Central Ave #225 Riverside CA 92506	INSURER(S) AFFORDING COVERAGE INSURER A: Allied World Surplus Lines INSURER B: United Financial Casualty Co INSURER C: National Liability & Fire Ins. INSURER D: Mesa Underwriters Specialty INSURER E: INSURER F:	NAIC # 24319 11770 20052 36838

COVERAGES**CERTIFICATE NUMBER:** 1691250637**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Errors&Omissions GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	5200-3765-01	12/1/2022	12/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			04323173-3	7/25/2023	1/25/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	V9WC309808	12/1/2022	12/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Business Personal Property Replacement Cost/Special Excluding Theft/90% Coinsurance			MP0013007000300	4/5/2023	4/5/2024	Limit 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability Blanket Additional Insured endorsement applies. General Liability primary & non-contributory wording applies. All blanket endorsements apply only when required per written contract or written agreement executed prior to an occurrence. Please see attached "disclosure" page.
The certificate holder is named as an additional insured with respect to general liability. Coverage is primary and non-contributory. Waiver of Subrogation applies to the general liability and workers compensation. 30 day notice applies except for non payment of premium.

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**ATTACHMENT K
SAMPLE DRAFT AGREEMENT**

AGREEMENT BETWEEN
THE CITY OF GARDENA
AND
Palicon Group

This contract, hereinafter referred to as Agreement is entered into this _____ day of February, 2024, by and between THE CITY OF GARDENA ("City") and _____, a [state] [type of entity] ("Consultant"). Based on the mutual promises and covenants contained herein, the Parties hereto agree, as follows.

1. Recitals.

- A. Whereas, City requires the services of a professional to provide background investigation services; and
- B. Whereas, Consultant has represented that it is qualified by virtue of experience, training, education and expertise to provide these services; and
- C. Whereas, City has determined that the public interest, convenience and necessity require the execution of this Agreement.
- D. WHEREAS, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

2. Services.

A. Consultant agrees to provide the professional services described in the City's Request for Proposals (RFP) and any associated addendum, attached hereto as **Exhibit "A"** and Consultant's Response to City's RFP ("Consultant's Proposal"), attached hereto as **Exhibit "B"**, both incorporated herein by this reference ("Services").

B. The Services shall be performed in accordance with the Project Schedule set forth in **Exhibit B**. Consultant shall not be liable for any failure or delay in furnishing proposed Services resulting from fire, explosion, flood, storm, Act of God, governmental acts, orders or regulations, hostilities, civil disturbances, strikes, labor difficulties, difficulty in obtaining parts, supplies, or shipping facilities, inability to obtain or delays in obtaining suitable material or facilities required for performance, temporary unavailability of qualified personnel, failure by City to provide appropriate access to equipment or personnel, or other causes beyond Consultant's reasonable control.

3. Additional Services. If City determines that additional Services are required to be

provided by Consultant in addition to the Services set forth above, City shall authorize Consultant to perform such additional Services in writing ("Additional Services"). Such Additional Services shall be specifically described and approved by City in writing prior to the performance thereof. Consultant shall be compensated for such Additional Services in accordance with the amount agreed upon in writing by the Parties. No compensation shall be paid to Consultant for Additional Services which are not specifically approved by City in writing.

4. Consultant's Proposal. This Agreement shall include Consultant's proposal or bid which is incorporated herein as **Exhibit B**. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

5. Timing of Performance. Time is of the essence with respect to Consultant's performance of the Services required by this Agreement. Consultant shall diligently and timely pursue and complete the performance of the Services required of it by this Agreement as set forth in **Exhibit A**. City, in its sole discretion, may extend the time for performance of any Service.

6. Compensation. Compensation for the Services shall be billed as set forth in **Exhibit B ***, attached hereto. The Compensation is inclusive of all costs that may be incurred by Consultant in performance of the Services, including but not limited to such items as travel, copies, delivery charges, phone charges, and facsimile charges, unless otherwise. In no event shall compensation under this Agreement exceed **XXX and 00/00 (\$*)** without the prior written authorization of the City Council.

7. Term of Agreement/Termination. This Agreement shall commence on the Effective Date and continue for a period of three (3) years, ending on February 27, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by one [1] additional one [1] year period upon mutual written agreement of both parties.

A. This Agreement shall be effective as of the date of execution by the City and shall remain in effect until all Services are completed or until terminated as provided for herein.

B. City may terminate this Agreement without cause by providing written notice to Consultant not less than ten days prior to an effective termination date. City's only obligation in the event of termination will be payment of fees and allowed expenses incurred up to and including the effective date of termination.

C. Unless for cause, Consultant may not terminate this Agreement. If Consultant is terminating this Agreement for cause, it must provide the City with thirty (30) days written notice.

D. Upon receipt of a termination notice, Consultant shall: (1) promptly discontinue all Services, unless the notice directs otherwise; and (2) within ten (10)

days, deliver to City all files, data, reports, estimates, summaries, and such other information and materials as may have been accumulated or prepared to date by Consultant in performing the Services under this Agreement, whether completed or in progress. Consultant shall provide these documents by both hard copy and in electronic format if available. In the event of termination for other than cause attributable to Consultant, Consultant shall be entitled to reasonable compensation for the Services it performs up to the date of termination and shall be deemed released from liability for any work assigned but not completed as of the effective date of termination.

8. Agreement Administrator. For purposes of this Agreement, City designates Chief Mike Saffell or designee as the Agreement Administrator who shall monitor Consultant's performance under this Agreement. Consultant shall be notified in writing of any deficiency in the performance of this Agreement in a timely manner by Agreement Administrator. Consultant shall have five (5) business days from receipt of the notification to cure any deficiency to the reasonable satisfaction of the Agreement Administrator. All costs for such corrections shall be borne by Consultant and shall not increase Consultant's fees due hereunder. Should the Agreement Administrator determine that Consultant has not performed its obligation as stated in this Agreement in a satisfactory manner, City may terminate this Agreement for cause as specified in Section- Term of Agreement/Termination. All notices, invoices or other documents shall be addressed to the Agreement Administrator, as well as all substantive issues relating to this contract. City reserves the right to change this designation upon written notice to Consultant.

9. Invoices and Payments.

A. Payment shall be made upon receipt and approval of invoices for Services rendered. In order for payment to be made, Consultant's invoice must include an itemization as to the services rendered, date(s) of service, direct and/or subcontract costs, and be submitted on an official letterhead or invoice with Consultant's name, address, and telephone number referenced.

B. The Agreement Administrator shall review the invoices to determine whether services performed and documents submitted are consistent with this Agreement. Payment shall be made within forty-five (45) days following receipt of the invoice or the Agreement Administrator shall provide Consultant with a written statement objecting to the charges and stating the reasons therefore.

C. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to City at the time of payment.

10. Records/Audit.

A. Consultant shall be responsible for ensuring accuracy and propriety of all billings and shall maintain all supporting documentation for a minimum of three (3) years from the completion date of the Services under this agreement the following records:

1. All accounts and records, including personnel, property and financial, adequate to identify and account for all costs pertaining to this Agreement and assure proper accounting for all funds;

2. Records which establish that Consultant and any subconsultant who renders Services under this Agreement are in full compliance with the requirements of this Agreement and all federal, state and local laws and regulations

3. Any additional records deemed necessary by City to assume verification of full compliance with this Agreement.

B. City shall have the right to audit Consultant's invoices and all supporting documentation for purposes of compliance with this Agreement for a period of three years following the completion of Services under this Agreement.

C. Upon reasonable notice from City or any other governmental agency, Consultant shall cooperate fully with any audit of its billings conducted by, or of, City and shall permit access to its books, records and accounts as may be necessary to conduct such audits.

11. Successors and Assignment. This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

12. Change in Name, Ownership or Control. Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.

13. Key Personnel. City has relied upon the professional training and ability of Consultant to perform the Services hereunder as a material inducement to enter into this Agreement. Consultant shall provide properly skilled professional and technical personnel to perform all Services under this Agreement. In the event that City, in its sole discretion, at any time during the Agreement, desires the removal of any person or persons assigned by Consultant to perform Services pursuant to this Agreement, Consultant shall remove any such person immediately upon receiving notice from City.

14. Performance By Consultant. Consultant shall maintain or exceed the level of competency presently maintained by other similar practitioners in the State of California, for professional and technical soundness, accuracy and adequacy of all work, advice

and material furnished under this Agreement.

15. Use of Materials.

A. City shall make available to Consultant such materials from its files as may be required by Consultant to perform Services under this Agreement. Such materials shall remain the property of City while in Consultant's possession. Upon termination of this Agreement and payment of outstanding invoices of Consultant, or completion of work under this Agreement, Consultant shall return to City any property of City in its possession and any calculations, notes, reports, electronic files, or other materials prepared by Consultant in the course of performance of this Agreement.

B. City may utilize any material prepared or work performed by Consultant pursuant to this Agreement, including computer software, in any manner, which City deems proper without additional compensation to Consultant. Consultant shall have no responsibility or liability for any revisions, changes, or corrections made by City, or any use or reuse pursuant to this paragraph unless Consultant accepts such responsibility in writing.

16. Nonuse of Intellectual Property of Third Parties. Consultant shall not use, disclose or copy any intellectual property of any third parties in connection with work carried out under this Agreement, except for intellectual property for which Consultant has a license. Consultant shall indemnify and hold City harmless against all claims raised against City based upon allegations that Consultant has wrongfully used intellectual property of others in performing work for City, or that City has wrongfully used intellectual property developed by Consultant pursuant to this Agreement.

17. Ownership of Work Product. All documents or other information created, developed, or received by Consultant shall, for purposes of copyright law, be deemed works made for hire for City by Consultant and shall be the sole property of City. Consultant shall provide City with copies of these items upon demand, and in any event, upon termination of this Agreement.

18. Confidentiality Clause. Consultant acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Agreement or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either state or federal statutes ("Confidential Information"). Confidential Information includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records, agency source code or object code, agency security data, or information identifiable to an individual that relates to any of these types of information. Consultant agrees to hold Confidential Information in strictest confidence and not to make use of Confidential Information for any purpose other than the performance of this Agreement, to release it only to authorized employees or Sub-consultants requiring such information for the purposes of carrying out this Agreement, and not to release,

divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without City's express written consent or as provided by law. Consultant agrees to release such information or material only to employees or Sub-consultants who have signed a nondisclosure agreement, the terms of which have been previously approved by City. Consultant agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information.

"Personal information" including, but not limited to, "Protected Health Information" (PHI) under Health Insurance Portability And Accountability Act (HIPAA), individuals' names, addresses, phone numbers, birth dates, and social security numbers collected, used, or acquired in connection with this Agreement shall be protected against unauthorized use, disclosure, modification or loss.

HIPAA establishes national minimum standards for the use and disclosure of certain health information. The Consultant must comply with all HIPAA requirements and rules when determined applicable by the City. If City determines that (1) City is a "covered entity" under HIPAA, and that (2) Consultant will perform "business associate" services and activities covered under HIPAA, then at City's request, Consultant agrees to execute City's Agreement in compliance with HIPAA.

Consultant shall ensure its directors, officers, employees, Sub-consultants or agents use personal information solely for the purposes of accomplishing the services set forth herein. Consultant and its Sub-consultants agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the City or as otherwise required by law.

Any breach of this provision may result in termination of the Agreement and demand for return of all personal information. Moreover, Consultant will indemnify and hold the City harmless from and against all losses and damages resulting from any unauthorized or improper disclosure, dissemination or use of the information as a result, in whole or in part, of Consultant's action or inaction.

19. Legal Requirements.

A. Consultant shall secure and maintain all licenses or permits required by law, including a City business license, and shall comply with all ordinances, laws, orders, rules, and regulations pertaining to the work.

B. Consultant warrants that it shall perform the Services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature

and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

C. Consultant covenants that there shall be no discrimination based upon race, color, creed, religion, sex, marital status, age, handicap, national origin or ancestry, or any other category forbidden by law in performance of this Agreement.

20. Conflict of Interest and Reporting.

A. Consultant shall at all times avoid conflicts of interest or the appearance of a conflict of interest in the performance of this Agreement. If required, Consultant shall comply with the City's Conflict of Interest reporting requirements. Consultant understands that pursuant to Gardena Municipal Code sections 2.24.020H and 2.24.025G, it is forbidden to make any contribution to a candidate or committee of a candidate for a municipal office of the City, or to an officeholder, until the completion of Services to be performed under this Agreement.

B. Consultant and its representatives shall refrain from lobbying City of Gardena officials, employees and representatives for the duration of this Agreement.

21. Guarantee and Warranty. Consultant warrants to City that the material, analysis, data, programs and Services to be delivered or rendered hereunder will be of the kind and quality designated and will be performed by qualified personnel. Without waiver of City's other rights or remedies, City may require Consultant to re-perform any of said Services, which were not performed in accordance with these standards. Consultant shall perform the remedial Services at its sole expense.

22. Insurance.

A. Commencement of Work. Consultant shall not commence work under this Agreement until it has obtained City approved insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, and for periods after the end of this Agreement as may be indicated below, Consultant must have and maintain in place all of the insurance coverage required in this Section. Consultant's insurance shall comply with all items specified by this Agreement. Any subcontractors shall be subject to all of the requirements of this Section and Consultant shall be responsible to obtain evidence of insurance from each subcontractor and provide it to City before the subcontractor commences work. Alternatively, Consultant's insurance may cover all subcontractors.

B. Insurance Company Requirements. All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers admitted to do business in the State of California. Insurers shall have a current Best's rating of not less than A-:VII, unless otherwise approved by City.

C. Coverage, Limits and Policy Requirements. Consultant shall maintain the types of coverage and limits indicated below:

1. Commercial General Liability Insurance - a policy for occurrence coverage for bodily injury, personal injury and property damage, with coverage at least as broad as Insurance Services Office Form CG 00 01, with no special limitations affecting City. The limit for all coverage under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence.

2. Commercial Auto Liability Insurance - a policy with coverage at least as broad as Insurance Services Office form CA 0001, including Symbol 1 (any auto) with no special limitations affecting City. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000.00) per accident.

3. Policy Requirements. The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:

a. The City, its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy.

b. The insurer shall agree to provide City with thirty (30) days prior written notice, return receipt requested, of any cancellation, non-renewal or material change in coverage.

c. For any claims with respect to the Services covered by this Agreement, Consultant's insurance coverage shall be primary insurance as respects the City, its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

4. Worker's Compensation and Employer's Liability Insurance - a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

5. Professional Errors & Omissions - a policy with minimum limits of one million dollars (\$1,000,000.00) per claim and aggregate. This policy shall be issued by an insurance company which is admitted to do business in the State of California and Consultant shall contain a clause that the policy may not be canceled until thirty (30) days written notice, return receipt requested, is mailed to City.

D. Additional Requirements. The procuring of such required policies of insurance shall not be construed to limit Consultant's liability hereunder or to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against City for payment of premiums or other amounts with respect thereto. City shall notify Consultant in writing of changes in the insurance requirements. If Consultant does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Consultant shall be deemed in default hereunder.

E. Deductibles. Any deductible or self-insured retention over \$25,000 per occurrence must be declared to and approved by City. Any deductible exceeding an amount acceptable to City shall be subject to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City, its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Consultant); or Consultant shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.

F. Verification of Compliance. Consultant shall furnish City with original policies or certificates and endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, Consultant shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Consultant shall provide full copies of any requested policies to City within three (3) days of any such request by City.

G. Termination for Lack of Required Coverage. If Consultant, for any reason, fails to have in place, at all times during the term of this Agreement, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Consultant's expense and/or terminate this Agreement.

23. Indemnity.

A. Consultant assumes all risk of injury to its employees, agents, and contractors, including loss or damage to property.

B. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents, employees and volunteers, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents, employees and volunteers arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense

obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents, employees and volunteers based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

C. No official, employee, agent or volunteer of City shall be personally liable for any default or liability under this Agreement.

24. Independent Contractor. Consultant agrees to furnish consulting services in the capacity of an independent contractor and neither Consultant nor any of its employees shall be considered to be an employee or agent of City.

25. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

26. Notices. Any notice or communication given under this Agreement shall be effective when deposited, postage prepaid, with the United States Postal Service and addressed to the contracting parties. Name, address, telephone and facsimile numbers of the parties are as follows:

City of Gardena:
1700 West 162nd Street

Gardena, California 90247-3732

Attn: Mike Saffell

Title: Chief of Police

Email: chief@gardenapd.org

Telephone: (310) 217-9601

To Consultant: Palicon Group

Street Address or P.O. Box

City, State Zip Code

Attn: David Green

Email: david.green@palicongroup.com

Telephone: (855) 725-4266 ext. 701

Either party may change the information to which notice or communication is to be sent by providing advance written notice to the other party.

27. Severability. If any provision of this Agreement shall be held illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable, and the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

28. Jurisdiction and Venue. This Agreement shall be deemed a contract under the laws of the State of California and for all purposes shall be interpreted in accordance with such laws. Both parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought hereunder shall be Los Angeles County, California.

29. Waiver. No delay or failure by either Party to exercise or enforce at any time any right or provision of this Agreement shall be considered a waiver thereof or of such Party's right thereafter to exercise or enforce each and every right and provision of this Agreement. To be valid a waiver shall be in writing but need not be supported by consideration. No single waiver shall constitute a continuing or subsequent waiver.

30. Electronic Signatures. The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Agreement had been delivered and had been signed using a handwritten signature. City and Consultant (i) agree that an electronic signature, whether digital or encrypted, of a party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other party will reply on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement

has been executed by electronic signature, all parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 ("E-SIGN") and California Uniform Electronic Transactions Act ("UETA")(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

31. Joint Drafting. Each party acknowledges that it has had an adequate opportunity to review each and every provision in this Agreement and to submit the same to counsel and other consultants for review and comment and that the parties jointly drafted this Agreement. No provision of this Agreement or any Assignment shall be construed more strictly against one party than the other party by reason that one or the other party proposed, drafted or modified such provision or any other existing or proposed provision.

32. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

33. Authority to Execute. The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

34. Attorney's Fees. In the event that legal action is necessary to enforce the provisions of this Agreement, or to declare the rights of the parties hereunder, the parties agree that the prevailing party in the legal action shall be entitled to recover attorney's fees and court costs from the opposing party.

35. Section Headings. The Section headings used in this Agreement are for reference purposes only and shall have no binding effect.

36. Entire Agreement. This Agreement contains the entire understanding between City and Consultant. Any prior agreement, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by both parties. This Agreement may be signed by the parties hereto in separate counterparts, including both counterparts that are executed on paper and counterparts that are in the form of

electronic signatures. Electronic signatures include facsimile or email electronic signatures. Each executed counterpart shall be deemed an original. All counterparts, taken together, constitute the executed Agreement.

IN WITNESS WHEREOF, the parties have hereunto affixed their names as of the day and year written below.

“City”
City of Gardena

By: _____
Tasha Cerda, Mayor

Date: _____

“Consultant”
Name of Consultant or Consultant Company

By: David Green
Name and title of individual

Date: 10/21/2023

By: _____
Name and title of individual

Date: _____

ATTEST:

Mina Semenza, City Clerk

APPROVED AS TO FORM:

Carmen Vasquez, City Attorney



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 18.A
Section: DEPARTMENTAL
ITEMS - TRANSPORTATION
Meeting Date: February 13, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: Approve a Contract Change Order to Anser Advisory for Construction Management Services in the Amount of \$14,565 for the GTrans Dispatch Remodel Project, JN 512 and a Revised Contract Total of \$114,483

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve Change Order

RECOMMENDATION AND STAFF SUMMARY:

On November 8, 2022, the Gardena City Council authorized award of contract to Ambit Construction & Design, Inc. ("Ambit") for GTrans Dispatch Remodel Project, JN 512, which will result in a new operations dispatch center. It was originally estimated that 100 days of construction and inspection would be needed for this project, based on typical weather and recent projects in the city. As a public construction project, GTrans is required to meet various local, state, and federal requirements and oversee Ambit's daily work. GTrans needed guidance and support from a construction management firm that specializes in public constructions projects to stay compliant with regulations and ensure that this construction project completes successfully and cost effectively. Anser Advisory (formerly known as Wallace & Associates) was selected from the City's On-Call Professional Services list, and the initial contract amount based on 100-work days was \$99,918.

Construction commenced on July 10, 2023, but faced challenges due to various unforeseen circumstances. There were multiple rounds of submittals, resubmittals, and Requests for Information (RFI) related to the drawings that required collaboration with the Architect, GTrans, Ambit, and inspectors. There were multiple supply chain disruptions obtaining material and equipment, most notably the HVAC equipment and flooring material. Additional painting work was assigned which resulted in additional cost and working days for both Ambit and Anser Advisory. Lastly, some floor flatness and levelness issues have been discovered during construction that may require deviation from the original construction plan. Due to these issues, the construction project is currently anticipated to be extended to March of 2024.

As result of the extended construction period, Anser Advisory requires additional hours to monitor Ambit's activities both on and off the site. This involves daily visits to the construction site, conducting safety and quality check on work completed, processing Requests for Information (RFI), and reviewing invoices and paperwork. Anser Advisory submitted a request

for a contract change order, amounting to \$14,565, which would bring the total contract amount to \$114,483. GTrans reviewed Anser Advisory's proposal and determined they are fair and reasonable, and the work will be conducted on a time and materials basis.

Therefore GTrans respectfully recommends that the City Council approve a contract change order to Anser Advisory in the amount of \$14,565 and a revised project total of \$114,483.

FINANCIAL IMPACT/COST:

GTrans has eligible capital funding within the FY24 budget for this project. There is no impact to the General Fund.

ATTACHMENTS:

[Wallace & Associates \(Anser Advisory\) Proposal for Contract Change Order.pdf](#)
[Wallace & Associates Initial Proposal for Dispatch Remodeling Project \(JN 512\)](#)
[08-13-2019 City Council Approval of On-Call Consultant Services](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio".

Clint Osorio, City Manager



Date: February 8, 2024

Dear Ernie Crespo,

As discussed earlier today here is the justification for added fee on the Gardena GTrans Project and the projected cost breakdown.

Anser Advisories original fee was based on a 100 working day construction duration or approximately 6 months. Due to circumstances beyond our control, we are now at the one-year mark. See the below comments:

1. Early on in the project there were delays and multiple rounds of submittals and resubmittals for the Fire Alarm and Fire Sprinkler shop drawings.
2. There were multiple supply chain disruptions obtaining material and equipment. Most notably were the HVAC equipment and flooring material.
3. There was some confusion on which set of drawings we were to be using, Either the Bid Set or The Issued for Construction Set. It is typical to use the Issued for Construction set to develop shop drawings. After multiple submittals were rejected and we experienced multiple delays we sent an RFI to the Architect to clarify exactly what set we were to use. The response was to use the Bid Set, as I have noted above this is unusual.
4. We have also been asked to coordinate the lobby painting portion of this project which was not part of the original scope.
5. We are currently discovering some floor flatness and levelness issues as we install the LVT flooring that were unforeseen.

The following is the breakdown of our staff to complete the job around March 15th, 2024:

1. Rachael Highley- 45 Hours at \$ 90 to complete the contract work and close out-	\$4,050
2. Daniel Villescaz- 30 Hours at \$ 138 to complete contract work-	\$4,830
3. Daniel Villescaz- 20 Hours at \$ 138 to coordinate the lobby painting scope-	\$2,760
4. Jeff Schippers -15 Hours at 195 to complete the contract scope-	\$2,925
Total=	\$14,565

Sincerely,

Name **Jeff Schippers, CCM**
Title **Senior Construction Manager**
Email **jeff.schippers@anseradvisory.com**

December 23, 2022

Ernie Crespo – Director of
Transportation
Rachel Yoo – Administrative Analyst
City of Gardena (GTrans)
17174 West 162nd Street
Gardena, CA 90247

Subject: on-call construction management and inspection services for the Dispatch Remodeling Project

Dear Mr. Crespo and Ms. Yoo:

It was a pleasure speaking with you both yesterday about the Dispatch Remodeling Project.

As discussed, I am providing you with a description of work, a list of deliverables, and revised cost proposal. Please see below:

DESCRIPTION OF WORK:

Meetings: We will schedule and conduct preconstruction conference meeting with Ambit Construction and Design, Inc., to include stakeholders and utility agencies, as necessary. Conduct weekly coordination meetings with the contractor. Prepare agendas and minutes of all meetings. Meetings may be held at the project site or may be held virtually, via zoom meeting, or TEAMS.

Constructability Review: Conduct constructability written review comments for the construction documents of (PS&E). Provide recommendations to improve construction efficiencies and/or reduce impacts to dispatch staff, and potential budget constraints/impacts.

Supervision of Construction Inspection and Material Testing: The CM will supervise the work of the project construction inspector(s), geotechnical and material testing technician(s). Review inspector's daily reports and photographs and provide copies on a weekly basis.

Construction Schedule/Phasing: Develop and present a construction phasing plan to minimize impacts to the existing dispatch operations. Present proposed construction phasing plan to the City and design team for consideration and for review.

Submittal Review: Comment and/or recommend approval of the contractor's submittals, including but not limited to shop drawings, material data, samples, and product data. Responsible to route and track submittals for design engineer or City Staff review and approval. Responsible to ensure all material and equipment is installed per Project Plans and Specification. Prepare and maintain a tracking log to be submitted to City's Project Manager as part on the weekly report.

Weekly Workday Statement: Prepare and issue the weekly working day statements to the contractor and City.

Coordination: Function as the City's representative and ensure coordination between the contractor and the design teams, City staff, and other stakeholders.

Review Contractor's Payment and Contract Change Order Request: Review, verify and make a written recommendation of contractor's invoices/payment requests to the City. The construction manager will reconcile item quantities with field measurements and verify consistency progress invoices. Prepare all City approved contractor change order requests and owner-initiated contract change orders on City Change Order form. Will also forward all requests to the design engineer for their input to the request's validity and cost. If the request is valid and a reasonable cost is established, then the construction manager will forward the change order request to the City recommending approval and tracking.

Review on Contract Claims: The construction manager will be responsible in working with the contractor and resolving any issues prior to claims. The construction manager will assist with City personnel in recommending the best solution to resolve disputed claims. Resolution of all disputed claims will be approved by the City or its designee.

Final Walk Through and "Punch-List": The construction manager will arrange for a final walk-through inspection with the contractor and prepare a "punch-list" of items needing to be addressed to complete the work and track progress and its status. The construction manager will certify the completion of work improvements pursuant to the construction contract documents and will make recommendations for final acceptance.

"As-Built" Plans: Maintain a set of "as-built" plans and document any deviations from the original construction contract documents, including change order work. These plans will submitted to the City within 2 weeks of when the project is completed.

Labor Compliance: We will resolve complex labor compliance issues, review, verify and enforce the prime contractors and subcontractor's submittal of monthly certified payrolls pursuant to the contract agreement, local, Federal, and State requirements. All correspondence and corrections with and by the contractor will be documented and forward to the City. Construction Manager will inform the city as soon as he discovers the discrepancies or labor compliance violations. We will submit a monthly labor compliance report to the City. The report will include certified payrolls, correspondence corrections, consultant letter certifying the review and labor compliance in accordance with the Federal and/or State regulations.

Construction Inspection and Reporting: We will provide one experienced as-needed construction observer/inspector to assure compliance with the plans and specifications throughout the project duration. The Construction inspector will have the full knowledge in the day-to-day operations and activities, coordination and monitoring of all construction methods, and other associated work. The inspector will provide a written daily report that will document all personnel and equipment used for the day. The construction inspectors report will incorporate photos, before, during and after construction. Photos included in the construction inspectors report will be labeled with location and short description.

DELIVERABLES:

- Daily Construction Observation Reports
- Weekly Progress Meeting Agendas and Minutes
- Monthly labor compliance report
- Monthly Construction Management report
- Testing and Observation Reports
- Change Orders and Daily Extra Work Reports
- Pre-Final Inspection Report
- Final Inspection Report / Punch List
- Project closeout report
- As-Builts
- Operations and Maintenance Manuals

If you have any questions, please E-mail me at jonathan.smith@anseradvisory.com or call me on my cell at (858) 472-2212.

Thank you for this opportunity to continue our relationship with the City of Gardena.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jonathan Smith".

Jonathan Smith, PE, QSP—President/Principal-in-Charge

City of Gardena Gardena Dispatch Remodeling Project												
Construction Project Period by Months												
			Pre-Con									
			NTP ▼	Construction Period (100 Working Days)					Closeout			
Allocation	Staff	Role	Dec	Jan	Feb	Mar	April	May	June	Total Hours	Hourly Rate	Cost
			0	1	2	3	4	5	9			
Wallace & Associates Staff												
As-Needed	Jonathan Smith, PE, QSD	Project Principal	0	0	0	0	0	0	0	0	\$200	\$0
As-Needed	Jeff Schippers, CCM	Senior Construction Manager	10	30	30	30	30	30	16	176	\$195	\$34,320
As-Needed	Daniel Villescaz	Construction Inspector	0	80	80	80	80	80	1	401	\$138	\$55,338
As-Needed	Rachael Highley	Project Administrator	6	20	20	20	20	20	8	114	\$90	\$10,260
Direct Cost Budget (Reproduction, Postage, Incidentals)												\$0
Weekly Total of Hours			16	130	130	130	130	130	25	691		\$99,918
Total CM Cost												\$99,918

1. Fee Schedule Estimate assumes approximately 6 months of construction duration. Should the schedule change due to circumstances beyond Wallace's control, additional costs may be requested.
2. Geotechnical and Surveying Services are not included in this proposal.



City of Gardena
City Council Meeting

Agenda Item No. 8. D. (1)

Department: General Services

Meeting Date: August 13, 2019

AGENDA REPORT SUMMARY

TO: THE HONORABLE MAYOR AND CITY COUNCIL

AGENDA TITLE: *APPROVAL OF ON-CALL PROFESSIONAL CONSULTANTS FOR AS-NEEDED SERVICES.*

COUNCIL ACTION REQUIRED:

Action Taken

Approval of On-Call Professional Consultants for As-Needed Services

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council:

1) Approve the following firms to provide as-needed professional services, in four (4) categories:

- Civil Engineering Design (total 13 Statements of Qualification [SOQs] submitted) – DMS Consultants, Inc.; IDS Group; Kreuzer Consulting Group; NV5; and PENCO A Cannon Company.
- Construction Management and Inspection (total 14 SOQs submitted) – DUDEK; PENCO A Cannon Company; Griffin Structures; KOA; SA Associates; Uniplan Engineering, Inc.; and Wallace & Associates Consulting, Inc.
- Traffic Signal/Engineering (total 3 SOQs submitted) – Iteris; KOA; and Minagar & Associates, Inc.
- Architecture and Landscape Architecture (total 12 SOQs submitted) – Armstrong & Walker Landscape Architecture; BGB Design Group; BOA Architecture; BOA Government Services. David Volz Design; and IDS Group.

2) Authorize the City Manager to execute Consultant Agreements with the selected firms listed above in a form approved by the City Attorney and in an amount not to exceed \$100,000 per project in each category during the contract term. Any services exceeding the amount will be agendized for Council review.

The agreement durations will be for three (3) years with an option to extend the agreement for two (2) additional years if the consultant performs satisfactorily. The fee schedule submitted by consultants are to remain fixed throughout the initial term of the Agreement (3-years), unless formally amended by the City Council.

The on-call agreement does not guarantee successful firms will be provided any projects.

FINANCIAL IMPACT/COST:

The consultants will be used on an as-needed basis, and costs associated with capital improvement projects will be charged directly to those projects.

ATTACHMENTS:

- Agenda Staff Report
with Attachment: Request for Qualifications (RFQ), and sample Gardena Consultant Agreement

Submitted by: Joseph Cruz, Joseph Cruz, General Services Director

Date: 8/8/19

Concurred by: Edward Medrano, Edward Medrano, City Manager

Date: 8/8/19

CITY COUNCIL MEETING AGENDA STAFF REPORT

Agenda Item No.	8. D. (1)
Department:	GENERAL SERVICES
Meeting Date:	August 13, 2019

AGENDA TITLE: APPROVAL OF ON-CALL PROFESSIONAL CONSULTANTS
FOR AS-NEEDED SERVICES

RECOMMENDATION:

Staff respectfully recommends that the City Council:

- 1) Approve the following firms to provide as-needed professional services, in four (4) categories:
 - Civil Engineering Design (total 13 Statements of Qualification [SOQs] submitted) – DMS Consultants, Inc.; IDS Group; Kreuzer Consulting Group; NV5; and PENCO A Cannon Company.
 - Construction Management and Inspection (total 14 SOQs submitted) – DUDEK; PENCO A Cannon Company; Griffin Structures; KOA; SA Associates; Uniplan Engineering, Inc.; and Wallace & Associates Consulting, Inc.
 - Traffic Signal/Engineering (total 3 SOQs submitted) – Iteris; KOA; and Minagar & Associates, Inc.
 - Architecture and Landscape Architecture (total 12 SOQs submitted) – Armstrong & Walker Landscape Architecture; BGB Design Group; BOA Architecture; BOA Government Services; David Volz Design; and IDS Group.
- 2) Authorize the City Manager to execute Consultant Agreements with the selected firms listed above in a form approved by the City Attorney and in an amount not to exceed \$100,000 per project in each category during the contract term. Any services exceeding the amount will be agendized for Council review.

BACKGROUND:

The City of Gardena is currently undergoing an increased level of utility and private improvements (i.e. telecommunication, water, and land development), Senate Bill (SB) 1 and Measure M funded transportation projects, and Parks and Recreation improvements throughout the City. The City's various departments frequently require professional consultants to support capital improvements. These services are necessary to supplement the department's efforts to complete budgeted projects such as parks, remodeling of existing facilities, feasibility studies and roadway infrastructure including underground pipes. The use of consultants benefits the departments by providing flexibility to meet the needs of diverse projects with a minimal level of internal staffing, while also utilizing consultant's expertise specific to a particular project.

Typically to procure a specific consultant agreement, the entire process from issuance of the initial Request for Proposals (RFP) to Council approval and execution of the contract can take months. Aside from the time it takes to develop an RFP, execution of all the contract agreement requirements, including insurance also take considerable time. To streamline the process, many local agencies have turned to the use of on-call consultants.

On-call contracts for professional services are an effective way to retain engineering and architecture consultants to ensure that public works programs are delivered in a timely and cost-effective way. The City can call on consultants when work is needed without incurring the additional cost and time associated with selecting consultants individually for each scope of work. Active insurance and an on-call master agreement would be maintained through the contract term (See Attachment). A sample on-call consultant agreement is attached for review. This agreement, along with the consultant's fee schedule will be executed for each of the selected firms. However, as each agreement will be for on-call, as-needed services, there is no guarantee of work to be provided to any firm.

On December 20, 2018, the General Services Department issued a Request for Qualifications (RFQ, See Attachment) advertised in the local newspaper and City website. Forty-two (42) Statements of Qualification (SOQs) were received. The SOQs were reviewed by three (3) Engineering staff and evaluated based on the following six major criteria; Presentation and Content (10%); Project Manager's Experience (20%); Firm's Staff and Subs Depth and Experience (25%); Firm/Team Organization (10%); Quality of References (20%); and Fee Schedule (15%). Each criteria has been scored between (0-100) and ranked based on the highest average score. Unlike construction contracts where successful bids are awarded to the lowest responsible bidder, professional service contracts are awarded to qualified firms with reasonable fee structures.

In addition, staff recommends authorizing the City Manager's approval of each routine on-call professional consultant services in an amount not to exceed \$100,000 during the contract term in an effort to streamline routine projects. The City Manager will seek Council approval of non-routine projects under \$100,000.

Submitted by: _____
Joseph Cruz, Director of General Services

Date: _____

Attachment - Request for Qualifications (RFQ), and sample Gardena Consultant Agreement



CITY OF GARDENA

GENERAL SERVICES DEPARTMENT - PUBLIC WORKS ENGINEERING

REQUEST FOR QUALIFICATIONS
ON-CALL PROFESSIONAL SERVICES

DECEMBER 2018

Memoranda:

Qualification Due: Wednesday January 16, 2019, 5 P.M.

General Services Department – Public Works: (310) 217-9568



DEPARTMENT of GENERAL SERVICES

1717 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3778 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9568

INTRODUCTION

The City of Gardena is interested in retaining professional services for On-Call Professional Services related to our Capital Improvement Project program. The work will be assigned on an as-needed basis for various projects in the City.

The City will award agreements to provide on-call services for a period of three (3) years. The agreements may be renewed at the City's discretion for a period of two (2) additional years subject to satisfactory performance during the initial three-year term. The initial three-year term is anticipated to commence in February 2019 and end in February 2022.

The City intends to select between two to five (2-5) consultants for each respective service categories detailed below. The actual number of consultants selected will be based on number of responses and qualifications.

The Request for Qualifications (RFQ) can be obtained at <http://www.cityofgardena.org/rfps/>

Questions regarding this RFQ shall be directed to Kevin Kwak at (310) 217-9643 or kkwak@cityofgardena.org.

Deadline to submit qualifications (Proposal) is **Wednesday, January 16th at 5:00 p.m.** Three (3) hard copies and one complete PDF copy (on CD or memory stick) shall be addressed to:

City of Gardena
Department of General Services - Public Works
1717 West 162nd Street
Gardena, CA 90247-3778
Attn: Kevin Kwak, Principal Civil Engineer

Qualification packages received after the deadline will not be accepted and will be returned unopened.

The City currently anticipates conducting the selection process in accordance with the following schedule. This schedule is subject to revision and the City reserves the right to modify the schedule as needed or necessary.

December 19, 2018:	RFQ released
January 16, 2019:	Qualification due
January 31, 2019:	Staff short list selection
February 12, 2019:	On-call firm recommendations to City Council for authorization

TASHA CERDA, Mayor / RODNEY G. TANAKA, Mayor Pro Tem
MARK E. HENDERSON, Councilmember / ART KASKANIAN, Councilmember / DAN MEDINA, Councilmember
MINA SEMENZA, City Clerk / J. INGRID TSUKIYAMA, City Treasurer / EDWARD MEDRANO, City Manager / PETER L. WALLIN, City Attorney

ON-CALL SERVICES

Selected firms will report to, and operate under, the direction of the City of Gardena General Services - Public Works staff, to provide services and staffing for the following categories:

- Civil Engineering Design
- Construction Management and Inspection
- Traffic Signal/Engineering
- Architecture and Landscape Architecture

Consultants may submit qualifications for one or more of the services categories requested, however, separate proposals must be submitted for each category.

SCOPE OF WORK

Civil Engineering Design

Provide complete design services for CIP projects. Including, but not limited to:

- Plan preparation for street improvements, repair, rehabilitation or other related street improvements.
- Plan preparation for storm drain and sewer improvements, upgrades, modifications, extensions, repair, or rehabilitation.
- Preparation of hydrology and hydraulic analysis and reports.
- Preparation of WQMP's, SWPPP's or related NDPES documents/reports.
- Preparation of project technical provisions.
- Preparation of detailed cost estimates.
- Perform mapping and prepare legal descriptions for right of way acquisitions, easements, etc.
- Provide design and construction surveys.
- Provide construction assistance.
- Coordination with, and approvals from other permitting agencies and utility companies.

Construction Management and Inspection

Provide complete construction management and inspection services for CIP and private land development projects inspections, including park renovations, and facility construction/modifications/modernizations. Including, but not limited to:

- Provide construction inspection services for CIP projects such as streets, sewer, storm drain, parks and facilities.
- Provide deputy inspection services.
- Provide construction inspection services for private developments including grading, drainage, SWPPP/erosion control, paving, sewer, water, and franchise utilities.
- Provide public contract administration.
- Coordinate and lead project construction meetings.
- Provide utility company coordination.
- Provide project construction documentation.

Traffic Signal/Engineering

Provide design engineering services for traffic signal and traffic signing, striping, signal systems upgrade design, grant writing and all related services. Including, but not limited to:

Improvements associated with the traffic signal design; prepare signing, striping, signal modifications, detour, and traffic control design; prepare special traffic studies; and conduct signal synchronization studies (before and after synchronization travel time), HCM method for LOS as well as Los Angeles County standards. In addition, a part-time Engineering or Engineering Technician to work at City Hall within the Public Works Department may be requested.

Architecture and/or Landscape Architecture

Provide architecture and/or landscape architecture professionally services for public facilities. Including, but not limited to:

- Provide conceptual design, master plan, feasibilities study and envelope evaluations.
- Renovation and/or expansion of existing public facilities.
- Preparation of landscape/planting plans and irrigation.
- Parking lot and hardscapes improvements.
- Playground layout and play structure design/upgrade.
- Preparation of project special provisions and technical specifications
- Provide cost estimates.
- Provide constructability review and construction support.

SUBMITTAL REQUIREMENTS

The Proposal package shall be organized and presented in a neat and logical format relevant to the services requested. Submittal shall be clear, accurate, concise, and comprehensive. There is no page limitation, however, excessive or irrelevant material will not be favorably received.

The Proposal should be in the order below and include the following:

- Cover
- Cover Letter
 - Clearly indicate the on-call service category.
 - Express why Consultant is interested in the RFQ.
 - Include contact information for the person responsible for the Proposal and who will be the point of contact for the City.
 - Include any unique attributes or distinguishing characteristics which would be of value to the City.
 - State if any addendums have been received and included in the Proposal.
 - Statement regarding acceptance of Agreement and insurance requirements.
 - Letter shall be signed by an officer of the firm who is authorized to bind the firm to the contract. Include a statement to this effect.
- Firm Qualifications and Experience
 - Describe firm's background and experience
 - Describe your firm's strengths

- State how your firm produces deliverables free of errors and how you will address errors if they occur.
- Include experience and technical competence of subconsultants
- Familiarity of regional grants/competitive funds (SBCCOG & LA Metro)
- Key Personnel and Experience
 - Experience and history performing directly for local agencies within the last five years.
 - Include subconsultants
- Organization Chart
- Similar Projects
 - Brief description of the project scope, personnel involved and their roles, plus agency and contact information of agency Project Manager.
 - Projects that the firm was the prime consultant and responsible for management of any subconsultants.
- References
 - Current contact information related to projects completed within the last five years.
- Fee Schedule
- Resumes

Note - All licensed professionals in "responsible charge" working on City projects (Engineer, Architect, Landscape Architecture and/or Surveyor) are required to disclose all disciplinary actions against them, including any future actions. Provide a copy of the actions with submittal of proposal. Please provide statement if there are no disciplinary actions.

FEE SCHEDULE

A fee schedule shall be included in the Proposal. The fee schedule shall include a comprehensive list of positions and labor rates for all services provided by the prime consultant and all subconsultants. Rates shall include all necessary resources including labor, equipment, materials, incidental report, transportation, etc. Any percentage markup of subconsultant invoices shall be specified.

The fee schedule shall remain fixed throughout the initial term of the Agreement, unless formally amended by the City Council. Adjustment of the fee schedule can be negotiated if the City renews the Agreement.

The City is subject to prevailing wage laws which apply to those professional services providers and their subconsultants for whom the Department of Industrial Relations has established a wage determination, including but not limited to, Field Soils Materials Testers, Operating Engineers, Surveyors, and Building/Construction and Specialty Inspectors.

Prevailing wage requirements apply when a Consultant and/or Consultant Team is awarded a contract for a specific project which is designated by the issuance of a City Purchase Order.

SELECTION/EVALUATION CRITERIA

The Proposals will be evaluated by City of Gardena General Services - Public Works Department staff. The evaluation criteria will include:

- Presentation, completeness, clarity, organization, and conformance to the RFQ content.
- Project Manager's experience related to the City's requirements and needs.
- Familiarity/Experience related to the South Bay Cities Council of Governments (CBCCOG), Los Angeles County Metropolitan Transportation Authority, and Caltrans project programs, funding opportunities, grant writing and their requirements.
- Qualifications and resumes of staff members, subconsultants, and organization chart.
- Similarity of the firm's referenced projects completed within the last five years to City's expected projects.
- Availability and depth of staff and resources to deliver quality products on schedule, including work on short notice and under time constraints.
- References.
- Fee schedule.

During the evaluation period, the City may conduct negotiations with the most qualified consultants. However, consultants should note that award may be made without negotiations or discussions.

GENERAL CONDITIONS

By submitting a Proposal, the Consultant represent that they have thoroughly examined and become familiar with the requirements of this RFQ and is capable of performing quality work to achieve the objectives of the City.

The City reserves the right to withdraw the RFQ at any time without prior notice. The City makes no representations that any Agreement will be awarded to any Consultant responding to this RFQ. The City reserves the right to extend the deadline for Proposals, postpone reviewing the Proposals for its own convenience, to reject any and all Proposals without indicating any reasons for such rejection(s), and to negotiate with any qualified consultant. The City does not guarantee successful firms will be provided any projects.

The successful consultant(s) and sub-consultants are required to obtain and maintain a City of Gardena business license and insurance. The license and insurance shall be maintained for the duration of the Agreement. A current business license is not a prerequisite for submittal of the qualifications.

The City is not liable for any costs incurred by the Proposers before entering into a formal agreement. Costs for developing the Proposal or any other such expenses incurred by the Proposer in responding to this RFQ and entirely the responsibility of the Proposer, and shall not be reimbursed by the City.

The City is not responsible for Proposals which are delinquent, lost, incorrectly marked, sent to the wrong address, or sent by mail or courier service and not signed for by the City.

AGREEMENT & INSURANCE

The City's standard Professional Services Agreement is included in Appendix A. The Consultant will be expected to enter into the Agreement without substantive changes. Any changes will require approval by the City Attorney.

The City's standard insurance requirements is included as part of the standard Professional Services Agreement included in Appendix A.

ANTICIPATED QUESTIONS & ANSWERS

REQUEST FOR QUALIFICATIONS

ON-CALL PROFESSIONAL ENGINEERING SERVICES

Question: Would I be able to receive a list of the names of the engineering firms that were sent this request?

Answer: *City will not be releasing the list of firms specifically sent the RFQ notification. The notification will be advertised through local newspaper and the City website.*

Question: Would the City consider allowing consultants to submit their qualifications in their selected categories within the context of one SOQ document, as opposed to separate SOQ documents for each discipline?

Answer: *Follow the directions in the RFQ requiring separate proposals for each category.*

Question: Can you tell us what the amount awarded was for the Geotechnical Engineering and Material Testing services for the current contract?

Answer: *This is an on-call contract, so no contract amount is provided. Specific contracts/PO's will be provided for each project.*

Question: Who are the incumbents for each on-call service?

Answer: *None*

Question: How will the selected firms be chosen for task orders (on rotation list, competitive bid, etc.)?

Answer: *Typically by competitive fees, current assignments at the time/work load, strength/expertise, prior performance, etc.*

Question: Does the RFP include environmental site assessment or remediation services as part of the scope of work, or are these services part of a different contract?

Answer: *RFQ does not include environmental site assessment or remediation services as these services are generally not required for our typical project.*

Question: Would the City consider assigning percentages to the evaluation criteria listed to give us a better idea of how our submittal will be scored?

Answer: *City has not finalized the scoring criteria at this time. It is unlikely the criteria will be released prior to the RFQ due date.*

Question: How many references would the City like for us to provide in our SOQ?

Answer: *We are not requiring a minimum or maximum number, your decision. Please note the first paragraph under "Submittal Requirements".*

Question: Approximately how much is the contract value?

Answer: *Unknown. Contract is on-call, as needed. No guaranteed value/project.*

Question: Please confirm there are no DBE/SBE/DVBE requirements?

Answer: *No requirements.*

Question: Does the City expect to conduct interviews with shortlisted firms?

Answer: *Not at this time.*

APPENDIX A

CITY OF GARDENA CONSULTANT AGREEMENT

This Agreement is entered into this _____ day of _____, 2019, by and between the City of Gardena, a municipal corporation ("City") and _____ a _____ ("Consultant"). Based on the mutual promises and covenants contained herein, the Parties hereto agree as follows.

1. **RECITALS.** This Agreement is made and entered into with respect to the following facts:
 - A. City is desirous of obtaining services necessary to perform Design and Construction Management and Inspection (CMI) services for
 - B. Consultant is qualified by virtue of experience, training, education and expertise to accomplish these services.
 - C. City has determined that the public interest, convenience and necessity require the execution of this Agreement.
2. **TERM OF AGREEMENT.** This Agreement shall commence upon execution and shall continue until _____, 2022 with an option to extend for an additional two (2) years at City's description, unless earlier terminated as provided below.
 - A. Either party may terminate this Agreement, without cause, by giving thirty (30) days written notice to the other party.
 - B. City may terminate this Agreement for cause by giving thirty (30) days written notice to Consultant. Lack of funding shall be considered cause for terminating this Agreement.
 - C. Upon termination, Consultant shall: (1) promptly discontinue all services affected, unless the notice directs otherwise; and (2) promptly deliver to City all data, reports, estimates, summaries, and such other information and materials as may have been accumulated or prepared to date by Consultant in performing the services under this Agreement, whether completed or in progress. Consultant shall be entitled to reasonable compensation for the services it performs up to the date of termination;

however, if the Agreement is terminated by City for cause, other than lack of funding, or by Consultant without cause, City shall be entitled to deduct any costs it incurs payment to another consultant for Services, which duplicate Consultant's Services to date. In the event of termination for other than cause attributable to Consultant, Consultant shall be deemed released for liability for any work assigned but not completed as of the effective date of termination.

3. **SERVICES.** Consultant agrees to provide the services as specified in Exhibit A, attached hereto and incorporated herein by this reference ("services"). Unless otherwise specified herein, Consultant shall, at its sole cost and expense, furnish all facilities, equipment and personnel which may be required for providing the Services pursuant to this Agreement.
4. **ADDITIONAL SERVICES.** If City determines that additional services are required to be provided by Consultant in addition to the Services set forth above, City shall authorize Consultant to perform such additional services in writing ("Additional Services"). Such Additional Services shall be specifically described and approved by City in writing prior to the performance thereof. Consultant shall be compensated for such Additional Services in accordance with the agreed upon charges therefore as set forth in the written authorization. No compensation shall be paid to Consultant for Additional Services which are not specifically approved by City in writing.
5. **CITY'S REQUEST FOR QUALIFICATION AND CONSULTANT'S PROPOSAL / STATEMENT.** This Agreement shall include City's Request for Qualification and Consultant's Qualification/Proposal which is incorporated herein. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.
6. **PERSONNEL.** City has relied upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall provide properly skilled professional and technical personnel to perform all services under this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by Consultant to perform Services pursuant to this Agreement, Consultant shall remove any such person immediately upon receiving notice from City. During the term of this Agreement, Consultant shall provide the services specified in the proposal. Such individual(s) shall not be replaced without the prior written consent of City.
7. **PERFORMANCE BY CONSULTANT.** Consultant shall maintain or exceed the level of competency presently maintained by other similar practitioners in the State of California, for professional and technical soundness, accuracy and adequacy of all work, advice and material furnished under this Agreement.

8. **TIMING OF PERFORMANCE.** Time is of the essence with respect to Consultant's performance of the Services required by this Agreement. Consultant shall diligently and timely pursue and complete the performance of the Services required of it by this Agreement. City, in its sole discretion, may extend the time for performance of any Service.
9. **MONITORING OF CONSULTANT.** Consultant's performance of this Agreement shall be continuously monitored by the Public Works Director/City Engineer. Consultant shall be notified in writing of any deficiency in the performance of this Agreement in a timely manner by the Public Works Director/City Engineer. Consultant shall have five (5) business days from receipt of the notification to cure any deficiency to the reasonable satisfaction of the Public Works Director/City Engineer. All costs for such corrections shall be borne by Consultant and shall not increase Consultant's fees due hereunder. Should the Public Works Director/City Engineer determine that Consultant has not performed its obligation as stated in this Agreement in a satisfactory manner, City may terminate this Agreement for cause as specified in Section 2 above.
10. **COMPENSATION.** Consultant shall be compensated as follows:
- A. Amount. City shall compensate Consultant for services rendered pursuant to this Agreement at the rate specified in the attached fee proposal hereto and incorporated herein by reference. In no event shall compensation under this Agreement exceed _____ dollars and 00/00 (\$_____) without the prior written authorization of the City Council.
- B. Invoices and Payment. Payment by City to Consultant shall be made upon receipt and approval of invoices for Services rendered. In order for payment to be made, Consultant's invoice must include an itemization as to the services rendered, date(s) of service, direct and/or subcontract costs and be submitted on an official letterhead or invoice with Consultant's name, address, and telephone number referenced. City shall review the invoices to determine whether services performed and documents submitted are consistent with this Agreement. Payment shall be made within thirty (30) days following receipt of the invoice or City shall provide Consultant with a written statement objecting to the charges and stating the reasons therefor. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to City at the time of payment.
- C. Expenses. Consultant shall not be entitled to any additional compensation for expenses.

11. **INSURANCE REQUIREMENTS.**

A. Commencement of Work. Consultant shall not commence work under this Agreement until it has obtained City approved insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, and for periods after the end of this Agreement as may be indicated below, Consultant must have and maintain in place all of the insurance coverages required in this Section. Consultant's insurance shall comply with all items specified by this Agreement. Any subcontractors shall be subject to all of the requirements of this Section and Consultant shall be responsible to obtain evidence of insurance from each subcontractor and provide it to City before the subcontractor commences work. Alternatively, Consultant's insurance may cover all subcontractors.

B. Insurance Company Requirements. All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers admitted to do business in the State of California. Insurers shall have a current Best's rating of not less than A-:VII, unless otherwise approved by City.

C. Coverages, Limits and Policy Requirements. Consultant shall maintain the types of coverages and limits indicated below:

1. Commercial General Liability Insurance - a policy for occurrence coverage for bodily injury, personal injury and property damage, including all coverages provided by and to the extent afforded by Insurance Services Office Form CG 2010 ed. 10/93 or 11/85, with no special limitations affecting City. The limit for all coverages under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence.

2. Commercial Auto Liability Insurance - a policy including all coverages provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including Symbol 1 (any auto) with no special limitations affecting City. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000.00) per accident.

3. Policy Requirements. The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:

a. The City, its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy.

b. The insurer shall agree to provide City with thirty (30) days prior written notice, return receipt requested, of any cancellation, non-renewal or material change in coverage.

c. For any claims with respect to the Services covered by this Agreement, Consultant's insurance coverage shall be primary insurance as respects the City, its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

4. Worker's Compensation and Employers Liability Insurance - a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

5. Professional Errors & Omissions - a policy with minimum limits of one million dollars (\$1,000,000.00) per claim and aggregate. This policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled until thirty (30) days written notice, return receipt requested, is mailed to City.

D. Additional Requirements. The procuring of such required policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against City for payment of premiums or other amounts with respect thereto. City shall notify Consultant in writing of changes in the insurance requirements. If Consultant does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Consultant shall be deemed in default hereunder.

E. Deductibles. Any deductible or self-insured retentions over \$25,000 per occurrence must be declared to and approved by City. Any deductible exceeding an amount acceptable to City shall be subject to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City, its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Consultant); or Consultant shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.

F. Verification of Compliance. Consultant shall furnish City with original policies or certificates and endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, Consultant shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the

premium therefor, or accompanied by other proof of payment satisfactory to City. Consultant shall provide full copies of any requested policies to City within three (3) days of any such request by City.

G. Termination for Lack of Required Coverage. If Consultant, for any reason, fails to have in place, at all times during the term of this Agreement, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Consultant's expense and/or terminate this Agreement.

12. **INDEMNIFICATION.** Consultant shall defend, indemnify and hold harmless City, its officers, agents, employees and volunteers from any and all claims, liabilities, expenses, or consequential damages of any nature, including attorney's fees proximately resulting from any act or any omission to act where a duty to act exists on the part of Consultant, its agents, officers, employees, subcontractors, or independent contractors hired by Consultant, in the performance of its obligations pursuant to this Agreement. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Consultant. This indemnity shall not apply if the claim arises out of the sole negligence or willful misconduct of City, its officers, agents, employees or volunteers.
13. **NON-LIABILITY OF CITY.** No official, employee, agent or volunteer of City shall be personally liable for any default or liability under this Agreement.
14. **OWNERSHIP OF WORK PRODUCT.** All documents or other information created, developed, or received by Consultant shall, for purposes of copyright law, be deemed works made for hire for City by Consultant as City employee(s) for hire and shall be the sole property of City. Consultant shall provide City with copies of these items upon demand, and in any event, upon termination or expiration of this Agreement.
15. **WAIVER OR BREACH.** No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding, unless executed in writing by the party making the waiver.
16. **INDEPENDENT CONTRACTOR.** Consultant is and shall at all times remain as to City a wholly independent contractor and shall not obtain rights to any benefits which accrue to City employees. Neither City nor its officers, employees or agents shall have control over the conduct of Consultant or any of its officers, employees or agents, except as expressly set forth herein. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of City.
17. **COMPLIANCE WITH LAWS.** Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local government.

18. **CONFLICT OF INTEREST AND REPORTING.** Consultant shall at all times avoid conflicts of interest or the appearance of a conflict of interest in the performance of this Agreement. If required, Consultant shall comply with the City's Conflict of Interest reporting requirements. Consultant understands that pursuant to Gardena Municipal Code sections 2.24.020H and 2.24.025G, it is forbidden to make any contribution to a candidate or committee of a candidate for a municipal office of the City, or to an officeholder, until the completion of services to be performed under this Agreement.
19. **EMPLOYMENT OF ALIENS.** Consultant warrants it fully complies with all laws regarding employment of aliens and others, and that all of its employees performing services hereunder meet the citizenship or alien status requirements contained in federal and state statutes and regulations.
20. **NON-DISCRIMINATION.** Consultant covenants there shall be no discrimination based upon race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in activity pursuant to this Agreement.
21. **FORCE MAJEURE.** Consultant shall not be in default for failing to perform in accordance with the terms of this Agreement if such failure arises out of causes beyond the control and without the fault or negligence of Consultant.
22. **ASSIGNMENT.** Consultant shall not assign or subcontract any of its obligations pursuant to this Agreement, nor any part thereof, except for any monies due the Consultant, without the prior written consent of City. Such consent by City shall not be unreasonably withheld. Consultant shall be fully responsible to City for all work performed by assignees or subcontractors.
23. **NOTICES.** Whenever it shall be necessary for either party to serve notice on the other respecting this Agreement, such notice shall be in writing and shall be given by personal service upon the party to be notified, or by deposit of the same in the custody of the United States Postal Service, postage prepaid, addressed to the party to be notified as follows:

To City: City of Gardena
 1700 West 162nd Street
 Gardena, California 90247
 Attn: Kevin Kwak
 Principal Civil Engineer

To Consultant:

Notices shall be deemed to have been served upon the date of personal service or three (3) working days after the same has been deposited in the United States Postal Service.

24. **LICENSED STATUS.** Consultant shall, at all times during the term of this Agreement, have in full force and effect, all licenses required of it by law, including, but not limited to, a City Business License.
25. **FAMILIARITY WITH WORK.** By executing this Agreement, Consultant warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the difficulties and restrictions of the work under this Agreement. Should Consultant discover any conditions materially differing from those inherent in the work or as represented by City, it shall immediately inform City and shall not proceed, except at Consultant's own risk, until written instructions are received from City.
26. **PUBLIC RECORD.** This Agreement is a public record of the City.
27. **MAINTENANCE OF RECORDS.** Consultant shall maintain for a minimum of three (3) years from the completion date of the Services under this Agreement, the following records:
 - A. All accounts and records, including personnel, property and financial, adequate to identify and account for all costs pertaining to this Agreement and assume proper accounting for all funds;
 - B. Records which establish that Consultant and all subcontractors who render Services under this Agreement are in full compliance with the requirements of this Agreement and all federal, state and local laws and regulations;
 - C. Any additional records deemed necessary by City to assume verification of full compliance with this Agreement.
 - D. The aforementioned records shall be made available to City or any authorized representative thereof upon request for audit.
28. **BINDING EFFECT.** This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.
29. **GOVERNING LAW.** This Agreement shall be interpreted and construed according to the

laws of the State of California. Any action commenced about this Agreement shall be filed in the appropriate branch of the Los Angeles County Municipal or Superior Court.

30. **SECTION HEADINGS.** The Section headings used in this Agreement are for reference purposes only and shall have no binding effect.
31. **AUTHORITY TO EXECUTE.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.
32. **ATTORNEY'S FEES.** In the event that legal action is necessary to enforce the provisions of this Agreement, or to declare the rights of the parties hereunder, the parties agree that the prevailing party in the legal action shall be entitled to recover attorney's fees and court costs from the opposing party.
33. **PREPARATION OF AGREEMENT.** Should interpretation of this Agreement, or any portion thereof, be necessary, it is deemed that this Agreement was prepared by the parties jointly and equally and shall not be interpreted against either party on the ground that one party prepared the Agreement or caused it to be prepared.
34. **SEVERABILITY.** If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.
35. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding between City and Consultant. Any prior agreement, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by both parties. If any term, condition or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

IN WITNESS WHEREOF, City and Consultant have executed this Agreement as of the date first hereinabove set forth.

CITY OF GARDENA

Tasha Cerda, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

CONSULTANT

Name

President

8. DEPARTMENTAL ITEMS (Continued)

D. GENERAL SERVICES

(1) Approval of On-Call Professional Consultants for As-Needed Services

City Manager Medrano presented the Staff Report.

There was discussion regarding the collecting of demographic data to see how many disadvantaged, minority, and veteran businesses applied; there was also discussion about the types of projects that could be costing \$100,000. City Manager Medrano stated that we did not collect that data but would do so going forward and explained that we do not have in-house staff to do this type of work. Therefore, we would need to hire a Consultant for the design work such as landscape architecture (like the work that was done on Artesia Boulevard), engineers for redesigning an intersection, and engineers for roadway designs. He also mentioned that most consultants were paid out of project budget, not out of general fund money.

It was moved by Council Member Henderson, seconded by Council Member Tanaka, and carried by the following roll call vote to Approve On-Call Professional Consultant Services for As-Needed Services:

Ayes: Council Members Henderson and Tanaka, Mayor Pro Tem Kaskanian, Council Member Medina, and Mayor Cerda

Noes: None

Absent: None

(2) Approval of Two (2) Year Contract with West Coast Arborists, Inc. in the amount of \$175,000 for Full-Service Forestry Maintenance Program

City Manager Medrano presented the Staff Report.

Victor Gonzalez and Robert Thompson, representatives from West Coast Arborists, Inc. ("WCA") were present to answer any questions that the Council had. There was a discussion regarding how the City of Gardena piggy-backed on an agreement that the City of Temple City had with WCA to avoid time and cost to conduct a bid process. The City of Temple City's results met all the criteria and specifications of the City of Gardena. It was further discussed that ongoing maintenance of City-owned trees is required to preserve the health, safety, and general welfare of the public. It was also stated that routine pruning of trees is necessary to define tree structure as well as to ensure the safety and security of the member of the public who are placed at risk when City trees go unmaintained. The representatives continued to say that they maintain an electronic inventory which tracks the conditions of the trees in developing a comprehensive five (5) year maintenance program which details the entire City of Gardena.

It was moved by Council Member Medina, seconded by Council Member Henderson, and carried by the following roll call vote to Approve the Two (2) Year Contract with West Coast Arborists, Inc.:

Ayes: Council Members Medina and Henderson, Mayor Pro Tem Kaskanian, Council Member Tanaka, and Mayor Cerda

Noes: None

Absent: None