



GARDENA CITY COUNCIL

Regular Meeting Notice and Agenda

Council Chamber at City Hall

1700 West 162nd Street, Gardena, California

Website: www.cityofgardena.org

Tuesday, July 27, 2021

Closed Session 7:00 p.m.

Open Session 7:30 p.m.

TASHA CERDA, *Mayor*

RODNEY G. TANAKA, *Mayor Pro Tem*

PAULETTE C. FRANCIS, *Council Member*

ART KASKANIAN, *Council Member*

MARK E. HENDERSON, *Council Member*

MINA SEMENZA, *City Clerk*

J. INGRID TSUKIYAMA, *City Treasurer*

CLINT OSORIO, *City Manager*

CARMEN VASQUEZ, *City Attorney*

LISA KRANITZ, *Assistant City Attorney*

PETER L. WALLIN, *Deputy City Attorney*

In order to minimize the spread of the COVID 19 virus Governor Newsom has issued Executive Orders that temporarily suspend requirements of the Brown Act. Please be advised that the Council Chambers are closed to the public and that some, or all, of the Gardena City Council Members may attend this meeting telephonically.

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](https://www.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. Comments will be read into the record up to the time limit of three (3) minutes.
3. PARTICIPATE DURING THE MEETING VIA ZOOM WEBINAR
 - Join Zoom Meeting Via the Internet or Via Phone Conference
 - <https://us02web.zoom.us/j/82024038136>
Phone number: US: +1 669 900 9128, Meeting ID: 820 2403 8136
 - If you wish to speak live on a specific agenda item during the meeting you, may use the "Raise your Hand" feature during the item you wish to speak on. For Non-Agenda Items, you would be allowed to speak during Oral Communications, and during a Public Hearing you would be allowed to speak when the Mayor opens the Public Hearing. 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 bromero@cityofgardena.org at least 24 hours prior to the scheduled general meeting to ensure assistance is provided. Assistive listening devices are available.

The City of Gardena thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.

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

The City Council will hear from the public only on the items that have been described on this agenda (GC §54954.3)

2. CLOSED SESSION

2.A CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Clint Osorio, City Manager

Employee Organizations:

1. Gardena Police Officers Association (GPOA), Matt Hassholdt, Association President
2. Gardena Management Employees Organization (GMEO), Vicky L. Barker, Attorney
3. Gardena Municipal Employees Association (GMEA), Fred G. Quiel, Attorney
4. Confidential/ Unrepresented Employees

2.B CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

City of Gardena vs. VisionQuest Ventures II, LLC

Los Angeles Superior Court Case No. 21TRCP00088

2.C CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Government Code Section 54956.8

Property: 2501 W. Rosecrans Ave Gardena CA 90249

Agency Negotiator: Clint Osorio, City Manager

Negotiating Parties: Casey Metcalf, JP Morgan Chase BK NA

Under Negotiation: Price and Terms of Payment

3. PLEDGE OF ALLEGIANCE

4. INVOCATION

Presented by Council Member Rodney Tanaka

5. PRESENTATIONS

5.A City of Gardena Pavement Management Program Update (PMP)

6. **PROCLAMATIONS**

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.

8.A Waiver of Reading in Full of All Ordinances Listed on This Agenda and that they Be read by Title Only

8.B Approve Minutes:

Special Meeting - 6th Cycle 2021-2029 3rd Housing Element Workshop, June 1, 2021

Study Session - Updates on GTrans' Projects and Programs, June 3, 2021

Regular Meeting of the City Council, June 8, 2021

CONTACT: CITY CLERK

[2021 06-01 Special Meeting - 3rd Virtual Workshop Minutes - FINAL.pdf](#)

[2021 06-03 Study Session Minutes - FINAL.pdf](#)

[2021 06-08 REGULAR Minutes Gardena CC Meeting - FINAL.pdf](#)

8.C Receive and File of Minutes: Planning & Environmental Quality Commission, June 15, 2021

CONTACT: COMMUNITY DEVELOPMENT

[21_06_15 PCMIN.pdf](#)

8.D Receive and File of Minutes: Planning & Environmental Quality Commission, July 6, 2021

CONTACT: COMMUNITY DEVELOPMENT

[21_07_06 PCMIN.pdf](#)

8.E Personnel Report No. P-2021-14

CONTACT: HUMAN RESOURCES

[Attachment 1_Classification and Compensation - July 11, 2021](#)

[Attachment 2_Program Coordinator Job Description](#)

[Attachment 3_Transit Maintenance Coordinator Job Description](#)

[Attachment 4_Transit Marketing Coordinator Job Description](#)

[Attachment 5_Transit Operations Training Coordinator Job Description](#)

[Attachment 6_Information Technology Supervisor Job Description](#)

[PERS RPT P-2021-14 07-27-21](#)

8.F Approval of Warrants/Payroll Register, July 27, 2021

CONTACT: CITY TREASURER

[Warrants-Payroll Register Memo 07-27-21.pdf](#)

- 8.G Second Reading and Adoption of ORDINANCE 1831, Adding Chapter 2.66 to the Gardena Municipal Code Codifying the Gardena Economic Business Advisory Commission

CONTACT: CITY MANAGER

[ORD No. 1831.pdf](#)

- 8.H Approve Project List for the FY22 State Transit Assistance State of Good Repair Program

CONTACT: TRANSPORTATION

- 8.I Approval of Consultant Agreement for Building Official Services

CONTACT: COMMUNITY DEVELOPMENT

Approve Consultant Agreement for Building Official Services.

[Consultant Agreement.pdf](#)

- 8.J Approval of Extending J Lee Engineering Inc. contract

CONTACT: COMMUNITY DEVELOPMENT

Approve extending J Lee Engineering Inc. contract.

[Letter of Authorization.docx](#)

[Copy of original agreement between the City and J Lee Engineering, Inc..pdf](#)

9. **EXCLUDED CONSENT CALENDAR**

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

10.A JULY 20, 2021 MEETING

Environmental Assessment #4-21, Site Plan Review #2-21, Vesting Tentative Map #1-21

The Commission considered a request for approval of a site plan review and vesting tentative map for the construction of 30 attached condominium townhomes, including three affordable units, in six buildings on a 0.9-acre lot located in the High Density Multiple-Family Residential zone (R-4). The project included a request for density bonus, waiver, and parking reductions as provided by State Law and Chapter 18.43 of the Gardena Municipal Code.

APPLICANT: Mitch Gardner, G3 Urban Inc.

LOCATION: 15717 and 15725 S. Normandie Avenue (APNs: 6105-009-008, 009)

Commission Action: The Commission approved Resolution No. PC 9-21, approving Site Plan Review #2-21 and Vesting Tentative Map #1-21, and directed staff to file a Notice of Exemption.

City Council Action: Receive and File or Call for Council Review.

10.B JULY 20, 2021 MEETING

Zone Code Amendment #4-21

The Commission considered a resolution recommending the City Council adopt Ordinance No. 1832 to amend Gardena Municipal Code Chapter 18.40 relating to parking and loading to permit off-site parking, street parking, and tandem parking with a conditional use permit in certain circumstances.

APPLICANT: City

LOCATION: Citywide

Commission Action: The Commission approved Resolution No. PC 10-21, recommending the City Council approve Ordinance No. 1832.

City Council Action: No action needed; this item will be scheduled for a future Council meeting.

[Click Here for the Complete Planning Commission Packet.](#)
[Planning Commission Action Sheet.pdf](#)

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.

***** RECESS TO FINANCING AGENCY MEETING *****

***** RECONVENE REGULAR CITY COUNCIL MEETING *****

11. **DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES**

12. **DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT**

13. **DEPARTMENTAL ITEMS - ELECTED & ADMINISTRATIVE OFFICES**

13.A COVID-19 Update

14. **DEPARTMENTAL ITEMS - POLICE**

15. **DEPARTMENTAL ITEMS - PUBLIC WORKS**

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

16.A Approval of Final Relocation Plan for Gardena Community Aquatic & Senior Center Project

Staff Recommendation: Approve the Final Relocation Plan
[Final Relocation Plan.pdf](#)

17. **DEPARTMENTAL ITEMS - TRANSPORTATION**

17.A Approve Disadvantaged Business Enterprise Goal for Federal Fiscal Year 2022-2024

Staff Recommendation: Approval Goal and Methodology
[DBE Overall Goal & Methodology FFY 2022-2024.pdf](#)

18. **COUNCIL ITEMS**

19. **COUNCIL DIRECTIVES**

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

21. **COUNCIL REMARKS**

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

22. **ANNOUNCEMENT(S)**

23. **REMEMBRANCES**

23.A **Van Darren Richardson**; 54 years of age and a long-time Gardena resident. Lived in Gardena for 47 years; **Ermelinda Rubio Lara**; 95 years of age. She was born in Zacatecas, Mexico, and in 1928, she and her family relocated to the United States to flee the impact of the Mexican Revolution. She was the fifth of seven children. Ermelinda married Ralph in 1956 and purchased their home in Gardena where she lived for 65 years. Together they had 5 children. She was a dedicated wife, mother, grandmother and great-grandmother who served in her church while working part time at Larson's department store in Gardena. She is survived by her brother, her beloved children, 11 grandchildren and 14 great-grandchildren. She will be remembered for her faithful commitment to God and love for her family; **Louis Fuller**; 96 years of age, resident of Gardena for 51 years, WWII Veteran, retired from LA County LACMA as a Senior Art Preparator. Member of the Holly Park Homeowners Association, Haas Neighborhood Block Club. He was the first person on his block to Complete the CERT Training and become CERT Certified. He Receive the Veterans Recognition award at the City Council meeting; **Audrey Farr**; resident of Gardena for many years, and member of the Holly Park Home Owners Association meeting.

24. **ADJOURNMENT**

The Gardena City Council will adjourn to the Closed Session portion of the City Council Meeting at 7:00p.m. followed by the Regular Scheduled City Council meeting on August 10, 2021.

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 23rd day of July 2021.

/s/ MINA SEMENZA
MINA SEMENZA, City Clerk

MINUTES
Special Meeting
Gardena City Council and Planning Environmental Quality Commission
Third Virtual Workshop on The City of Gardena's Housing Element
Tuesday, June 1, 2021

In order to minimize the spread of the COVID 19 virus, Governor Newsom has issued Executive Orders that temporarily suspend requirements of the Brown Act. Please be advised that the Council Chambers are closed to the public and that some, or all, of the Gardena City Council Members, and the Planning Environmental Quality Commission may attend this meeting telephonically.

The Special Meeting of the City Council and the Planning Environmental Quality Commission of the City of Gardena, California, was held via Zoom and was called to order at 7:05 p.m. on Tuesday, June 1, 2021; Mayor Tasha Cerda presiding.

1. ROLL CALL

Present: Mayor Tasha Cerda; Mayor Pro Tem Rodney G. Tanaka; Council Member Mark E. Henderson; Council Member Art Kaskanian; Council Member Paulette C. Francis; Chair Stephen Langley; Vice Chair Deryl Henderson; Commissioner Steve Sherman; and Commissioner Dale Pierce. Other City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; Assistant City Attorney Lisa Kranitz; Interim Community Development Director Gregg McClain; Senior Planner Amanda Acuna; Senior Planner John F. Signo; Planning Intern Brian Ramirez; and City Clerk Mina Semenza.

2. WORKSHOP

The City of Gardena held a joint City Council and Planning Commission meeting designed to discuss the following components of the 2021-2029 Housing Element.

Interim Community Development Director Gregg McClain, along with Planning Consultant Veronica Tam gave a PowerPoint presentation based on the following:

CITY OF GARDENA VIRTUAL WORKSHOP ON THE 6TH CYCLE 2021 – 2029 HOUSING ELEMENT

Assistant City Attorney Kranitz, Interim CDD Director McClain, and Consultant Tam gave information and answered all of Council's questions.

3. PUBLIC COMMENT

- (1) Isaac Guanajuato, representative of Equinox Real Estate
- (2) Josue Najera, representative of Equinox Real Estate

4. **ADJOURMENT**

At 8:40 p.m., Mayor Cerda and the Planning Environmental Quality Commission adjourned to the Gardena City Council Study Session Meeting at 5:00 p.m. on Thursday, June 3, 2021.

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

**MINUTES
STUDY SESSION
City of Gardena City Council
Thursday, June 3, 2021**

In order to minimize the spread of the COVID-19 virus Governor Newsom has issued Executive Orders that temporarily suspend requirements of the Brown Act. Please be advised that the Council Chambers are closed to the public and that some, or all, of the Gardena City Council Members may attend this meeting telephonically.

The Study Session of the City Council of the City of Gardena, California, was held via Zoom and was called to order at 5:07p.m., on Thursday, June 3, 2021; Mayor Tasha Cerda presiding.

1. ROLL CALL

Present: Mayor Tasha Cerda; Mayor Pro Tem Rodney G. Tanaka; Council Member Mark E. Henderson; Council Member Art Kaskanian; Council Member Paulette C. Francis. Other City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; Transportation Director Ernie Crespo, Transit Operations Officer, Rod Goldman; Transit Administrative Officer, Dana Pynn; City Clerk Mina Semenza; and Deputy City Clerk Becky Romero.

2. PRESENTATION

2.1 Updates on GTrans' Projects and Programs

The following subjects were discussed:

- 1) UCLA Luskin School of Public Affairs
 - Bus and Fleet Electrification Strategic Plan; City of Gardena's GTrans
- 2) Microtransit Pilot for GTrans Service
- 3) Metro Fareless System Initiative Update

3. PUBLIC COMMENT ON STUDY SESSION - None

4. ADJOURNMENT

There being no further business, Mayor Cerda adjourned the Study Session at 7:40 p.m. to the Closed Session portion of the Regular City Council Meeting on Tuesday, June 8, 2021.

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

By _____
Becky Romero, Deputy City Clerk

APPROVED:

Tasha Cerda, Mayor

MINUTES
Regular Meeting of the
Gardena City Council
Tuesday, June 8, 2021

In order to minimize the spread of the COVID 19 virus, Governor Newsom has issued Executive Orders that temporarily suspend requirements of the Brown Act. Please be advised that the Council Chambers are closed to the public and that some, or all, of the Gardena City Council Members may attend this meeting telephonically.

The Regular Meeting Notice and Agenda of the Gardena City Council of the City of Gardena, California, was held via Zoom and was called to order at 7:00 PM on Tuesday, June 8, 2021; Mayor Tasha Cerda presiding.

1. ROLL CALL

Present: Mayor Tasha Cerda; Mayor Pro Tem Rodney G. Tanaka; Council Member Mark E. Henderson; Council Member Art Kaskanian; Council Member Paulette C. Francis; City Manager Clint Osorio, City Attorney Carmen Vasquez, City Clerk Mina Semenza; and Deputy City Clerk Becky Romero.

At 7:03 p.m., the City Council recessed into Closed Session via Zoom with the following in attendance: Mayor Tasha Cerda; Mayor Pro Tem Rodney G. Tanaka; Council Member Mark E. Henderson; Council Member Art Kaskanian; Council Member Paulette C. Francis; City Manager Clint Osorio; City Attorney Carmen Vasquez; Attorney Amanda Pope; Chief Financial Officer Ray Beeman; Transportation Director Ernie Crespo; and Recreation & Human Services Director Stephany Santin.

PUBLIC COMMENT ON CLOSED SESSION - None

2. CLOSED SESSION

**2.A CONFERENCE WITH LEGAL COUNSEL
ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9

(One [1] Matter)

2.B CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Clint Osorio, City Manager

Employee Organizations:

1. Gardena Police Officers Association (GPOA), Matt Hassholdt, Association President
2. Gardena Management Employees Organization (GMEO), Vicky L. Barker, Attorney
3. Gardena Municipal Employees Association (GMEA), Fred G. Quiel, Attorney
Confidential / Unrepresented Employees

2.C CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Government Code Section 54956.8

Property: 2501 W. Rosecrans Ave Gardena CA 90249

Agency Negotiator: Clint Osorio, City Manager

Negotiating Parties: Casey Metcalf, JP Morgan Chase BK NA

Under Negotiation: Price and Terms of Payment

2.D CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Government Code Section 54956.8

Property: 17120 Normandie Ave, Gardena CA

Agency Negotiator: Clint Osorio, City Manager

Negotiating Parties: Bible Baptist Church represented by: Robert Fletcher and Eric Knowles

Under Negotiation: Price and Terms of Payment

Mayor Cerda reconvened the meeting to the Regular Open Session at 8:08 p.m., and the City Clerk noted the return of all Council Members who were present at the meeting. When City Attorney Vasquez was asked if there were any reportable actions from the Closed Session, she stated that regarding item 2.A. the City Council Authorized the initiation of litigation to bring a receivership action in connection with the property located at 14949 Miller Ave., the vote was unanimous 5-0. No reportable action had been taken on items 2.B, 2.C, and 2.D.

3. **PLEDGE OF ALLEGIANCE**

Luis Lizarraga and Mason Kroger led the Pledge of Allegiance. Luis attends North High School and Mason attends El Camino College. Both are also Gardena Youth Commissioners.

4. **INVOCATION**

Mayor Pro Tem Rodney G. Tanaka led the Invocation.

5. **PRESENTATIONS**

5.A Fireworks Enforcement Plan Summary 2021

- Captain Vince Osorio led the Power Point Presentation; Chief Mike Saffell joined the meeting and thanked Captain Vince Osorio, Lt. Chris Cuff and Liz Hernandez for all their hard work in putting this plan together. He confirmed that our City is on the right track with Education Enforcement Plan; Council also commended staff for a great presentation.

6. **PROCLAMATIONS**

6.A "Pause for the Pledge of Allegiance" - June 14, 2021 through July 4, 2021

- was proclaimed by Mayor Cerda; a video was presented

6.B "JUNETEENTH Commemoration Day" - June 19, 2021

- was proclaimed by Mayor Cerda

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

8.B Approve Minutes: Regular Meeting of the City Council, April 27, 2021
CONTACT: CITY CLERK

8.C RESOLUTION NO. 6515, Authorizing the Application for the Federal Transit Administration's Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) of 2021
CONTACT: TRANSPORTATION

RESOLUTION NO. 6515

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, AUTHORIZING THE FILING OF APPLICATION WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION

8.D Approve Agreement between the Los Angeles County Metropolitan Transportation Authority and the City of Gardena for the Transit Access Pass (TAP) Program
CONTACT: TRANSPORTATION

8.E Personnel Report No. P-2021-11
CONTACT: HUMAN RESOURCES

8.F Approval of Warrants/Payroll Register, June 8, 2021
CONTACT: CITY TREASURER

June 8, 2021: Wire Transfer: 12010-12014; Prepay: 163358-163361; Check Nos. 163362 -163497 – for a total Warrants issued in the amount of \$1,845,357.87; Total Payroll Issued for June 4, 2021: \$1,466,505.69.

8.G Second Reading and Adoption of ORDINANCE 1830 , Amending Section 5.16.190 (Days and Hours of Operation) of Chapter 5.16 (Bingo) of Title 5 (Business Licenses and Operations) of the Gardena Municipal Code
CONTACT: CITY MANAGER

ORDINANCE NO. 1830

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, AMENDING SECTION 5.16.190 (DAYS AND HOURS OF OPERATION) OF CHAPTER 5.16

(BINGO) OF TITLE 5 (BUSINESS LICENSES AND OPERATIONS) OF THE GARDENA MUNICIPAL CODE

It was moved by Council Member Henderson, seconded by Council Member Francis, and carried by the following roll call vote to Approve all Items on the Consent Calendar:

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

Noes: None

Absent: None

9. EXCLUDED CONSENT CALENDAR

10. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET – *None*

ORAL COMMUNICATIONS

- (1) Anonymous email – was read by City Clerk Semenza
- (2) Beverly Wimberly, resident; spoke regarding the T-Mobile cell phone tower at Serra High School.

11. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES - *No Items*

12. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT - *No Items*

13. DEPARTMENTAL ITEMS - ELECTED & ADMINISTRATIVE OFFICES

13.A Appointment of Representative to the South Bay Workforce Investment Board (SBWIB)

City Manager Osorio presented the Staff Report.

It was moved by Council Member Francis, seconded by Council Member Kaskanian, and carried by the following roll call vote to Approve the Appointment of Spencer Dela Cruz to the Public Sector Seat of SBWIB:

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

Noes: None

Absent: None

13.B COVID-19 Update

City Manager Osorio presented the update.

14. DEPARTMENTAL ITEMS – POLICE - *No Items*

15. DEPARTMENTAL ITEMS - PUBLIC WORKS

- 15.A Approve purchase of a 2021 MC1510-3S3S GapVax Combination Jet/Vac Truck from Plumbers Depot, Inc. in the amount of \$510,766.08 for Public Works Sewer Equipment Purchase, JN 991

City Manager Osorio presented the Staff Report.

There was a discussion which included Council and Public Works Director, Allan Rigg, who explained that the City has 80 miles of sewer lines and has a 2-truck system that is operated by two operators; he mentioned that the new truck is identical to the other two, which could be maintained by city staff; there is a 28 year old truck that will eventually be auctioned off, at this time there is no rebate that we could get for this truck with it being at its end of life; the new truck is a much more valuable and is much more functional than the 10 year old truck and we will utilize all of its options; he continued to say that the City has a grid maintenance system which has a spot clean time process; different sewer lines are also cleaned every 3 months; LA County does maintain 1 of 3 sets of sewer lines in our City and that the funding source is the Sewer Fund.

Public Speakers: Zahid Ahmed, who spoke in favor of the item and gave some recommendations.

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

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

Noes: None

Absent: None

Mayor Cerda excused herself from the Council Meeting; Mayor Pro Tem Tanaka presided.

16. DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES - No Items

17. DEPARTMENTAL ITEMS – TRANSPORTATION - No Items

18. COUNCIL ITEMS - None

19. COUNCIL DIRECTIVES

- (1) Council Member Kaskanian – inquired about an electronic billboard at 162nd and Western; Mayor Pro Tem Tanaka seconded the motion.

20. CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS

- (1) Memo regarding CDD permit processing update;
- (2) Memo regarding our partnership with So Cal Rent;
- (3) Big Belly Video Presentation was presented;
- (4) PPE Event taking place on Thursday, 6/10/2021 from 9:00a.m. to 2:00p.m. at City Hall; is being sponsored by both the City and the Gardena Valley Chamber of Commerce; and
- (5) Mayor's State of the City on June 10, 2021.

Mayor Cerda returned and presided over the rest of the meeting.

21. COUNCIL REMARKS

- (1) COUNCIL MEMBER HENDERSON - He thanked City Manager Osorio regarding the CDD-Community Development Department Plan Check update. He also thanked Mayor Cerda for reading the Juneteenth proclamation. Since the last meeting he attended the 2nd District Budget Discussion with LA County Supervisor Holly Mitchell. He also attended the BizFed Responsible Government Meeting and discussed "What it looks like for communities to come out of COVID from an economic standpoint". In addition he attended the Planning Commission & City Council joint Meeting; SCAG-Southern California Association of Governments Meeting and the G-Trans Study Session, that was very informative. Lastly, he stated that Gardena is a proactive and progressive City.
- (2) COUNCIL MEMBER FRANCIS - Since the last meeting she attended the following: Children's Caucus Meeting of the California State Democratic Party, discussing Police Officers on school campuses; the Los Angeles Business Journal Presentation on "How Businesses can emerge more successful after COVID"; the Joint Planning Commission Council Housing Element; the Neighborhood Watch Meeting for 147th Street, discussing traffic concerns. She thanked Captain Osorio for the Fireworks Presentation and illegal fireworks can be reported by calling (310) 323-7911 and expressed her fireworks concerns. She wished all the dads a Happy Father's Day. She commented on Juneteenth and provided history information. She reminded all to stay safe, continue to wear a mask, wash our hands and practice social distancing stating "We will get through this, and better days are ahead".
- (3) MAYOR PRO TEM TANAKA - Since the last meeting he met with Supervisor Holly Mitchell and talked about our City and funding. He attended two zoom meetings at the same time; the Planning Commission Meeting and the California Cities Meeting where our State Treasurer was the guest speaker, the Non-profit funding that is available was discussed. He thanked G-Trans for a great presentation and for the information provided. He also thanked the United State Post Office for the Nisei Soldier Stamp, that honors our military. He expressed his condolences to LA County Fire Station 81 and all personnel, stating that the City of Gardena supports them and is thankful that the suspected killers were caught. He wants everyone to take advantage of the free COVID shot at Johnson Park and thanked all the volunteers. Lastly, he thanked Parks and Recreation for recognizing the kids that are graduating and for doing a great job for our community.

- (4) MAYOR CERDA - Since the last meeting she met with Supervisor Holly Mitchell and had a great conversation about Gardena. She attended the Special Council Housing Element Meeting and the G-Trans Study Session. She congratulated and recognized the new Mayor of the City of Compton Emma Sharif and the new Council Member winners as well. Lastly, she reflected on those men and women who we lost in the military during this Memorial Day holiday.
- (5) COUNCIL MEMBER KASKANIAN - Since the last meeting he attended the Town Hall Meeting with ADAP-Alcohol and Drug Awareness Program regarding "How kids are getting flavor tobacco and leading to other drugs", he expressed his concerns. He attended the Planning Commission, Council Joint Meeting regarding the Housing Elements, and G-Trans Study Session. He was in attendance in the Procession held for the fallen firefighter who was shot and killed. He expressed his condolences to the firefighters families. He wished all the fathers a Happy Father's Day.

22. ANNOUNCEMENT(S)

- (1) Gardena Police Department's Ride Tour for District 2, will be taking place on 7/10/2021;
- (2) The Mayor's State of the City Address which is pre-recorded due to Covid and will be airing on Spectrum Channel 22 and on YouTube;
- (3) Mobile Vaccination Clinic at Rowley, GTrans, Lucky Lady, Hustler and Johnson Park; and
- (4) Under the Sea Painting Party for Seniors, which is taking place on 6/17/2021.

23. REMEMBRANCES

Ms. Dorothy Emma Lee, 107 years of age, beloved grandmother of Dana Pynn, Transit Administrative Officer, from the Transportation Department. Dorothy was remarkably mentally active until the end, emailing, using her iPad, winning frequent pinochle games, and giving sage advice; Ms. Veronica Denise Lilly Mitchell, daughter of Willie May Lilly, a long-time resident of Gardena. She attended Gardena High School where she was a cheerleader and a member of the choir. She was a member of New Mt. Calvary, under the direction of Pastor Sonia Dawson.

24. ADJOURNMENT

At 9:42 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, June 22, 2021.

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

MINUTES
Regular PEQC Meeting Notice and Agenda of the
Planning and Environmental Quality Commission
Tuesday, June 15, 2021

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, June 15, 2021, in the 1700 W. 162nd Street, Gardena, California.

PARTICIPATE DURING THE MEETING VIA ZOOM

Join Zoom Meeting Via the Internet or Via Phone Conference

- Direct URL: <https://us02web.zoom.us/j/84561716402>
- Phone number: US: +1 669 900 9128, Meeting ID: 845 6171 6402

1. **CALL MEETING TO ORDER**

2. **ROLL CALL**

Present: Chair Stephen Langley; Vice Chair Deryl Henderson; Member Steve Sherman.

Absent: Member Dale Pierce

3. **APPROVAL OF MINUTES**

3.A MAY 18, 2021

It was moved by Chair Langley, seconded by Commissioner Sherman, and passed by the following vote to approve the minutes of the meeting on May 18, 2021.

Ayes: Henderson, Langley, Sherman

Noes: None

Absent: Pierce

4. **ORAL COMMUNICATIONS**

There were no oral communications from the public.

5. **PUBLIC HEARING ITEMS**

5.A Conditional Use Permit #2-21

A request for a conditional use permit, per section 18.32.030.B of the Gardena Municipal Code, to allow the on-site sale and consumption of beer and wine ancillary to an existing restaurant located in the General Commercial (C-3) zone and direct staff to file a Notice of Exemption as an existing facilities project.

Project Location: 15435 S. Western Avenue #115

Applicant: Real Roo, Inc. (Seung Wuk Shin)

Senior Planner Signo presented the Staff Report and recommended that the Planning and Environmental Quality Commission adopt Resolution No. PC 7-21, approving Conditional Use Permit #2-21 subject to the Conditions of Approval and directing staff to file a Notice of Exemption.

Chair Langley opened the public hearing and invited the applicant to speak.

The applicant's representative, Steve Kim, stated the applicant was not only a business owner but also a resident of Gardena. He stated the request for a Conditional Use Permit was to accommodate the demand from the business's customers.

Chair Langley asked if there were any members of the public wishing to speak on this item.

Ms. Acuna stated no.

Chair Langley then closed the public hearing.

It was moved by Commissioner Sherman, seconded by Chair Langley, and passed by the following vote to approve Resolution No. PC 7-21, approving Conditional Use Permit #2-21.

Ayes: Sherman, Langley, Henderson

Noes: None

Absent: Pierce

6. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Interim Community Development Director Gregg McClain stated the City was still on schedule to be opening the City Hall buildings to the public starting June 29, 2021, and that the Community Development Department would be opening back up in phases. He stated the Planning Commission meetings may be held virtually until September. Lastly, he stated the interviews for the new Community Development Director were going to be going on the following day.

7. PLANNING & ENVIRONMENTAL QUALITY COMMISSIONERS' REPORTS

Chair Langley asked staff to look into the process of review for the allowance of sale of alcohol for restaurants uses.

8. ADJOURNMENT

Chair Langley adjourned the meeting at 7:32 P.M.

Respectfully submitted,



GREGG MCCLAIN, SECRETARY
Planning and Environmental Quality Commission



STEPHEN LANGLEY, CHAIR
Planning and Environmental Quality Commission

MINUTES
Regular PEQC Meeting Notice and Agenda of the
Planning and Environmental Quality Commission
Tuesday, July 6, 2021

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, July 6, 2021, in the 1700 W. 162nd Street, Gardena, California.

PARTICIPATE DURING THE MEETING VIA ZOOM

Join Zoom Meeting Via the Internet or Via Phone Conference

- Direct URL: <https://us02web.zoom.us/j/81916716100>
- Phone number: US: +1 669 900 9128, Meeting ID: 819 1671 6100

1. **CALL MEETING TO ORDER**

2. **ROLL CALL**

Present: Chair Stephen Langley; Vice Chair Deryl Henderson; Member Jules Kanhan; Member Dale Pierce; Member Steve Sherman.

3. **APPROVAL OF MINUTES**

None

4. **ORAL COMMUNICATIONS**

There were no oral communications from the public.

5. **PUBLIC HEARING ITEMS**

5.A Continuation of Environmental Assessment #4-21, Site Plan Review #2-21, and Vesting Tentative Map #1-21

Chair Langley opened the public hearing and continued the item to the July 20, 2021, Planning Commission meeting.

5.B **CONDITIONAL USE PERMIT #4-21**

A request for a conditional use permit, per Section 18.42.040.A of the Gardena Municipal Code, to allow a towing company and associated outdoor storage in the Industrial (M-1) zone that qualifies for a Notice of Exemption.

APPLICANT: Rajpal Dhillon, U.S. Tow

LOCATION: 1638 W. 130th Street (APN: 6102-006-017)

Ms. Acuna presented the Staff Report and recommended that the Planning and Environmental Quality Commission adopt Resolution No. PC 8-21, approving Conditional Use Permit #4-21 subject to the Conditions of Approval and directing staff to file a Notice of Exemption.

Chair Langley opened the public hearing and invited the applicant to speak.

The applicant, Raj Dhillon, stated that the project would be an improvement to the lot and that he has begun the process of relocation for tenants of the three residential units on the subject site.

Commissioner Pierce asked whether the building would have an alarm system.

Mr. Dhillon stated that the building would be fire sprinklered and have a fire alarm.

Assistant City Attorney Lisa Kranitz asked the Commissioner whether he was asking whether the building would have fire alarms or security alarms.

Commissioner Pierce stated he was asking in regard to security alarms, as the business has a franchise agreement with the City's Police Department.

City Attorney Carmen Vasquez stated the agreement required the location to be equipped with video surveillance system for security purposes, 24 hours a day, seven days a week.

Vice Chair Henderson asked what would be happening to the applicant's previous location at 1600 W 139th Street, which had sustained fire damages.

Ms. Acuna stated that tenant improvements plans for the building had been submitted to the Building and Safety Division for review.

Chair Langley asked what would happen to the Conditional Use Permit that was issued to the previous location.

Interim Community Development Director Gregg McClain stated Conditional Use Permits run with the land, that they do not go with the use.

Chair Langley asked if they should then revoke the previous Conditional Use Permit.

Mr. McClain stated a formal action would need to be taken in order to revoke the previous Conditional Use Permit but added there was no urgency in doing that. He added that if another tow company wanted to come to that location they would be setup to do so.

Chair Langley asked how the loss of three residential units would affect the City's housing requirements.

Mr. McClain stated that the three homes located on the subject property were not deemed affordable and therefore the applicant has only the responsibility for relocation assistance, as indicated in the conditions of approval, and added that the City did have adequate sites and projects that will cover the replacement of the three homes lost.

Chair Langley asked about the business's maintenance of hazardous materials.

Mr. Dhillon stated there would be pans placed underneath every vehicle located on the property to collect any fluids, and in cases where there would be overflow special absorbents would also be used. He stated all hazardous materials would be disposed of properly.

Commissioner Kanhan asked how the business intended to handle potential overflow of vehicles.

Mr. Dhillon stated that the agreement requires the facility within the City to have a minimum of 35 spaces available and that within five miles of the City he may have a secondary location. He stated he currently has two locations within five miles of the City: one in Hawthorne and one in the Los Angeles County area. He stated he has a total of 105 spaces dedicated between both facilities for the City.

Chair Langley asked if there were any members of the public wishing to speak on this item.

Ms. Acuna stated no.

Chair Langley then closed the public hearing.

It was moved by Commissioner Pierce, seconded by Vice Chair Henderson, and passed by the following vote to approve approve Resolution No. PC 8-21, approving Conditional Use Permit #4-21.

Ayes: Pierce, Henderson, Sherman, Kanhan, Langley
None
Noes: None
Absent:

6. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Mr. McClain stated that the new Community Development Director would be starting on Monday, July 19, 2021. Mr. McClain stated that he himself would be staying with the City to do special projects. He stated he was preparing a code amendment that would be coming to the Planning Commission at the next meeting.

7. PLANNING & ENVIORNMENTAL QUALITY COMISSIONERS' REPORTS

Commissioner Kanhan expressed his joy being recently appointed to the Planning Commission.

Chair Langley wished everyone had a nice holiday weekend.

8. ADJOURNMENT

Chair Langley adjourned the meeting at 7:46 P.M.

Respectfully submitted,



GREGG MCCLAIN, SECRETARY
Planning and Environmental Quality Commission



STEPHEN LANGLEY, CHAIR
Planning and Environmental Quality Commission

**CITY OF GARDENA
CLASSIFICATION AND COMPENSATION PLAN
AS OF JULY 11, 2021**

Contract Increase to Schedule 200, 201, 203, 227, 231

Adjust Salary Schedule: Deputy City Treasurer, Schedule 115

3 Work Experience Minimum Wage						
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	27,348.00	-	-	-	-	-
MONTHLY	2,279.00	-	-	-	-	-
BI-WEEKLY	1,051.85	-	-	-	-	-
HOURLY	13.1481	-	-	-	-	-

4			
STEP	*4*	*5*	*6*
ANNUAL	27,936.00	29,328.00	30,792.00
MONTHLY	2,328.00	2,444.00	2,566.00
BI-WEEKLY	1,074.46	1,128.00	1,184.31
HOURLY	13.4308	14.1000	14.8038

5 Assistant Site Manager I 5 Geriatric Aide			
STEP	*4*	*5*	*6*
ANNUAL	27,276.00	28,644.00	30,072.00
MONTHLY	2,273.00	2,387.00	2,506.00
BI-WEEKLY	1,049.08	1,101.69	1,156.62
HOURLY	13.1135	13.7712	14.4577

6 Clerical Aide I 6 Police Aide			
STEP	*4*	*5*	*6*
ANNUAL	27,972.00	29,376.00	30,840.00
MONTHLY	2,331.00	2,448.00	2,570.00
BI-WEEKLY	1,075.85	1,129.85	1,186.15
HOURLY	13.4481	14.1231	14.8269

7 Peer Advocate Counselor II 7 Storeroom Aide			
STEP	*4*	*5*	*6*
ANNUAL	27,300.00	28,668.00	30,096.00
MONTHLY	2,275.00	2,389.00	2,508.00
BI-WEEKLY	1,050.00	1,102.62	1,157.54
HOURLY	13.1250	13.7827	14.4692

8 Assistant Site Manager II 8 Community Aide I			
STEP	*4*	*5*	*6*
ANNUAL	28,008.00	29,412.00	30,888.00
MONTHLY	2,334.00	2,451.00	2,574.00
BI-WEEKLY	1,077.23	1,131.23	1,188.00
HOURLY	13.4654	14.1404	14.8500

9

STEP		*4*	*5*	*6*
ANNUAL		27,324.00	28,692.00	30,132.00
MONTHLY		2,277.00	2,391.00	2,511.00
BI-WEEKLY		1,050.92	1,103.54	1,158.92
HOURLY		13.1365	13.7942	14.4865

10

STEP		*4*	*5*	*6*
ANNUAL		28,020.00	29,424.00	30,900.00
MONTHLY		2,335.00	2,452.00	2,575.00
BI-WEEKLY		1,077.69	1,131.69	1,188.46
HOURLY		13.4712	14.1462	14.8558

11

STEP		*4*	*5*	*6*
ANNUAL		27,348.00	28,716.00	30,156.00
MONTHLY		2,279.00	2,393.00	2,513.00
BI-WEEKLY		1,051.85	1,104.46	1,159.85
HOURLY		13.1481	13.8058	14.4981

12

STEP		*4*	*5*	*6*
ANNUAL		28,032.00	29,436.00	30,912.00
MONTHLY		2,336.00	2,453.00	2,576.00
BI-WEEKLY		1,078.15	1,132.15	1,188.92
HOURLY		13.4769	14.1519	14.8615

13 Assistant Site Manager III
13 Certified Nursing Assistant

STEP		*3*	*4*	*5*	*6*
ANNUAL		27,360.00	28,728.00	30,168.00	31,680.00
MONTHLY		2,280.00	2,394.00	2,514.00	2,640.00
BI-WEEKLY		1,052.31	1,104.92	1,160.31	1,218.46
HOURLY		13.1538	13.8115	14.5038	15.2308

14 Pool Cashier
14 Recreation Leader I

STEP		*3*	*4*	*5*	*6*
ANNUAL		28,044.00	29,448.00	30,924.00	32,472.00
MONTHLY		2,337.00	2,454.00	2,577.00	2,706.00
BI-WEEKLY		1,078.62	1,132.62	1,189.38	1,248.92
HOURLY		13.4827	14.1577	14.8673	15.6115

15

STEP		*2*	*3*	*4*	*5*	*6*
ANNUAL		27,384.00	28,752.00	30,192.00	31,704.00	33,288.00
MONTHLY		2,282.00	2,396.00	2,516.00	2,642.00	2,774.00
BI-WEEKLY		1,053.23	1,105.85	1,161.23	1,219.38	1,280.31
HOURLY		13.1654	13.8231	14.5154	15.2423	16.0038

16

STEP	*1*
ANNUAL	30,936.00
MONTHLY	2,578.00
BI-WEEKLY	1,189.85
HOURLY	14.8731

17 Clerk Typist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	27,396.00	28,764.00	30,204.00	31,716.00	33,300.00	34,968.00
MONTHLY	2,283.00	2,397.00	2,517.00	2,643.00	2,775.00	2,914.00
BI-WEEKLY	1,053.69	1,106.31	1,161.69	1,219.85	1,280.77	1,344.92
HOURLY	13.1712	13.8288	14.5212	15.2481	16.0096	16.8115

18

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	28,080.00	29,484.00	30,960.00	32,508.00	34,128.00	35,832.00
MONTHLY	2,340.00	2,457.00	2,580.00	2,709.00	2,844.00	2,986.00
BI-WEEKLY	1,080.00	1,134.00	1,190.77	1,250.31	1,312.62	1,378.15
HOURLY	13.5000	14.1750	14.8846	15.6288	16.4077	17.2269

19 FCC Program Assistant I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	28,776.00	30,216.00	31,728.00	33,312.00	34,980.00	36,732.00
MONTHLY	2,398.00	2,518.00	2,644.00	2,776.00	2,915.00	3,061.00
BI-WEEKLY	1,106.77	1,162.15	1,220.31	1,281.23	1,345.38	1,412.77
HOURLY	13.8346	14.5269	15.2538	16.0154	16.8173	17.6596

20

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	29,496.00	30,972.00	32,520.00	34,152.00	35,856.00	37,644.00
MONTHLY	2,458.00	2,581.00	2,710.00	2,846.00	2,988.00	3,137.00
BI-WEEKLY	1,134.46	1,191.23	1,250.77	1,313.54	1,379.08	1,447.85
HOURLY	14.1808	14.8904	15.6346	16.4192	17.2385	18.0981

21 Police Assistant**21 Police Cadet**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	30,228.00	31,740.00	33,324.00	34,992.00	36,744.00	38,580.00
MONTHLY	2,519.00	2,645.00	2,777.00	2,916.00	3,062.00	3,215.00
BI-WEEKLY	1,162.62	1,220.77	1,281.69	1,345.85	1,413.23	1,483.85
HOURLY	14.5327	15.2596	16.0212	16.8231	17.6654	18.5481

22 Lifeguard/Instructor**22 Recreation Leader II**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	30,996.00	32,544.00	34,176.00	35,880.00	37,680.00	39,564.00
MONTHLY	2,583.00	2,712.00	2,848.00	2,990.00	3,140.00	3,297.00
BI-WEEKLY	1,192.15	1,251.69	1,314.46	1,380.00	1,449.23	1,521.69
HOURLY	14.9019	15.6462	16.4308	17.2500	18.1154	19.0212

23 Community Aide II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	31,764.00	33,348.00	35,016.00	36,768.00	38,604.00	40,536.00
MONTHLY	2,647.00	2,779.00	2,918.00	3,064.00	3,217.00	3,378.00
BI-WEEKLY	1,221.69	1,282.62	1,346.77	1,414.15	1,484.77	1,559.08
HOURLY	15.2712	16.0327	16.8346	17.6769	18.5596	19.4885

24

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	32,556.00	34,188.00	35,892.00	37,692.00	39,576.00	41,556.00
MONTHLY	2,713.00	2,849.00	2,991.00	3,141.00	3,298.00	3,463.00
BI-WEEKLY	1,252.15	1,314.92	1,380.46	1,449.69	1,522.15	1,598.31
HOURLY	15.6519	16.4365	17.2558	18.1212	19.0269	19.9788

25

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	33,384.00	35,052.00	36,804.00	38,640.00	40,572.00	42,600.00
MONTHLY	2,782.00	2,921.00	3,067.00	3,220.00	3,381.00	3,550.00
BI-WEEKLY	1,284.00	1,348.15	1,415.54	1,486.15	1,560.46	1,638.46
HOURLY	16.0500	16.8519	17.6942	18.5769	19.5058	20.4808

26 Pool Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	34,212.00	35,928.00	37,728.00	39,612.00	41,592.00	43,668.00
MONTHLY	2,851.00	2,994.00	3,144.00	3,301.00	3,466.00	3,639.00
BI-WEEKLY	1,315.85	1,381.85	1,451.08	1,523.54	1,599.69	1,679.54
HOURLY	16.4481	17.2731	18.1385	19.0442	19.9962	20.9942

27

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	35,064.00	36,816.00	38,652.00	40,584.00	42,612.00	44,748.00
MONTHLY	2,922.00	3,068.00	3,221.00	3,382.00	3,551.00	3,729.00
BI-WEEKLY	1,348.62	1,416.00	1,486.62	1,560.92	1,638.92	1,721.08
HOURLY	16.8577	17.7000	18.5827	19.5115	20.4865	21.5135

28 Recreation Leader III

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	35,952.00	37,752.00	39,636.00	41,616.00	43,692.00	45,876.00
MONTHLY	2,996.00	3,146.00	3,303.00	3,468.00	3,641.00	3,823.00
BI-WEEKLY	1,382.77	1,452.00	1,524.46	1,600.62	1,680.46	1,764.46
HOURLY	17.2846	18.1500	19.0558	20.0077	21.0058	22.0558

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	36,840.00	38,688.00	40,620.00	42,648.00	44,784.00	47,028.00
MONTHLY	3,070.00	3,224.00	3,385.00	3,554.00	3,732.00	3,919.00
BI-WEEKLY	1,416.92	1,488.00	1,562.31	1,640.31	1,722.46	1,808.77
HOURLY	17.7115	18.6000	19.5288	20.5038	21.5308	22.6096

30 Custodian I
30 FCC Education Assistant II
30 FCC Program Assistant II

	1	*2*	*3*	*4*	*5*	*6*
ANNUAL	37,764.00	39,648.00	41,628.00	43,704.00	45,888.00	48,180.00
MONTHLY	3,147.00	3,304.00	3,469.00	3,642.00	3,824.00	4,015.00
BI-WEEKLY	1,452.46	1,524.92	1,601.08	1,680.92	1,764.92	1,853.08
HOURLY	18.1558	19.0615	20.0135	21.0115	22.0615	23.1635

31 Paratransit Driver

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	38,700.00	40,632.00	42,660.00	44,796.00	47,040.00	49,392.00
MONTHLY	3,225.00	3,386.00	3,555.00	3,733.00	3,920.00	4,116.00
BI-WEEKLY	1,488.46	1,562.77	1,640.77	1,722.92	1,809.23	1,899.69
HOURLY	18.6058	19.5346	20.5096	21.5365	22.6154	23.7462

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

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	39,672.00	41,652.00	43,740.00	45,924.00	48,216.00	50,628.00
MONTHLY	3,306.00	3,471.00	3,645.00	3,827.00	4,018.00	4,219.00
BI-WEEKLY	1,525.85	1,602.00	1,682.31	1,766.31	1,854.46	1,947.23
HOURLY	19.0731	20.0250	21.0288	22.0788	23.1808	24.3404

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

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	40,656.00	42,684.00	44,820.00	47,064.00	49,416.00	51,888.00
MONTHLY	3,388.00	3,557.00	3,735.00	3,922.00	4,118.00	4,324.00
BI-WEEKLY	1,563.69	1,641.69	1,723.85	1,810.15	1,900.62	1,995.69
HOURLY	19.5462	20.5212	21.5481	22.6269	23.7577	24.9462

34 Custodian II
34 Graffiti Technician
34 Paratransit Dispatcher
34 Park Maintenance Worker I

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	41,676.00	43,764.00	45,948.00	48,240.00	50,652.00	53,184.00
MONTHLY	3,473.00	3,647.00	3,829.00	4,020.00	4,221.00	4,432.00
BI-WEEKLY	1,602.92	1,683.23	1,767.23	1,855.38	1,948.15	2,045.54
HOURLY	20.0365	21.0404	22.0904	23.1923	24.3519	25.5692

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

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	42,720.00	44,856.00	47,100.00	49,452.00	51,924.00	54,516.00
MONTHLY	3,560.00	3,738.00	3,925.00	4,121.00	4,327.00	4,543.00
BI-WEEKLY	1,643.08	1,725.23	1,811.54	1,902.00	1,997.08	2,096.77
HOURLY	20.5385	21.5654	22.6442	23.7750	24.9635	26.2096

36 Intermediate Clerk Typist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	43,788.00	45,972.00	48,276.00	50,688.00	53,220.00	55,884.00
MONTHLY	3,649.00	3,831.00	4,023.00	4,224.00	4,435.00	4,657.00
BI-WEEKLY	1,684.15	1,768.15	1,856.77	1,949.54	2,046.92	2,149.38
HOURLY	21.0519	22.1019	23.2096	24.3692	25.5865	26.8673

37 Nutrition Services Coordinator**37 Police Records Technician II****37 Relief Bus Operator**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	44,868.00	47,112.00	49,464.00	51,936.00	54,528.00	57,252.00
MONTHLY	3,739.00	3,926.00	4,122.00	4,328.00	4,544.00	4,771.00
BI-WEEKLY	1,725.69	1,812.00	1,902.46	1,997.54	2,097.23	2,202.00
HOURLY	21.5712	22.6500	23.7808	24.9692	26.2154	27.5250

38 Activity Coordinator**38 Equipment Utility Worker II****38 Purchasing Clerk****38 Senior Account Clerk****38 Senior Clerk Typist**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	45,996.00	48,300.00	50,712.00	53,244.00	55,908.00	58,704.00
MONTHLY	3,833.00	4,025.00	4,226.00	4,437.00	4,659.00	4,892.00
BI-WEEKLY	1,769.08	1,857.69	1,950.46	2,047.85	2,150.31	2,257.85
HOURLY	22.1135	23.2212	24.3808	25.5981	26.8788	28.2231

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	47,148.00	49,500.00	51,972.00	54,576.00	57,300.00	60,168.00
MONTHLY	3,929.00	4,125.00	4,331.00	4,548.00	4,775.00	5,014.00
BI-WEEKLY	1,813.38	1,903.85	1,998.92	2,099.08	2,203.85	2,314.15
HOURLY	22.6673	23.7981	24.9865	26.2385	27.5481	28.9269

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	48,324.00	50,736.00	53,268.00	55,932.00	58,728.00	61,668.00
MONTHLY	4,027.00	4,228.00	4,439.00	4,661.00	4,894.00	5,139.00
BI-WEEKLY	1,858.62	1,951.38	2,048.77	2,151.23	2,258.77	2,371.85
HOURLY	23.2327	24.3923	25.6096	26.8904	28.2346	29.6481

41 Permit/Licensing Technician I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	49,536.00	52,008.00	54,612.00	57,348.00	60,216.00	63,228.00
MONTHLY	4,128.00	4,334.00	4,551.00	4,779.00	5,018.00	5,269.00
BI-WEEKLY	1,905.23	2,000.31	2,100.46	2,205.69	2,316.00	2,431.85
HOURLY	23.8154	25.0038	26.2558	27.5712	28.9500	30.3981

42 Community Center Coordinator
42 Community Services Officer
42 Police Service Officer
42 Recreation Coordinator
42 Secretary
42 Tree Trimmer I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	50,772.00	53,316.00	55,980.00	58,776.00	61,716.00	64,800.00
MONTHLY	4,231.00	4,443.00	4,665.00	4,898.00	5,143.00	5,400.00
BI-WEEKLY	1,952.77	2,050.62	2,153.08	2,260.62	2,373.69	2,492.31
HOURLY	24.4096	25.6327	26.9135	28.2577	29.6712	31.1538

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	52,044.00	54,648.00	57,384.00	60,252.00	63,264.00	66,432.00
MONTHLY	4,337.00	4,554.00	4,782.00	5,021.00	5,272.00	5,536.00
BI-WEEKLY	2,001.69	2,101.85	2,207.08	2,317.38	2,433.23	2,555.08
HOURLY	25.0212	26.2731	27.5885	28.9673	30.4154	31.9385

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	53,340.00	56,004.00	58,800.00	61,740.00	64,824.00	68,064.00
MONTHLY	4,445.00	4,667.00	4,900.00	5,145.00	5,402.00	5,672.00
BI-WEEKLY	2,051.54	2,154.00	2,261.54	2,374.62	2,493.23	2,617.85
HOURLY	25.6442	26.9250	28.2692	29.6827	31.1654	32.7231

45 Street Sweeper Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	54,672.00	57,408.00	60,276.00	63,288.00	66,456.00	69,780.00
MONTHLY	4,556.00	4,784.00	5,023.00	5,274.00	5,538.00	5,815.00
BI-WEEKLY	2,102.77	2,208.00	2,318.31	2,434.15	2,556.00	2,683.85
HOURLY	26.2846	27.6000	28.9788	30.4269	31.9500	33.5481

46 Heavy Equipment Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	56,052.00	58,860.00	61,800.00	64,896.00	68,136.00	71,544.00
MONTHLY	4,671.00	4,905.00	5,150.00	5,408.00	5,678.00	5,962.00
BI-WEEKLY	2,155.85	2,263.85	2,376.92	2,496.00	2,620.62	2,751.69
HOURLY	26.9481	28.2981	29.7115	31.2000	32.7577	34.3962

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	57,444.00	60,312.00	63,324.00	66,492.00	69,816.00	73,308.00
MONTHLY	4,787.00	5,026.00	5,277.00	5,541.00	5,818.00	6,109.00
BI-WEEKLY	2,209.38	2,319.69	2,435.54	2,557.38	2,685.23	2,819.54
HOURLY	27.6173	28.9962	30.4442	31.9673	33.5654	35.2442

48 Custodian-Lead
48 Financial Services Technician
48 Human Resources Technician
48 Junior Accountant
48 Payroll Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	58,872.00	61,812.00	64,908.00	68,148.00	71,556.00	75,132.00
MONTHLY	4,906.00	5,151.00	5,409.00	5,679.00	5,963.00	6,261.00
BI-WEEKLY	2,264.31	2,377.38	2,496.46	2,621.08	2,752.15	2,889.69
HOURLY	28.3038	29.7173	31.2058	32.7635	34.4019	36.1212

49 Administrative Analyst I
49 Community Services Counselor
49 Recreation Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	60,348.00	63,360.00	66,528.00	69,852.00	73,344.00	77,016.00
MONTHLY	5,029.00	5,280.00	5,544.00	5,821.00	6,112.00	6,418.00
BI-WEEKLY	2,321.08	2,436.92	2,558.77	2,686.62	2,820.92	2,962.15
HOURLY	29.0135	30.4615	31.9846	33.5827	35.2615	37.0269

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	61,848.00	64,944.00	68,196.00	71,604.00	75,180.00	78,936.00
MONTHLY	5,154.00	5,412.00	5,683.00	5,967.00	6,265.00	6,578.00
BI-WEEKLY	2,378.77	2,497.85	2,622.92	2,754.00	2,891.54	3,036.00
HOURLY	29.7346	31.2231	32.7865	34.4250	36.1442	37.9500

51 Electrical/Signal Technician I
51 Emergency Preparedness Coordinator
51 Engineering Technician
51 General Building Inspector
51 Information Technology Coordinator
51 Lead Mechanic
51 Planning Assistant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	63,396.00	66,564.00	69,888.00	73,380.00	77,052.00	80,904.00
MONTHLY	5,283.00	5,547.00	5,824.00	6,115.00	6,421.00	6,742.00
BI-WEEKLY	2,438.31	2,560.15	2,688.00	2,822.31	2,963.54	3,111.69
HOURLY	30.4788	32.0019	33.6000	35.2788	37.0442	38.8962

52 Administrative Support Services Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	64,968.00	68,220.00	71,628.00	75,204.00	78,960.00	82,908.00
MONTHLY	5,414.00	5,685.00	5,969.00	6,267.00	6,580.00	6,909.00
BI-WEEKLY	2,498.77	2,623.85	2,754.92	2,892.46	3,036.92	3,188.77
HOURLY	31.2346	32.7981	34.4365	36.1558	37.9615	39.8596

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	66,600.00	69,936.00	73,428.00	77,100.00	80,952.00	84,996.00
MONTHLY	5,550.00	5,828.00	6,119.00	6,425.00	6,746.00	7,083.00
BI-WEEKLY	2,561.54	2,689.85	2,824.15	2,965.38	3,113.54	3,269.08
HOURLY	32.0192	33.6231	35.3019	37.0673	38.9192	40.8635

54 Administrative Analyst II
54 Building Maintenance Lead
54 Forensic Technician

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,268.00	71,676.00	75,264.00	79,032.00	82,980.00	87,132.00
MONTHLY	5,689.00	5,973.00	6,272.00	6,586.00	6,915.00	7,261.00
BI-WEEKLY	2,625.69	2,756.77	2,894.77	3,039.69	3,191.54	3,351.23
HOURLY	32.8212	34.4596	36.1846	37.9962	39.8942	41.8904

55 Electrical/Signal Technician II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	69,960.00	73,464.00	77,136.00	80,988.00	85,032.00	89,280.00
MONTHLY	5,830.00	6,122.00	6,428.00	6,749.00	7,086.00	7,440.00
BI-WEEKLY	2,690.77	2,825.54	2,966.77	3,114.92	3,270.46	3,433.85
HOURLY	33.6346	35.3192	37.0846	38.9365	40.8808	42.9231

56 Assistant Engineer
56 FCC Program Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	71,712.00	75,300.00	79,068.00	83,016.00	87,168.00	91,524.00
MONTHLY	5,976.00	6,275.00	6,589.00	6,918.00	7,264.00	7,627.00
BI-WEEKLY	2,758.15	2,896.15	3,041.08	3,192.92	3,352.62	3,520.15
HOURLY	34.4769	36.2019	38.0135	39.9115	41.9077	44.0019

57 Senior Accountant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	73,500.00	77,172.00	81,036.00	85,092.00	89,352.00	93,816.00
MONTHLY	6,125.00	6,431.00	6,753.00	7,091.00	7,446.00	7,818.00
BI-WEEKLY	2,826.92	2,968.15	3,116.77	3,272.77	3,436.62	3,608.31
HOURLY	35.3365	37.1019	38.9596	40.9096	42.9577	45.1038

58

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,336.00	79,104.00	83,064.00	87,216.00	91,572.00	96,156.00
MONTHLY	6,278.00	6,592.00	6,922.00	7,268.00	7,631.00	8,013.00
BI-WEEKLY	2,897.54	3,042.46	3,194.77	3,354.46	3,522.00	3,698.31
HOURLY	36.2192	38.0308	39.9346	41.9308	44.0250	46.2288

	59					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,220.00	81,084.00	85,140.00	89,400.00	93,876.00	98,568.00
MONTHLY	6,435.00	6,757.00	7,095.00	7,450.00	7,823.00	8,214.00
BI-WEEKLY	2,970.00	3,118.62	3,274.62	3,438.46	3,610.62	3,791.08
HOURLY	37.1250	38.9827	40.9327	42.9808	45.1327	47.3885

	60					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,152.00	83,112.00	87,264.00	91,632.00	96,216.00	101,028.00
MONTHLY	6,596.00	6,926.00	7,272.00	7,636.00	8,018.00	8,419.00
BI-WEEKLY	3,044.31	3,196.62	3,356.31	3,524.31	3,700.62	3,885.69
HOURLY	38.0538	39.9577	41.9538	44.0538	46.2577	48.5712

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	81,144.00	85,200.00	89,460.00	93,936.00	98,628.00	103,560.00
MONTHLY	6,762.00	7,100.00	7,455.00	7,828.00	8,219.00	8,630.00
BI-WEEKLY	3,120.92	3,276.92	3,440.77	3,612.92	3,793.38	3,983.08
HOURLY	39.0115	40.9615	43.0096	45.1615	47.4173	49.7885

90 Bus Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	51,300.00	53,868.00	56,556.00	59,388.00	62,352.00	65,472.00
MONTHLY	4,275.00	4,489.00	4,713.00	4,949.00	5,196.00	5,456.00
BI-WEEKLY	1,973.08	2,071.85	2,175.23	2,284.15	2,398.15	2,518.15
HOURLY	24.6635	25.8981	27.1904	28.5519	29.9769	31.4769

Specialty - 5%	213.75	224.45	235.65	247.45	259.80	272.80
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	104					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	54,636.00	57,372.00	60,240.00	63,252.00	66,420.00	69,744.00
MONTHLY	4,553.00	4,781.00	5,020.00	5,271.00	5,535.00	5,812.00
BI-WEEKLY	2,101.38	2,206.62	2,316.92	2,432.77	2,554.62	2,682.46
HOURLY	26.2673	27.5827	28.9615	30.4096	31.9327	33.5308

Lgy Bonus 20	113.83	119.53	125.50	131.78	138.38	145.30
Lgy Bonus 25	227.65	239.05	251.00	263.55	276.75	290.60
Lgy Bonus 30	341.48	358.58	376.50	395.33	415.13	435.90

	105					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	56,016.00	58,812.00	61,752.00	64,836.00	68,076.00	71,484.00
MONTHLY	4,668.00	4,901.00	5,146.00	5,403.00	5,673.00	5,957.00
BI-WEEKLY	2,154.46	2,262.00	2,375.08	2,493.69	2,618.31	2,749.38
HOURLY	26.9308	28.2750	29.6885	31.1712	32.7288	34.3673

Lgy Bonus 20	116.70	122.53	128.65	135.08	141.83	148.93
Lgy Bonus 25	233.40	245.05	257.30	270.15	283.65	297.85
Lgy Bonus 30	350.10	367.58	385.95	405.23	425.48	446.78

106

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	57,408.00	60,276.00	63,288.00	66,456.00	69,780.00	73,272.00
MONTHLY	4,784.00	5,023.00	5,274.00	5,538.00	5,815.00	6,106.00
BI-WEEKLY	2,208.00	2,318.31	2,434.15	2,556.00	2,683.85	2,818.15
HOURLY	27.6000	28.9788	30.4269	31.9500	33.5481	35.2269
Lgy Bonus 20	119.60	125.58	131.85	138.45	145.38	152.65
Lgy Bonus 25	239.20	251.15	263.70	276.90	290.75	305.30
Lgy Bonus 30	358.80	376.73	395.55	415.35	436.13	457.95

107

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	58,836.00	61,776.00	64,860.00	68,100.00	71,508.00	75,084.00
MONTHLY	4,903.00	5,148.00	5,405.00	5,675.00	5,959.00	6,257.00
BI-WEEKLY	2,262.92	2,376.00	2,494.62	2,619.23	2,750.31	2,887.85
HOURLY	28.2865	29.7000	31.1827	32.7404	34.3788	36.0981
Lgy Bonus 20	122.58	128.70	135.13	141.88	148.98	156.43
Lgy Bonus 25	245.15	257.40	270.25	283.75	297.95	312.85
Lgy Bonus 30	367.73	386.10	405.38	425.63	446.93	469.28

108 Economic Development Analyst

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	60,312.00	63,324.00	66,492.00	69,816.00	73,308.00	76,968.00
MONTHLY	5,026.00	5,277.00	5,541.00	5,818.00	6,109.00	6,414.00
BI-WEEKLY	2,319.69	2,435.54	2,557.38	2,685.23	2,819.54	2,960.31
HOURLY	28.9962	30.4442	31.9673	33.5654	35.2442	37.0038
Lgy Bonus 20	125.65	131.93	138.53	145.45	152.73	160.35
Lgy Bonus 25	251.30	263.85	277.05	290.90	305.45	320.70
Lgy Bonus 30	376.95	395.78	415.58	436.35	458.18	481.05

109

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	61,812.00	64,908.00	68,148.00	71,556.00	75,132.00	78,888.00
MONTHLY	5,151.00	5,409.00	5,679.00	5,963.00	6,261.00	6,574.00
BI-WEEKLY	2,377.38	2,496.46	2,621.08	2,752.15	2,889.69	3,034.15
HOURLY	29.7173	31.2058	32.7635	34.4019	36.1212	37.9269
Lgy Bonus 20	128.78	135.23	141.98	149.08	156.53	164.35
Lgy Bonus 25	257.55	270.45	283.95	298.15	313.05	328.70
Lgy Bonus 30	386.33	405.68	425.93	447.23	469.58	493.05

110

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	63,360.00	66,528.00	69,852.00	73,344.00	77,016.00	80,868.00
MONTHLY	5,280.00	5,544.00	5,821.00	6,112.00	6,418.00	6,739.00
BI-WEEKLY	2,436.92	2,558.77	2,686.62	2,820.92	2,962.15	3,110.31
HOURLY	30.4615	31.9846	33.5827	35.2615	37.0269	38.8788
Lgy Bonus 20	132.00	138.60	145.53	152.80	160.45	168.48
Lgy Bonus 25	264.00	277.20	291.05	305.60	320.90	336.95
Lgy Bonus 30	396.00	415.80	436.58	458.40	481.35	505.43

111

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	64,932.00	68,184.00	71,592.00	75,168.00	78,924.00	82,872.00
MONTHLY	5,411.00	5,682.00	5,966.00	6,264.00	6,577.00	6,906.00
BI-WEEKLY	2,497.38	2,622.46	2,753.54	2,891.08	3,035.54	3,187.38
HOURLY	31.2173	32.7808	34.4192	36.1385	37.9442	39.8423
Lgy Bonus 20	135.28	142.05	149.15	156.60	164.43	172.65
Lgy Bonus 25	270.55	284.10	298.30	313.20	328.85	345.30
Lgy Bonus 30	405.83	426.15	447.45	469.80	493.28	517.95

112

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	66,564.00	69,888.00	73,380.00	77,052.00	80,904.00	84,948.00
MONTHLY	5,547.00	5,824.00	6,115.00	6,421.00	6,742.00	7,079.00
BI-WEEKLY	2,560.15	2,688.00	2,822.31	2,963.54	3,111.69	3,267.23
HOURLY	32.0019	33.6000	35.2788	37.0442	38.8962	40.8404
Lgy Bonus 20	138.68	145.60	152.88	160.53	168.55	176.98
Lgy Bonus 25	277.35	291.20	305.75	321.05	337.10	353.95
Lgy Bonus 30	416.03	436.80	458.63	481.58	505.65	530.93

113

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,220.00	71,628.00	75,204.00	78,960.00	82,908.00	87,048.00
MONTHLY	5,685.00	5,969.00	6,267.00	6,580.00	6,909.00	7,254.00
BI-WEEKLY	2,623.85	2,754.92	2,892.46	3,036.92	3,188.77	3,348.00
HOURLY	32.7981	34.4365	36.1558	37.9615	39.8596	41.8500
Lgy Bonus 20	142.13	149.23	156.68	164.50	172.73	181.35
Lgy Bonus 25	284.25	298.45	313.35	329.00	345.45	362.70
Lgy Bonus 30	426.38	447.68	470.03	493.50	518.18	544.05

114

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	69,924.00	73,416.00	77,088.00	80,940.00	84,984.00	89,232.00
MONTHLY	5,827.00	6,118.00	6,424.00	6,745.00	7,082.00	7,436.00
BI-WEEKLY	2,689.38	2,823.69	2,964.92	3,113.08	3,268.62	3,432.00
HOURLY	33.6173	35.2962	37.0615	38.9135	40.8577	42.9000
Lgy Bonus 20	145.68	152.95	160.60	168.63	177.05	185.90
Lgy Bonus 25	291.35	305.90	321.20	337.25	354.10	371.80
Lgy Bonus 30	437.03	458.85	481.80	505.88	531.15	557.70

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	71,676.00	75,264.00	79,032.00	82,980.00	87,132.00	91,488.00
MONTHLY	5,973.00	6,272.00	6,586.00	6,915.00	7,261.00	7,624.00
BI-WEEKLY	2,756.77	2,894.77	3,039.69	3,191.54	3,351.23	3,518.77
HOURLY	34.4596	36.1846	37.9962	39.8942	41.8904	43.9846
Lgy Bonus 20	149.33	156.80	164.65	172.88	181.53	190.60
Lgy Bonus 25	298.65	313.60	329.30	345.75	363.05	381.20
Lgy Bonus 30	447.98	470.40	493.95	518.63	544.58	571.80

116

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	73,464.00	77,136.00	80,988.00	85,032.00	89,280.00	93,744.00
MONTHLY	6,122.00	6,428.00	6,749.00	7,086.00	7,440.00	7,812.00
BI-WEEKLY	2,825.54	2,966.77	3,114.92	3,270.46	3,433.85	3,605.54
HOURLY	35.3192	37.0846	38.9365	40.8808	42.9231	45.0692
Lgy Bonus 20	153.05	160.70	168.73	177.15	186.00	195.30
Lgy Bonus 25	306.10	321.40	337.45	354.30	372.00	390.60
Lgy Bonus 30	459.15	482.10	506.18	531.45	558.00	585.90

117 Transportation Operations Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,300.00	79,068.00	83,016.00	87,168.00	91,524.00	96,096.00
MONTHLY	6,275.00	6,589.00	6,918.00	7,264.00	7,627.00	8,008.00
BI-WEEKLY	2,896.15	3,041.08	3,192.92	3,352.62	3,520.15	3,696.00
HOURLY	36.2019	38.0135	39.9115	41.9077	44.0019	46.2000
Lgy Bonus 20	156.88	164.73	172.95	181.60	190.68	200.20
Lgy Bonus 25	313.75	329.45	345.90	363.20	381.35	400.40
Lgy Bonus 30	470.63	494.18	518.85	544.80	572.03	600.60

118 Administrative Management Analyst I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,184.00	81,048.00	85,104.00	89,364.00	93,828.00	98,520.00
MONTHLY	6,432.00	6,754.00	7,092.00	7,447.00	7,819.00	8,210.00
BI-WEEKLY	2,968.62	3,117.23	3,273.23	3,437.08	3,608.77	3,789.23
HOURLY	37.1077	38.9654	40.9154	42.9635	45.1096	47.3654
Lgy Bonus 20	160.80	168.85	177.30	186.18	195.48	205.25
Lgy Bonus 25	321.60	337.70	354.60	372.35	390.95	410.50
Lgy Bonus 30	482.40	506.55	531.90	558.53	586.43	615.75

**119 Accountant/Cost Accountant
119 Facilities Maintenance Supervisor
119 Fleet Maintenance Supervisor
119 Recreation Services Manager**

119 Transit Training and Safety Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,116.00	83,076.00	87,228.00	91,584.00	96,168.00	100,980.00
MONTHLY	6,593.00	6,923.00	7,269.00	7,632.00	8,014.00	8,415.00
BI-WEEKLY	3,042.92	3,195.23	3,354.92	3,522.46	3,698.77	3,883.85
HOURLY	38.0365	39.9404	41.9365	44.0308	46.2346	48.5481
Lgy Bonus 20	164.83	173.08	181.73	190.80	200.35	210.38
Lgy Bonus 25	329.65	346.15	363.45	381.60	400.70	420.75
Lgy Bonus 30	494.48	519.23	545.18	572.40	601.05	631.13

120 Administrative Management Analyst II

120 Executive Office Assistant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,108.00	85,164.00	89,424.00	93,900.00	98,592.00	103,524.00
MONTHLY	6,759.00	7,097.00	7,452.00	7,825.00	8,216.00	8,627.00
BI-WEEKLY	3,119.54	3,275.54	3,439.38	3,611.54	3,792.00	3,981.69
HOURLY	38.9942	40.9442	42.9923	45.1442	47.4000	49.7712
Lgy Bonus 20	168.98	177.43	186.30	195.63	205.40	215.68
Lgy Bonus 25	337.95	354.85	372.60	391.25	410.80	431.35
Lgy Bonus 30	506.93	532.28	558.90	586.88	616.20	647.03

121

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,136.00	87,288.00	91,656.00	96,240.00	101,052.00	106,104.00
MONTHLY	6,928.00	7,274.00	7,638.00	8,020.00	8,421.00	8,842.00
BI-WEEKLY	3,197.54	3,357.23	3,525.23	3,701.54	3,886.62	4,080.92
HOURLY	39.9692	41.9654	44.0654	46.2692	48.5827	51.0115
Lgy Bonus 20	173.20	181.85	190.95	200.50	210.53	221.05
Lgy Bonus 25	346.40	363.70	381.90	401.00	421.05	442.10
Lgy Bonus 30	519.60	545.55	572.85	601.50	631.58	663.15

122 Senior Human Resources Analyst

122 Senior Planner

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	85,212.00	89,472.00	93,948.00	98,640.00	103,572.00	108,756.00
MONTHLY	7,101.00	7,456.00	7,829.00	8,220.00	8,631.00	9,063.00
BI-WEEKLY	3,277.38	3,441.23	3,613.38	3,793.85	3,983.54	4,182.92
HOURLY	40.9673	43.0154	45.1673	47.4231	49.7942	52.2865
Lgy Bonus 20	177.53	186.40	195.73	205.50	215.78	226.58
Lgy Bonus 25	355.05	372.80	391.45	411.00	431.55	453.15
Lgy Bonus 30	532.58	559.20	587.18	616.50	647.33	679.73

123

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	87,348.00	91,716.00	96,300.00	101,112.00	106,164.00	111,468.00
MONTHLY	7,279.00	7,643.00	8,025.00	8,426.00	8,847.00	9,289.00
BI-WEEKLY	3,359.54	3,527.54	3,703.85	3,888.92	4,083.23	4,287.23
HOURLY	41.9942	44.0942	46.2981	48.6115	51.0404	53.5904
Lgy Bonus 20	181.98	191.08	200.63	210.65	221.18	232.23
Lgy Bonus 25	363.95	382.15	401.25	421.30	442.35	464.45
Lgy Bonus 30	545.93	573.23	601.88	631.95	663.53	696.68

124 Senior Administrative Analyst

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	89,520.00	93,996.00	98,700.00	103,632.00	108,816.00	114,252.00
MONTHLY	7,460.00	7,833.00	8,225.00	8,636.00	9,068.00	9,521.00
BI-WEEKLY	3,443.08	3,615.23	3,796.15	3,985.85	4,185.23	4,394.31
HOURLY	43.0385	45.1904	47.4519	49.8231	52.3154	54.9288
Lgy Bonus 20	186.50	195.83	205.63	215.90	226.70	238.03
Lgy Bonus 25	373.00	391.65	411.25	431.80	453.40	476.05
Lgy Bonus 30	559.50	587.48	616.88	647.70	680.10	714.08

125 Civil Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	91,764.00	96,348.00	101,160.00	106,224.00	111,540.00	117,120.00
MONTHLY	7,647.00	8,029.00	8,430.00	8,852.00	9,295.00	9,760.00
BI-WEEKLY	3,529.38	3,705.69	3,890.77	4,085.54	4,290.00	4,504.62
HOURLY	44.1173	46.3212	48.6346	51.0692	53.6250	56.3077
Lgy Bonus 20	191.18	200.73	210.75	221.30	232.38	244.00
Lgy Bonus 25	382.35	401.45	421.50	442.60	464.75	488.00
Lgy Bonus 30	573.53	602.18	632.25	663.90	697.13	732.00

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	94,056.00	98,760.00	103,704.00	108,888.00	114,336.00	120,048.00
MONTHLY	7,838.00	8,230.00	8,642.00	9,074.00	9,528.00	10,004.00
BI-WEEKLY	3,617.54	3,798.46	3,988.62	4,188.00	4,397.54	4,617.23
HOURLY	45.2192	47.4808	49.8577	52.3500	54.9692	57.7154
Lgy Bonus 20	195.95	205.75	216.05	226.85	238.20	250.10
Lgy Bonus 25	391.90	411.50	432.10	453.70	476.40	500.20
Lgy Bonus 30	587.85	617.25	648.15	680.55	714.60	750.30

	127					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	96,408.00	101,232.00	106,296.00	111,612.00	117,192.00	123,048.00
MONTHLY	8,034.00	8,436.00	8,858.00	9,301.00	9,766.00	10,254.00
BI-WEEKLY	3,708.00	3,893.54	4,088.31	4,292.77	4,507.38	4,732.62
HOURLY	46.3500	48.6692	51.1038	53.6596	56.3423	59.1577
Lgy Bonus 20	200.85	210.90	221.45	232.53	244.15	256.35
Lgy Bonus 25	401.70	421.80	442.90	465.05	488.30	512.70
Lgy Bonus 30	602.55	632.70	664.35	697.58	732.45	769.05

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	98,808.00	103,752.00	108,936.00	114,384.00	120,108.00	126,108.00
MONTHLY	8,234.00	8,646.00	9,078.00	9,532.00	10,009.00	10,509.00
BI-WEEKLY	3,800.31	3,990.46	4,189.85	4,399.38	4,619.54	4,850.31
HOURLY	47.5038	49.8808	52.3731	54.9923	57.7442	60.6288
Lgy Bonus 20	205.85	216.15	226.95	238.30	250.23	262.73
Lgy Bonus 25	411.70	432.30	453.90	476.60	500.45	525.45
Lgy Bonus 30	617.55	648.45	680.85	714.90	750.68	788.18

	129					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	101,292.00	106,356.00	111,672.00	117,252.00	123,120.00	129,276.00
MONTHLY	8,441.00	8,863.00	9,306.00	9,771.00	10,260.00	10,773.00
BI-WEEKLY	3,895.85	4,090.62	4,295.08	4,509.69	4,735.38	4,972.15
HOURLY	48.6981	51.1327	53.6885	56.3712	59.1923	62.1519
Lgy Bonus 20	211.03	221.58	232.65	244.28	256.50	269.33
Lgy Bonus 25	422.05	443.15	465.30	488.55	513.00	538.65
Lgy Bonus 30	633.08	664.73	697.95	732.83	769.50	807.98

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	103,824.00	109,020.00	114,468.00	120,192.00	126,204.00	132,516.00
MONTHLY	8,652.00	9,085.00	9,539.00	10,016.00	10,517.00	11,043.00
BI-WEEKLY	3,993.23	4,193.08	4,402.62	4,622.77	4,854.00	5,096.77
HOURLY	49.9154	52.4135	55.0327	57.7846	60.6750	63.7096
Lgy Bonus 20	216.30	227.13	238.48	250.40	262.93	276.08
Lgy Bonus 25	432.60	454.25	476.95	500.80	525.85	552.15
Lgy Bonus 30	648.90	681.38	715.43	751.20	788.78	828.23

131 Plan Check Engineer
131 Transit Operations Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	106,416.00	111,732.00	117,324.00	123,192.00	129,348.00	135,816.00
MONTHLY	8,868.00	9,311.00	9,777.00	10,266.00	10,779.00	11,318.00
BI-WEEKLY	4,092.92	4,297.38	4,512.46	4,738.15	4,974.92	5,223.69
HOURLY	51.1615	53.7173	56.4058	59.2269	62.1865	65.2962
Lgy Bonus 20	221.70	232.78	244.43	256.65	269.48	282.95
Lgy Bonus 25	443.40	465.55	488.85	513.30	538.95	565.90
Lgy Bonus 30	665.10	698.33	733.28	769.95	808.43	848.85

132 FCC Therapist/Trainer II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	109,068.00	114,516.00	120,240.00	126,252.00	132,564.00	139,188.00
MONTHLY	9,089.00	9,543.00	10,020.00	10,521.00	11,047.00	11,599.00
BI-WEEKLY	4,194.92	4,404.46	4,624.62	4,855.85	5,098.62	5,353.38
HOURLY	52.4365	55.0558	57.8077	60.6981	63.7327	66.9173
Lgy Bonus 20	227.23	238.58	250.50	263.03	276.18	289.98
Lgy Bonus 25	454.45	477.15	501.00	526.05	552.35	579.95
Lgy Bonus 30	681.68	715.73	751.50	789.08	828.53	869.93

133 Human Resources Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	111,804.00	117,396.00	123,264.00	129,432.00	135,900.00	142,692.00
MONTHLY	9,317.00	9,783.00	10,272.00	10,786.00	11,325.00	11,891.00
BI-WEEKLY	4,300.15	4,515.23	4,740.92	4,978.15	5,226.92	5,488.15
HOURLY	53.7519	56.4404	59.2615	62.2269	65.3365	68.6019
Lgy Bonus 20	232.93	244.58	256.80	269.65	283.13	297.28
Lgy Bonus 25	465.85	489.15	513.60	539.30	566.25	594.55
Lgy Bonus 30	698.78	733.73	770.40	808.95	849.38	891.83

134 Assistant to the City Manager
134 Transit Administrative Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	114,588.00	120,312.00	126,324.00	132,636.00	139,272.00	146,232.00
MONTHLY	9,549.00	10,026.00	10,527.00	11,053.00	11,606.00	12,186.00
BI-WEEKLY	4,407.23	4,627.38	4,858.62	5,101.38	5,356.62	5,624.31
HOURLY	55.0904	57.8423	60.7327	63.7673	66.9577	70.3038
Lgy Bonus 20	238.73	250.65	263.18	276.33	290.15	304.65
Lgy Bonus 25	477.45	501.30	526.35	552.65	580.30	609.30
Lgy Bonus 30	716.18	751.95	789.53	828.98	870.45	913.95

135

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	117,456.00	123,324.00	129,492.00	135,972.00	142,776.00	149,916.00
MONTHLY	9,788.00	10,277.00	10,791.00	11,331.00	11,898.00	12,493.00
BI-WEEKLY	4,517.54	4,743.23	4,980.46	5,229.69	5,491.38	5,766.00
HOURLY	56.4692	59.2904	62.2558	65.3712	68.6423	72.0750

Lgy Bonus 20	244.70	256.93	269.78	283.28	297.45	312.33
Lgy Bonus 25	489.40	513.85	539.55	566.55	594.90	624.65
Lgy Bonus 30	734.10	770.78	809.33	849.83	892.35	936.98

136

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	120,396.00	126,420.00	132,744.00	139,380.00	146,352.00	153,672.00
MONTHLY	10,033.00	10,535.00	11,062.00	11,615.00	12,196.00	12,806.00
BI-WEEKLY	4,630.62	4,862.31	5,105.54	5,360.77	5,628.92	5,910.46
HOURLY	57.8827	60.7788	63.8192	67.0096	70.3615	73.8808

Lgy Bonus 20	250.83	263.38	276.55	290.38	304.90	320.15
Lgy Bonus 25	501.65	526.75	553.10	580.75	609.80	640.30
Lgy Bonus 30	752.48	790.13	829.65	871.13	914.70	960.45

137

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	123,408.00	129,576.00	136,056.00	142,860.00	150,000.00	157,500.00
MONTHLY	10,284.00	10,798.00	11,338.00	11,905.00	12,500.00	13,125.00
BI-WEEKLY	4,746.46	4,983.69	5,232.92	5,494.62	5,769.23	6,057.69
HOURLY	59.3308	62.2962	65.4115	68.6827	72.1154	75.7212

Lgy Bonus 20	257.10	269.95	283.45	297.63	312.50	328.13
Lgy Bonus 25	514.20	539.90	566.90	595.25	625.00	656.25
Lgy Bonus 30	771.30	809.85	850.35	892.88	937.50	984.38

138 Principal Civil Engineer**138 Chief Fiscal Officer**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	126,492.00	132,816.00	139,452.00	146,424.00	153,744.00	161,436.00
MONTHLY	10,541.00	11,068.00	11,621.00	12,202.00	12,812.00	13,453.00
BI-WEEKLY	4,865.08	5,108.31	5,363.54	5,631.69	5,913.23	6,209.08
HOURLY	60.8135	63.8538	67.0442	70.3962	73.9154	77.6135

Lgy Bonus 20	263.53	276.70	290.53	305.05	320.30	336.33
Lgy Bonus 25	527.05	553.40	581.05	610.10	640.60	672.65
Lgy Bonus 30	790.58	830.10	871.58	915.15	960.90	1008.98

139

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	129,648.00	136,128.00	142,932.00	150,084.00	157,584.00	165,468.00
MONTHLY	10,804.00	11,344.00	11,911.00	12,507.00	13,132.00	13,789.00
BI-WEEKLY	4,986.46	5,235.69	5,497.38	5,772.46	6,060.92	6,364.15
HOURLY	62.3308	65.4462	68.7173	72.1558	75.7615	79.5519
Lgy Bonus 20	270.10	283.60	297.78	312.68	328.30	344.73
Lgy Bonus 25	540.20	567.20	595.55	625.35	656.60	689.45
Lgy Bonus 30	810.30	850.80	893.33	938.03	984.90	1034.18

140

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	132,888.00	139,536.00	146,508.00	153,828.00	161,520.00	169,596.00
MONTHLY	11,074.00	11,628.00	12,209.00	12,819.00	13,460.00	14,133.00
BI-WEEKLY	5,111.08	5,366.77	5,634.92	5,916.46	6,212.31	6,522.92
HOURLY	63.8885	67.0846	70.4365	73.9558	77.6538	81.5365
Lgy Bonus 20	276.85	290.70	305.23	320.48	336.50	353.33
Lgy Bonus 25	553.70	581.40	610.45	640.95	673.00	706.65
Lgy Bonus 30	830.55	872.10	915.68	961.43	1009.50	1059.98

141

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	136,212.00	143,028.00	150,180.00	157,692.00	165,576.00	173,856.00
MONTHLY	11,351.00	11,919.00	12,515.00	13,141.00	13,798.00	14,488.00
BI-WEEKLY	5,238.92	5,501.08	5,776.15	6,065.08	6,368.31	6,686.77
HOURLY	65.4865	68.7635	72.2019	75.8135	79.6038	83.5846
Lgy Bonus 20	283.78	297.98	312.88	328.53	344.95	362.20
Lgy Bonus 25	567.55	595.95	625.75	657.05	689.90	724.40
Lgy Bonus 30	851.33	893.93	938.63	985.58	1034.85	1086.60

142

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	139,608.00	146,592.00	153,924.00	161,616.00	169,692.00	178,176.00
MONTHLY	11,634.00	12,216.00	12,827.00	13,468.00	14,141.00	14,848.00
BI-WEEKLY	5,369.54	5,638.15	5,920.15	6,216.00	6,526.62	6,852.92
HOURLY	67.1192	70.4769	74.0019	77.7000	81.5827	85.6615
Lgy Bonus 20	290.85	305.40	320.68	336.70	353.53	371.20
Lgy Bonus 25	581.70	610.80	641.35	673.40	707.05	742.40
Lgy Bonus 30	872.55	916.20	962.03	1010.10	1060.58	1113.60

143

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	143,100.00	150,252.00	157,764.00	165,648.00	173,928.00	182,628.00
MONTHLY	11,925.00	12,521.00	13,147.00	13,804.00	14,494.00	15,219.00
BI-WEEKLY	5,503.85	5,778.92	6,067.85	6,371.08	6,689.54	7,024.15
HOURLY	68.7981	72.2365	75.8481	79.6385	83.6192	87.8019
Lgy Bonus 20	298.13	313.03	328.68	345.10	362.35	380.48
Lgy Bonus 25	596.25	626.05	657.35	690.20	724.70	760.95
Lgy Bonus 30	894.38	939.08	986.03	1035.30	1087.05	1141.43

144

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	146,676.00	154,008.00	161,712.00	169,800.00	178,296.00	187,212.00
MONTHLY	12,223.00	12,834.00	13,476.00	14,150.00	14,858.00	15,601.00
BI-WEEKLY	5,641.38	5,923.38	6,219.69	6,530.77	6,857.54	7,200.46
HOURLY	70.5173	74.0423	77.7462	81.6346	85.7192	90.0058
Lgy Bonus 20	305.58	320.85	336.90	353.75	371.45	390.03
Lgy Bonus 25	611.15	641.70	673.80	707.50	742.90	780.05
Lgy Bonus 30	916.73	962.55	1010.70	1061.25	1114.35	1170.08

145

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	150,348.00	157,860.00	165,756.00	174,048.00	182,748.00	191,880.00
MONTHLY	12,529.00	13,155.00	13,813.00	14,504.00	15,229.00	15,990.00
BI-WEEKLY	5,782.62	6,071.54	6,375.23	6,694.15	7,028.77	7,380.00
HOURLY	72.2827	75.8942	79.6904	83.6769	87.8596	92.2500
Lgy Bonus 20	313.23	328.88	345.33	362.60	380.73	399.75
Lgy Bonus 25	626.45	657.75	690.65	725.20	761.45	799.50
Lgy Bonus 30	939.68	986.63	1035.98	1087.80	1142.18	1199.25

146

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	154,104.00	161,808.00	169,896.00	178,392.00	187,308.00	196,668.00
MONTHLY	12,842.00	13,484.00	14,158.00	14,866.00	15,609.00	16,389.00
BI-WEEKLY	5,927.08	6,223.38	6,534.46	6,861.23	7,204.15	7,564.15
HOURLY	74.0885	77.7923	81.6808	85.7654	90.0519	94.5519
Lgy Bonus 20	321.05	337.10	353.95	371.65	390.23	409.73
Lgy Bonus 25	642.10	674.20	707.90	743.30	780.45	819.45
Lgy Bonus 30	963.15	1011.30	1061.85	1114.95	1170.68	1229.18

147

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	157,956.00	165,852.00	174,144.00	182,856.00	192,000.00	201,600.00
MONTHLY	13,163.00	13,821.00	14,512.00	15,238.00	16,000.00	16,800.00
BI-WEEKLY	6,075.23	6,378.92	6,697.85	7,032.92	7,384.62	7,753.85
HOURLY	75.9404	79.7365	83.7231	87.9115	92.3077	96.9231
Lgy Bonus 20	329.08	345.53	362.80	380.95	400.00	420.00
Lgy Bonus 25	658.15	691.05	725.60	761.90	800.00	840.00
Lgy Bonus 30	987.23	1036.58	1088.40	1142.85	1200.00	1260.00

148

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	161,916.00	170,016.00	178,512.00	187,440.00	196,812.00	206,652.00
MONTHLY	13,493.00	14,168.00	14,876.00	15,620.00	16,401.00	17,221.00
BI-WEEKLY	6,227.54	6,539.08	6,865.85	7,209.23	7,569.69	7,948.15
HOURLY	77.8442	81.7385	85.8231	90.1154	94.6212	99.3519
Lgy Bonus 20	337.33	354.20	371.90	390.50	410.03	430.53
Lgy Bonus 25	674.65	708.40	743.80	781.00	820.05	861.05
Lgy Bonus 30	1011.98	1062.60	1115.70	1171.50	1230.08	1291.58

149

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	165,960.00	174,264.00	182,976.00	192,120.00	201,732.00	211,824.00
MONTHLY	13,830.00	14,522.00	15,248.00	16,010.00	16,811.00	17,652.00
BI-WEEKLY	6,383.08	6,702.46	7,037.54	7,389.23	7,758.92	8,147.08
HOURLY	79.7885	83.7808	87.9692	92.3654	96.9865	101.8385
Lgy Bonus 20	345.75	363.05	381.20	400.25	420.28	441.30
Lgy Bonus 25	691.50	726.10	762.40	800.50	840.55	882.60
Lgy Bonus 30	1037.25	1089.15	1143.60	1200.75	1260.83	1323.90

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	74,556.00	-	-	-	-	-
MONTHLY	6,213.00	-	-	-	-	-
BI-WEEKLY	2,867.54	-	-	-	-	-
HOURLY	35.8442	-	-	-	-	-
201 Police Officer						
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	87,708.00	92,088.00	96,696.00	101,532.00	106,608.00	111,936.00
MONTHLY	7,309.00	7,674.00	8,058.00	8,461.00	8,884.00	9,328.00
BI-WEEKLY	3,373.38	3,541.85	3,719.08	3,905.08	4,100.31	4,305.23
HOURLY	42.1673	44.2731	46.4885	48.8135	51.2538	53.8154
EDUCATIONAL INCENTIVE BONUS						
AA	1,052.37	1,052.37	1,052.37	1,052.37	1,052.37	1,052.37
BA	1,568.37	1,568.37	1,568.37	1,568.37	1,568.37	1,568.37
SPECIALIST	619.00	619.00	619.00	619.00	619.00	619.00
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	885.45	903.70	922.90	943.05	964.20	986.40
Lgy Bonus 26	1,250.90	1,287.40	1,325.80	1,366.10	1,408.40	1,452.80
203 Police Sergeant						
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	112,092.00	117,696.00	123,576.00	129,756.00	136,248.00	143,064.00
MONTHLY	9,341.00	9,808.00	10,298.00	10,813.00	11,354.00	11,922.00
BI-WEEKLY	4,311.23	4,526.77	4,752.92	4,990.62	5,240.31	5,502.46
HOURLY	53.8904	56.5846	59.4115	62.3827	65.5038	68.7808
EDUCATIONAL INCENTIVE BONUS						
AA	1,344.04	1,344.04	1,344.04	1,344.04	1,344.04	1,344.04
BA	1,962.04	1,962.04	1,962.04	1,962.04	1,962.04	1,962.04
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	987.05	1,010.40	1,034.90	1,060.65	1,087.70	1,116.10
Lgy Bonus 26	1,454.10	1,500.80	1,549.80	1,601.30	1,655.40	1,712.20

227 Police Lieutenant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	150,204.00	157,716.00	165,600.00	173,880.00	182,580.00	191,712.00
MONTHLY	12,517.00	13,143.00	13,800.00	14,490.00	15,215.00	15,976.00
BI-WEEKLY	5,777.08	6,066.00	6,369.23	6,687.69	7,022.31	7,373.54
HOURLY	72.2135	75.8250	79.6154	83.5962	87.7788	92.1692

EDUCATIONAL INCENTIVE BONUS

BA	1,766.44	1,837.84	1,912.84	1,991.56	2,213.28	2,161.00
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CA POST Mgmt. Cert.	625.85	657.15	690.00	724.50	760.75	798.80
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Lgy Bonus 20	625.85	657.15	690.00	724.50	760.75	798.80
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Lgy Bonus 26	1,251.70	1,314.30	1,380.00	1,449.00	1,521.50	1,597.60
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231 Police Captain

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	178,584.00	187,512.00	196,884.00	206,724.00	217,056.00	227,904.00
MONTHLY	14,882.00	15,626.00	16,407.00	17,227.00	18,088.00	18,992.00
BI-WEEKLY	6,868.62	7,212.00	7,572.46	7,950.92	8,348.31	8,765.54
HOURLY	85.8577	90.1500	94.6558	99.3865	104.3538	109.5692

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.	744.10	781.30	820.35	861.35	904.40	949.60
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Lgy Bonus 20	744.10	781.30	820.35	861.35	904.40	949.60
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Lgy Bonus 26	1,488.20	1,562.60	1,640.70	1,722.70	1,808.80	1,899.20
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232 Deputy Police Chief

STEP	*1*
ANNUAL	227,436.00
MONTHLY	18,953.00
BI-WEEKLY	8,747.54
HOURLY	109.3442

EDUCATIONAL INCENTIVE BONUS

BA	2,474.36
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CA POST Mgmt. Cert.	947.65
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Lgy Bonus 20	947.65
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Lgy Bonus 26	1,895.30
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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 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	-	-	-	-	-

307

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	900.00	-	-	-	-	-
MONTHLY	75.00	-	-	-	-	-
BI-WEEKLY	34.62	-	-	-	-	-
HOURLY	0.4327	-	-	-	-	-

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	157,248.00	165,108.00	173,364.00	182,028.00	196,128.00	200,904.00
MONTHLY	13,104.00	13,759.00	14,447.00	15,169.00	16,344.00	16,742.00
BI-WEEKLY	6,048.00	6,350.31	6,667.85	7,001.08	7,543.38	7,727.08
HOURLY	75.6000	79.3788	83.3481	87.5135	94.2923	96.5885

Lgy Bonus 20	327.60	343.98	361.18	379.23	408.60	418.55
Lgy Bonus 25	655.20	687.95	722.35	758.45	817.20	837.10
Lgy Bonus 30	982.80	1031.93	1083.53	1137.68	1225.80	1255.65

339 Assistant City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	164,400.00	172,620.00	181,248.00	190,308.00	199,824.00	209,820.00
MONTHLY	13,700.00	14,385.00	15,104.00	15,859.00	16,652.00	17,485.00
BI-WEEKLY	6,323.08	6,639.23	6,971.08	7,319.54	7,685.54	8,070.00
HOURLY	79.0385	82.9904	87.1385	91.4942	96.0692	100.8750

340 Police Chief

STEP	*1*
ANNUAL	245,976.00
MONTHLY	20,498.00
BI-WEEKLY	9,460.62
HOURLY	118.2577

Edu Incentive Pay	2,659.76
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CA POST Mgmt. Cert.	1,024.90
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Lgy Bonus 26	2,049.80
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350 City Manager

STEP	*1*
ANNUAL	285,300.00
MONTHLY	23,775.00
BI-WEEKLY	10,973.08
HOURLY	137.1635

PROGRAM COORDINATOR (Job Summary)

Description

Under general supervision, the incumbent performs professional administrative work in a variety of program areas; exercises responsibility for developing, recommending, and coordinating special projects and programs; assumes and performs related responsibilities and duties as required by the department, such as follow-ups, reporting, data-entry, research, and related duties.

Representative Duties

- Leads and administers program and project management efforts, including planning, budgeting, oversight and delivery, for multiple projects that vary in complexity, size and scope.
- Develops and monitors programs to ensure compliance with statutes and regulations in conformance with local, state, and federal law.
- Utilizes standardized project tracking and reporting tools to oversee project milestones and project delivery using defined project management methodologies and principles.
- Conducts preliminary assessment and draft project proposals (including, parameters, requirements and specifications) to develop business cases and facilitate decision making.
- Develops cost estimates, cost/benefit analysis and project justifications.
- Leads and performs program and project planning activities, requirement gathering, workflow analysis and logical design tasks with project liaisons from other departments.
- Researches, determines and proposes scope of work for projects assigned.
- Manages vendor identification and selection process including the preparation of requests for proposals (RFPs) and related bid documents.
- Ensures that clear specifications are developed and communicated to prospective bidders, third-party vendors and service providers, including criteria for acceptance of the specification outputs.
- Develops and maintains standard project artifacts such as charters, work plans, schedules and project tasks, to ensure timeline and communication strategy conforms to the portfolio's project management lifecycle.
- Incorporates critical information and communicates business implications to stakeholders and project teams. Builds and maintains strong relationships with City departments.
- Monitors project budgets, project tracking, reporting requirements and status reporting.
- Serves as a primary contact for program and project management queries and information as assigned.
- May be assigned Supervisory responsibilities over staff on specific projects.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDE

Education and/or Experience

Graduation from an accredited college or university with a Bachelor's degree in Business, Project Management, Public Administration, or a closely related field AND two (2) years of recent, paid, progressively responsible work experience leading and coordinating multiple small to large scale projects, which has included research and analysis and request for proposal (RFP) development. Project Management Institute (PMI) - Project Management Professional (PMP) Certification is desirable.

Knowledge and Abilities

Must have knowledge of principles and practices of project management; program planning, management and evaluation; principles and methods of research, analysis and report writing; budget development and management; municipal processes related to consultant selection, bidding and contract awards; principles and practices of contract administration; effective customer service techniques. Must have the ability to analyze problems, identify alternatives and implement solutions; assess and recommend skills and resources needed to successfully complete projects and achieve goals; establish and maintain effective and cooperative working relationships with City employees and the general public; communicate clearly and effectively, both orally and in writing; interpret, apply and communicate policies and procedures; prepare and maintain accurate and complete records and reports; provide effective customer service.

Physical Demands and Working Conditions

Work is performed in a busy office environment using a computer, with frequent interruptions; requires use of telephone, computer, keyboard and printer, calculator, photocopier, and other office equipment for extended periods of time; must occasionally stoop, stand, kneel, bend, reach, grasp, move and lift a standard file box or similar object up to 25 pounds, and periodically may be required to work weekends and/or evenings.

License

Must have and maintain a valid California Class C Driver's License.

TRANSIT MAINTENANCE COORDINATOR

(Job Summary)

Description

Under general supervision by the Transit Maintenance Manager or designee, performs professional duties in assigned administrative areas of the Maintenance Division at the City's Transportation Department; maintains files, prepares reports, compiles data, and other related duties as required.

Representative Duties

- Provide staff support in the efficient operation of the Transportation Maintenance unit.
- Provides monthly performance indicator data analysis for management review.
- Performs project management duties under the direction of the Transit Maintenance Manager for major bus procurements, special tools and equipment.
- Reviews contracts for adequacy and completeness of quality assurance/control requirements.
- Monitors contract and vendor activities by reviewing, analyzing and evaluating products and reports.
- Ensures compliance with project specifications and requirements and identifies negative trends and/or impacts to projects.
- Conducts data collection of information including vehicle inspections, road calls, fuel and oil usage, and vehicle mileage.
- Processes/Extracts qualitative and quantitative variables thru various software.
- Verifies, investigates, tracks, coordinates, and processes all invoice payments.
- Prepares statistical data for various reporting platforms.
- Provides support in the design, implementation, and installation of new and modified programs, systems, procedures, methods of operation, and forms.
- Coordinates with vendors, departmental and City staff to schedule and participate in meetings related to accessing and sharing information,
- Coordinates with vendors for training, quotes, estimates and other Maintenance Division related topics.
- Conducts surveys and studies related to divisional projects and analyzes resulting data.
- Compiles materials necessary for the preparation of budgets, reports, manuals, and publications
- Analyzes maintenance road call data and produces reports to support corrective action
- Undertakes research and analysis on specific issues as assigned.
- Prepares communications, such as memos, emails, invoices, reports and other correspondence.
- Prepares Facilities or Maintenance related reports and correspondence.
- Prepares and maintains financial spreadsheets and documents related to Facilities or Maintenance.
- Provides data needed for preparation of programs and departments annual budgets.
- Creates and maintains filing systems, both electronic and physical.
- Performs other duties as assigned.

QUALIFICATIONS GUIDE

Education and/or Experience

Graduation from an accredited college or university with a Bachelor's degree in business administration or closely related field AND two (2) years of paid work experience in data research and investigation, analysis and report writing, monitoring of Key Performance Indicators. Significant proficiency in Excel is a must. Previous experience in a Maintenance, Industrial, Heavy vehicle environment is desirable.

Knowledge and Abilities

Knowledge of transit system operations, excellent organizational and public relations skills; knowledge of general office organization and proficiency in knowledge of computer applications, including database management, word processing, spreadsheet, portable document format and/or presentation software; ability to establish priorities and work with multiple deadlines; ability to work independently or with minimum of supervision; ability to communicate effectively both orally and in writing; knowledge of federal and state reporting requirements as it relates to transportation operations and maintenance; ability to maintain effective working relationships with vendors, staff, and the public.

Physical Demands and Working Conditions

Work is performed in a busy office environment within the Maintenance Facility with frequent interruptions; exposure to loud mechanical noises, power tools, a variety of odors from vehicles/tools, requires use of telephone, computer, keyboard and printer, calculator, photocopier, and other office equipment for extended periods of time; must occasionally stoop, stand, kneel, bend, reach, grasp, move and lift a standard file box or similar object up to 25 pounds, and periodically may be required to work weekends and/or evenings or holidays.

License

Must have and maintain a valid California Class C Driver's License.

TRANSIT MARKETING COORDINATOR

(Job Description)

Description

Under general direction, coordinates and executes marketing and public education initiatives for the City of Gardena's Transportation Department. Conducts and oversees marketing research of transportation audience.

Representative Duties

- Oversees the development and implementation of marketing, sales and education strategies to promote and induce transit use, increase revenue generation and educate the community and public of transit use benefits.
- Works independently and collaboratively with operations planning staff to provide market research and analyze marketing opportunities for the Transportation Department on a consistent basis.
- Coordinates and implements marketing campaigns that promote public transportation services to increase ridership and enhance system efficiency.
- Prepares and schedules updates for GTrans Social Media accounts, including sharing relevant content and answering customer inquiries.
- Coordinates and shares route and scheduling information and General Transit Feed Specification (GTFS) with outside entities, including other transit agencies, applications, etc.,
- Develops, coordinates and updates GTrans' website content.
- Researches issues, develops, presents and distributes specialized information programs to targeted audiences.
- Develops, analyzes and executes marketing plans and strategies; makes recommendations to the transportation department to execute effective campaigns.
- Writes and produces presentation materials for meetings with City departments, transit agencies, partner organizations, and civic and community groups. Assists with the development of collateral marketing materials.
- Coordinates and negotiates outreach efforts with the private sector and other public sector agencies.
- Negotiates, coordinates and monitors work by marketing, public relations and advertising consultants, vendors and professional services. Ensures that contract work is done on schedule and in accordance with the terms and conditions of the agreement. Resolves issues that are not in compliance with advertising program guidelines.
- Verifies vendors' invoices and works with the Finance Department to ensure timely and accurate payments to vendors and partner organizations and to monitor outstanding financial issues and actions.
- Drafts requests for proposals/qualifications and staff reports for marketing support services and for revenue generating initiatives, as needed.
- Responds to staff and public inquiries about marketing opportunities. Conducts research surveys and recommends marketing programs.
- Provides data needed for preparation of program and department annual budgets.
- Prepares transit marketing related reports and correspondence. Prepares and maintains financial spreadsheets and documents related to marketing initiatives.
- Coordinates the work of vendors including graphic designers, photographers, and printers.
- Prepares and distributes information regarding public transportation services including literature, current transit activities, advertising and display materials. Works with other staff in preparing project specific communications and promotional items.
- Plans, coordinates and attends public/community meetings, hearings and events.
- Makes oral and written presentations to a variety of stakeholders.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDE

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in Marketing, Advertising, Community Relations or Public Affairs, or closely related field AND three (3) years of recent paid work experience performing

community relations, public relations, public affairs, marketing, and promotions. Previous experience promoting public transportation services is desirable.

Knowledge and Abilities

The knowledge, abilities and skills which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of: Marketing, advertising and public relations principles, practices and techniques; applicable laws, rules and regulations governing public sector marketing; local media industries (outdoor, print and digital); basic supervisory techniques; effective customer service techniques.

Ability to: Develop and implement marketing and client relationship plans; execute high volume of advertising sales and monitor campaigns; promote new transit assets and marketing opportunities; maintain expenditures within budget constraints; negotiate and coordinate contract services; understand, interpret and apply laws, rules, regulations, policies, contracts, funding agreements, and City and department policies and procedures; make public presentations; communicate effectively, both orally and in writing; supervise and evaluate vendor performance; analyze problems and develop effective and realistic solutions; help develop, recommend and implement policies and procedures; learn governmental accounting and budget concepts and principles; establish and maintain effective and cooperative working relationships with City employees and outside agencies; provide effective customer service.

Skill in: Financial reports and market research; using personal computers and applicable software applications, such as Adobe Creative Suite (Illustrator and Photoshop) and WordPress; operating audio-visual equipment; public speaking; writing and copy editing.

License

Must have and maintain a valid California C Driver's License.

TRANSIT OPERATIONS TRAINING COORDINATOR

(Job Description)

Description

Under general direction, develops and conducts programs to train and certify newly hired or existing coach operators and maintenance personnel, and other related duties as assigned.

Representative Duties

- Conducts classroom and behind-the-wheel training with a focus on customer service, safety, courtesy and reliability in compliance with California Department of Motor Vehicles (DMV) and Federal Transit Administration (FTA) guidelines and requirements.
- Trains bus operators and Maintenance personnel in all areas of coach operation, including vehicles, equipment and procedures. Conducts obstacle course and behind the wheel training. Administers course reviews and written examinations.
- Evaluates a variety of instructional materials including external training materials and media products to determine the best resources for use in instruction, including computer and web-based training programs.
- Assists in the development and design of instructors' guides, participants materials and assessment/evaluation instruments.
- Assists with the development of Line Instructors, Assistant Trainer & Acting Supervisors
- Evaluates and counsels student coach operators regarding performance; conducts interviews and behind the wheel evaluations as needed.
- Performs regular coach operator on-board observations and evaluation of operator performance.
- Conducts training on all bus equipment and operating procedures; recertifies and retrain coach operators in general operations and/or specialized courses.
- Examines operators in all areas of coach operations, administers (DMV) tests as needed for operators and maintenance personnel. Completes and files all state and federal training certification documents.
- Develops training materials, handouts, and lesson plans for training programs specific to Bus Operators and Maintenance personnel. Periodically reviews materials to ensure compliance with state and federal regulations.
- May serve as an advisory member of the Agency Accident Review Committee & Public Transportation Agency Safety Committee (PTASP).
- Act on behalf of the Training & Safety Supervisor absent for the CHP Terminal Inspections.
- Communicates with other agencies to keep current on teaching materials, aids and techniques used in the transit industry; performs additional research as necessary to improve materials and methods.
- Assists the Training & Safety Supervisor in monitoring the transportation department's Safety Key Performance Indicators (KPI)'s and safety programs.
- Provides office support to the Safety and Training Division which includes recordkeeping, documentation of Motor Coach Operator Trainee performance and coordination of scheduling for training.
- Participates in the formulation of departmental safety plans, policies and procedures and ensures implementation based on proper application of required safety regulations.
- Assists in developing safety policy and procedures dealing with bus operations and maintenance safety.
- Determines training needs, recommends, develops and conducts training to diverse groups of employees on various safety awareness, prevention and investigation programs.
- Assists in overseeing the maintenance of operator and maintenance personnel training records. Performs Hazard Recognition/Identification Procedures, as necessary. Also performs Hazard analysis, assessment, evaluation and resolution procedures.
- Assists in the preparing and conducting of emergency drills.
- Assists in the preparations all Rodeo events (i.e., Local, Regional, and International).
- May operate in revenue service, if necessary.
- Travel as needed, and other duties as assigned.

QUALIFICATIONS GUIDE

Education and/or Experience

High school graduate or equivalent G.E.D. AND Five (5) years' experience in the operation of motor coaches comparable to those operated by the City's transportation department with a public or private transit agency and prior experience instructing adults in a formal training program OR three (3) years of supervisory experience.

Knowledge and Abilities

Ability to develop and write training materials and design course curriculum; maintain records and prepare reports; instruct and train employees in the safe operation of Agency vehicles; and evaluate the performance of students and veteran coach operators. Must also possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information both orally and in writing and respond to questions from groups of managers, employees, clients, customers, and the general public; apply concepts of basic algebra and geometry; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and ability to deal with problems involving several concrete variables in standardized and unique situations. Must be familiar with current business operating systems, software, and programs. Knowledge of transit operations including equipment, bus operation procedures, safety regulations and federal and state public transportation regulations; teaching methods and practices.

Physical Demands and Working Conditions

Work is generally performed both in an office environment and in the field with frequent interruptions. Work requires visiting a variety of locations, exposure to seasonal weather conditions, noisy and hazardous traffic situations, around moving machinery, exposure to dust, fumes, gases, noises and extremes in temperature and humidity. Physical demands include standing, kneeling, bending, reaching and grasping for objects, driving and potentially assisting a disabled passenger by pushing or pulling a wheelchair on or off the bus. Work frequently involves meeting deadlines. May be required to work early mornings, late nights, holidays and/or weekends.

License

Must have and maintain a valid California Driver's License (Class A or B) with air brake and passenger endorsements and a valid DMV Medical Examiner's Certificate at the time of appointment. Ability to obtain a Department of Transportation (DOT) Instructor certifications within six (6) months of appointment. A safe driving record is required. Must not have any preventable accidents in the last three (3) years.

Must complete and pass a nationwide criminal background check to be certified to administer the DMV driving tests for the Employee Testing Program.

INFORMATION TECHNOLOGY SUPERVISOR

(Job Description)

Description

Under general direction, plans, directs, manages, and oversees the activities and operations of the Information Technology Division within the Administrative Services Department. Responsible for planning, development, implementation, and support for all of the City's current and future Information Technology policies, application systems, and infrastructure investment; and performs related duties as assigned.

Representative Duties

- Installs, upgrades, troubleshoots, and maintains all computer systems and data networks within the City.
- Acts as systems administrator for city computer systems, data networks, and internet technologies.
- Researches and investigates new computer hardware and software products for their application in the City's computing environment to improve productivity and reduce costs.
- Negotiates pricing with vendors and prepares purchase orders.
- Oversees computer (PC)/network support including suggesting appropriate purchases, developing installation procedures, monitoring vendor support, and providing any maintenance as required.
- Assists in system implementation planning.
- Supervises, evaluates and trains assigned staff.
- Assesses, makes recommendations, and coordinates City-wide training needs.
- Works with employees to correct performance deficiencies.
- Tracks and maintains an inventory of City's software license and hardware inventory, system documentation library, including technical interface with other systems and user manuals.
- Assists in the development and administration of budgets.
- Conducts routine system back-ups, file maintenance and software updates.
- Performs related duties as required.

QUALIFICATIONS GUIDE

Education and/or Experience

Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Management Information Systems, or related field; OR completion of two (2) years from an accredited technical program in computer science or computer systems technology; OR a Microsoft Certified System Engineer (MCSE) certification AND five (5) years of progressively responsible experience administering and maintaining PC's, networks, and software systems.

Knowledge and Abilities

Knowledge of: Information systems, software, hardware, storage, and networks, client-servers, security systems and directories, and telecommunications industry standards, trends, principles, and practices; related computer products, goods, and services; Microsoft desktop, server, and operating systems and networking systems related to a range of hardware such as servers, hubs, switches, routers, firewalls, related components, software, and utilities programs; SCADA connectivity practices; Microsoft Exchange administration and SQL database administration practices, websites, and broadcasting; GIS applications; information systems planning practices and user requirements; project management practices; contract administration practices; principles of supervision and evaluation; customer service practices.

Ability to: Plan, organize, assign, review and evaluate the work of staff; organize and allocate projects and assignments to meet deadlines; read, analyze and comprehend complex hardware and software specifications and problems; evaluate trends and anticipate City's information technology needs and user requirements; analyze systems, software, and hardware performance and recommend investments in information technology resources; operate computer hardware and modern office equipment; word processing, spreadsheet, and database applications software; communicate effectively orally and in writing; prepare and present clear and concise reports and correspondence; interpret and apply standards, policies, procedures, and regulations; establish and maintain cooperative working relationships with other City department staff, management, users, consultants, contractors, and vendors, and other agency representatives.

Working Conditions

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

License

Must have and maintain a valid California Class C Driver's License.

Special Conditions

Conflict of Interest Statement



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

1. Report the count of confirmed COVID-19 employee cases.
Total Count: Seventy-five (75)
 - a. Administrative Services Department: One (1)
 - b. City Clerk's Office: One (1)
 - c. Elected & Administrative Offices: One (1)
 - d. Community Development Department: Two (2)
 - e. Transportation Department: Twenty-Three (23)
 - f. Police Department: Twenty-Six (26)
 - g. Public Works Department: Nine (9)
 - h. Recreation & Human Services Department: Twelve (12)
2. Request City Council approval to revise the City's Classification and Compensation Plan to adjust the salary schedule of Deputy City Treasurer classification from Schedule 109 (\$5,151 - \$6,574/month) to Schedule 115 (\$5,973 - \$7,624/month) effective July 11, 2021. The schedule adjustment is being made to maintain external salary parity. *Attachment 1*
3. Request City Council approval to revise the City's Classification and Compensation Plan to add the new classification of Program Coordinator to Schedule 49 (\$5,029 - \$6,418/month). This position may be located within any division of any City department. Job Description is attached. *Attachment 2*
4. Request City Council approval to revise the City's Classification and Compensation Plan to add the new classification of Transit Maintenance Coordinator to Schedule 43 (\$4,337 - \$5,536/month). This position will be located within the Maintenance Division of the Transportation Department. Job Description is attached. *Attachment 3*
5. Request City Council approval to revise the City's Classification and Compensation Plan to add the new classification of Transit Marketing Coordinator to Schedule 54 (\$5,689 - \$7,261/month). This position will be located within the Administration Division of the Transportation Department. Job Description is attached. *Attachment 4*
6. Request City Council approval to revise the City's Classification and Compensation Plan to add the new classification of Transit Operations and Training Coordinator to Schedule 53 (\$5,550 - \$7,083/month). This position will be located within the Administration Division of the Transportation Department. Job Description is attached. *Attachment 5*
7. Request City Council approval to revise the City's Classification and Compensation Plan to add the new classification of Information Technology Supervisor to Schedule 62 (\$6,931 - \$8,846/month). This position will be located within the Information Technology Division of the Administrative Services Department. Job Description is attached. *Attachment 6*

8. Report the Full-Time Appointment of **GREG TSUJIUCHI** to the position of Director of Community Development, Schedule 330 (\$13,104 - \$16,742/month) with the Community Development Department effective July 19, 2021.
9. Report the Separation of Police Services Officer, **IZABEL ESPINOZA**, of the Police Department effective July 19, 2021. Ms. Espinoza provided 1 year and 11 months of service to the City.
10. Report that the following individuals are on leave under the Family Medical Leave Act / California Family Rights Act:
 - a. Police Officer, **CHRISTOPHER MENDEZ** of the Police Department effective July 4, 2021 through August 4, 2021.
11. Report the Return of the following individuals:
 - a. Transit Mechanic, **RUSSELL AVERILL**, of the Transportation Department effective July 11, 2021.
12. Report the active recruitment for the Closed/Promotional position of Police Lieutenant (Police Department). This recruitment is scheduled to close on August 2, 2021.

MEMORANDUM

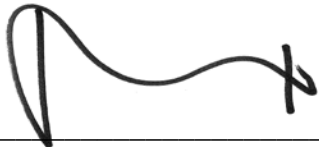
TO: Honorable Mayor and City Council
FROM: Treasurer's Department
DATE: July 23, 2021
SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

July 27, 2021 TOTAL WARRANTS ISSUED: \$3,218,600.71

Wire Transfer: 12029-12038
Prepay: 163868-163869
Check Numbers: 163870-164057
Checks Voided:

Total Pages of Register: 22

July 16, 2021 TOTAL PAYROLL ISSUED: \$1,928,301.27



for J. Ingrid Tsukiyama, City Treasurer

cc: City Clerk

vchlist
07/22/2021 1:33:39PM

Voucher List
CITY OF GARDENA

Page: 1

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12029	7/8/2021	110183 ALLIANT INSURANCE SERVICES, INC.	874000	023-01335	ANNUAL INSURANCE RENEWALS - FY :	261,023.44
Total :						261,023.44
12030	7/9/2021	104058 ADMINSURE INC.	070921		WORKERS' COMP CLAIMS	32,208.02
Total :						32,208.02
12031	7/12/2021	110183 ALLIANT INSURANCE SERVICES, INC.	1681224		ANNUAL INSURANCE RENEWAL - FY 20	5,533.17
Total :						5,533.17
12032	7/15/2021	106110 ADVANCED BENEFIT SOLUTIONS, LLC	071521		HEALTH INSURANCE CLAIMS	92,665.92
Total :						92,665.92
12033	7/15/2021	104058 ADMINSURE INC.	071521		WORKERS' COMP CLAIMS	15,934.20
Total :						15,934.20
12034	7/16/2021	110313 CALTIP	CAL 2021-0081	037-10031	INSURANCE PREMIUM FY 2021-22	439,851.00
Total :						439,851.00
12035	7/22/2021	303348 EMPLOYMENT DEVELOPMENT, DEPARTMEN	APR-JUN 2021		SUI FOR QUARTER ENDED 06/30/21	10,500.00
Total :						10,500.00
12036	7/22/2021	303348 EMPLOYMENT DEVELOPMENT, DEPARTMEN	APRIL-JUNE 2021		SDI FOR QUARTER ENDED 06/30/21	34.76
Total :						34.76
12037	7/22/2021	104058 ADMINSURE INC.	072021		WORKERS' COMP CLAIMS	18,374.45
Total :						18,374.45
12038	7/21/2021	103768 U.S. TREASURY	FORM 720-2021		QUARTERLY FEDERAL EXCISE TAX RE	824.60
Total :						824.60
163868	7/13/2021	102075 DURHAM SCHOOL SERVICES	CH2009-5565		BUS TRIP - DODGER STADIUM ~	1,254.50
Total :						1,254.50
163869	7/13/2021	103768 U.S. TREASURY	FORM 941-Q3 2018		ADJUSTED EMPLOYER'S QUARTERLY	63.29
Total :						63.29
163870	7/27/2021	106110 ADVANCED BENEFIT SOLUTIONS, LLC	AUGUST 2021		HEALTH, DENTAL, & LIFE INSURANCE	105,813.88

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Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163870	7/27/2021	106110 106110 ADVANCED BENEFIT SOLUTIONS, LLC	(Continued)			Total : 105,813.88
163871	7/27/2021	101748 AFTERMARKET PARTS COMPANY LLC, THE	82425971	037-09965	GTRANS AUTO PARTS	80.49
					Total :	80.49
163872	7/27/2021	109439 ANA LABORATORIES, INC.	I21F00099		SAMPLE KIT	1,330.00
					Total :	1,330.00
163873	7/27/2021	101628 AQUA-FLO SUPPLY	1761669		PARK MAINT SUPPLIES	94.97
			1764969		PARK MAINT SUPPLIES	323.22
					Total :	418.19
163874	7/27/2021	108625 ARAD OIL INC.	JUNE 2021		CAR WASH	300.00
					Total :	300.00
163875	7/27/2021	104687 AT&T	16611601		TELEPHONE	664.71
			16689326		TELEPHONE	470.63
					Total :	1,135.34
163876	7/27/2021	616090 AT&T	3103232408		TELEPHONE	1,513.28
					Total :	1,513.28
163877	7/27/2021	111170 AT&T FIRSTNET	287290885074X071021		CITYWIDE CELL PHONE ACCT #287290	2,832.81
			287293416290X061021		PD CELL PHONE ACCT #287293416290	3,212.18
			287293416290X071021		PD CELL PHONE ACCT #287293416290	3,207.10
			287298156560X031021	023-01323	COVID-19 FIRSTNET COMMUNICATION	1,723.41
			287298156560X071021	023-01323	COVID-19 FIRSTNET COMMUNICATION	1,723.02
			287303490376X071021		BUS CELL PHONE ACCT #28730349037	15.53
					Total :	12,714.05
163878	7/27/2021	100964 AT&T MOBILITY	287275680401X060121		PD CELL PHONE ACCT #287275680401	170.53
			287275680401X070121		PD CELL PHONE ACCT #287275680401	193.93
			835577878X05012021		PD CELL PHONE ACCT #835577878	647.11
			835577878X06012021		PD CELL PHONE ACCT #835577878	647.39
			835577878X07012021		PD CELL PHONE ACCT #835577878	650.00
					Total :	2,308.96
163879	7/27/2021	108383 ATKINSON, ANDELSON, LOYA, RUDD & ROMC	620556		PROFESSIONAL SERVICES	7,312.20

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163879	7/27/2021	108383 ATKINSON, ANDELSON, LOYA, RUDD & ROMC	(Continued) 623074		PROFESSIONAL SERVICES	6,604.50
					Total :	13,916.70
163880	7/27/2021	109959 AUTO GLASS 2000	32466		2018 FORD EXPLORER WINDOW REPA	405.00
					Total :	405.00
163881	7/27/2021	111461 AUTO PLUS AUTO PARTS	09691069873		GTRANS AUTO PARTS	110.14
					Total :	110.14
163882	7/27/2021	102880 AUTOPLEX, INC.	12722 12976		2012 CHEVY TAHOE #1415462 BRAKE S 2016 FORD INTRCPTR #1488057 OIL &	355.32 45.59
					Total :	400.91
163883	7/27/2021	110190 BASNET FAMILY CHILD CARE	JUNE 2021		CHILD CARE PROVIDER	7,577.00
					Total :	7,577.00
163884	7/27/2021	111481 BATEMAN COMMUNITY LIVING, LLC	INV4650006016	034-00458	SENIOR FEEDING PROGRAM	11,702.67
					Total :	11,702.67
163885	7/27/2021	103641 BECNEL UNIFORMS	37980 37981		BUS UNIFORM SUPPLIES BUS UNIFORM SUPPLIES	388.73 267.19
					Total :	655.92
163886	7/27/2021	107747 BENGAR PRODUCTIONS	6791BAL		EMBROIDERY SERVICES	217.00
					Total :	217.00
163887	7/27/2021	110675 BGB DESIGN GROUP, INC	103938 103939	024-00747 024-00645	GARDENA AQUATIC & SR CENTER PRO MAS FUKAI PARK REHABILITATION, JN	7,070.00 2,400.00
					Total :	9,470.00
163888	7/27/2021	102243 BISHOP COMPANY	639212 642219		TREE TRIMMING EQUIPMENT PARTS PW EQUIPMENT PARTS	564.45 154.33
					Total :	718.78
163889	7/27/2021	108715 BOBBS, CINDY	JUNE 2021		CHILD CARE PROVIDER	4,940.00
					Total :	4,940.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163890	7/27/2021	111789 BROOKS, KENNETH	PERMIT #50020-0862		PERMIT DEPOSIT REFUND - 15051 MAI	5,000.00
					Total :	5,000.00
163891	7/27/2021	111615 BUCKNAM INFRASTRUCTURE GROUP, INC	369-01.06	024-00709	PAVEMENT MANAGEMENT PROGRAM	3,930.56
					Total :	3,930.56
163892	7/27/2021	103383 CALPORTLAND	95096299		STREET MAINT SUPPLIES	981.13
					Total :	981.13
163893	7/27/2021	823003 CARL WARREN & COMPANY	JUNE 2021		CLAIMS MANAGEMENT	1,276.25
					Total :	1,276.25
163894	7/27/2021	803420 CARPENTER, ROTHANS & DUMONT, LAW OFF	38397		LEGAL SERVICES	162.00
			38398		LEGAL SERVICES	57.60
			38399		LEGAL SERVICES	443.90
			38400		LEGAL SERVICES	72.00
			38401		LEGAL SERVICES	90.00
			38402		LEGAL SERVICES	147.60
			38403		LEGAL SERVICES	16.61
			38404		LEGAL SERVICES	216.00
			38405		LEGAL SERVICES	889.20
			38407		LEGAL SERVICES	864.00
			38408		LEGAL SERVICES	1,395.95
			86406		LEGAL SERVICES	2,595.60
					Total :	6,950.46
163895	7/27/2021	303331 CDTFA	APR-JUN 2021		UNDERGROUND STORAGE TANK MAIN	1,933.00
					Total :	1,933.00
163896	7/27/2021	110862 CES ENVIRONMENTAL CONSULTANTS	21-129		CONSULTANT SERVICES - ASBESTOS	1,403.90
					Total :	1,403.90
163897	7/27/2021	103489 CF UNITED LLC	060121-063021		CAR WASH - JUNE 2021	108.00
					Total :	108.00
163898	7/27/2021	108378 CHARLES E. THOMAS COMPANY INC.	76251	037-09946	HEALY QUARTERLY INSPECTION	158.00
			76334	037-09946	DESIGNATED OPERATOR SERVICES	200.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163898	7/27/2021	108378 108378 CHARLES E. THOMAS COMPANY INC.	(Continued)			Total : 358.00
163899	7/27/2021	107586 CHAUNCY, STEVE	071221		LASER OPERATOR COURSE - TRAININ	140.00
					Total :	140.00
163900	7/27/2021	103127 CHILD 2 CHILD CONNECTION, FAMILY DAY C/ JUNE 2021			CHILD CARE PROVIDER	3,729.00
					Total :	3,729.00
163901	7/27/2021	503970 CITY OF GARDENA JAZZ FESTIVAL	HENDERSON 20/21		COMMUNITY PROMOTIONS	800.00
					Total :	800.00
163902	7/27/2021	503970 CITY OF GARDENA JAZZ FESTIVAL	TANAKA 20/21		COMMUNITY PROMOTIONS	200.00
					Total :	200.00
163903	7/27/2021	111534 CLEAN ENERGY	CE12403010	037-09981	GTRANS OFFSITE CNG FUELING SERV	31,954.37
			CE12408693	037-09981	GTRANS OFFSITE CNG FUELING SERV	32,422.15
					Total :	64,376.52
163904	7/27/2021	111708 COMMLINE, INC.	0311147		PD COMMUNICATIONS SUPPLIES	2,687.45
				035-01062		
					Total :	2,687.45
163905	7/27/2021	103465 COMMUNITY VETERINARY HOSPITAL	400061		VETERINARY SERVICES - RENO	651.75
			416844		VETERINARY SERVICES - AMIR	1,255.00
			441317		VETERINARY SERVICES - AMIR	1,081.00
					Total :	2,987.75
163906	7/27/2021	102388 COPYLAND, INC.	75630	037-09961	GTRANS 47"X80" BANNER "SAFETY CA	631.39
					Total :	631.39
163907	7/27/2021	109913 COSTAR REALTY INFORMATION INC.	114304413		COSTAR SUITE- JULY 2021	995.94
					Total :	995.94
163908	7/27/2021	103353 CRM COMPANY, LLC.	LA18312		SCRAP TIRE DISPOSAL FEE	59.50
			LA18313		SCRAP TIRE DISPOSAL FEE	59.50
			LA18372		SCRAP TIRE DISPOSAL FEE	124.50
			LA18373		SCRAP TIRE DISPOSAL FEE	59.50

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163908	7/27/2021	103353 103353 CRM COMPANY, LLC.	(Continued)		Total :	303.00
163909	7/27/2021	102228 DAILY BREEZE	0000516041		CLASSIFIED ADS - LEGALS CLS	587.35
					Total :	587.35
163910	7/27/2021	110844 DATA GEAR, INC.	42570	035-01016	VIDEO POLICING SYSTEM CAMERA M/	1,000.00
			42907	035-01016	VIDEO POLICING SYSTEM CAMERA M/	1,597.10
					Total :	2,597.10
163911	7/27/2021	111377 DE NOVO PLANNING GROUP	3125	032-00088	PROFESSIONAL SERVICES - GARDEN/	14,198.75
					Total :	14,198.75
163912	7/27/2021	312558 DEPARTMENT OF ANIMAL CARE, & CONTROL JUNE 2021		023-01293	MONTHLY HOUSING SERVICES - JUNE	3,673.73
					Total :	3,673.73
163913	7/27/2021	303459 DEPARTMENT OF JUSTICE	517872		FINGERPRINT APPS - JUNE 2021	4,805.00
					Total :	4,805.00
163914	7/27/2021	111452 DRAW TAP GIS, LLC	2021GAR-0007	032-00083	CONSULTANT SERVICES - PUBLIC APP	25.00
					Total :	25.00
163915	7/27/2021	110534 EL DORADO NATIONAL	90670406		GTRANS BUS VEHICLE SUPPLIES	128.00
			90675796		GTRANS BUS VEHICLE SUPPLIES	111.19
					Total :	239.19
163916	7/27/2021	107353 EMERGENCY RESPONSE CRIME SCENE, CLE T2021-329			COVID-19 DISINFECT PD VEHICLE	275.00
					Total :	275.00
163917	7/27/2021	105418 EMPIRE CLEANING SUPPLY	S4638128	331-00055	PPE COVID-19 EMERGENCY SUPPLIES	2,735.00
			S4638128.002	331-00055	PPE COVID-19 EMERGENCY SUPPLIES	599.76
			S4638128.004	331-00055	PPE COVID-19 EMERGENCY SUPPLIES	539.79
			S4638128.005	331-00055	PPE COVID-19 EMERGENCY SUPPLIES	473.11
			S4706805.001	024-00673	CUSTODIAL SUPPLIES	2,218.36
			S4719237		CUSTODIAL SUPPLIES	20.55
					Total :	6,586.57
163918	7/27/2021	107690 ENLIGHTENMENT CHILD, DEVELOPMENT CEI JUNE 2021			CHILD CARE PROVIDER	8,541.00

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163918	7/27/2021	107690	107690 ENLIGHTENMENT CHILD, DEVELOPMEN (Continued)			Total : 8,541.00
163919	7/27/2021	107510	ESCALANTE, WENDY E.	JUNE 2021	CHILD CARE PROVIDER	6,154.00
					Total :	6,154.00
163920	7/27/2021	109426	ESPINOSA, VANESSA	06/28-07/09/21	PROFESSIONAL SERVICES - CASE WC	1,512.00
					Total :	1,512.00
163921	7/27/2021	106129	FEDEX	7-431-22287	SHIPPING SERVICES	10.97
					Total :	10.97
163922	7/27/2021	111415	FILTERBUY, INC	BAFEC8C7-0004	GTRANS AUTO PARTS	1,694.50
					Total :	1,694.50
163923	7/27/2021	103083	FIRST ADVANTAGE LNS OCC HEALTH, SOLUT	2504912106	DRUG TEST/ADMIN FEE	504.58
				2512902106	DRUG TEST/ADMIN FEE	21.38
					Total :	525.96
163924	7/27/2021	100447	FIVE-STAR UPHOLSTERY & AUTO, GLASS	20210621	REUPHOLSTER SEATS	1,000.00
					Total :	1,000.00
163925	7/27/2021	106545	FLEETPRIDE, INC	77258297	STREET SWEEPER SUPPLIES	46.44
					Total :	46.44
163926	7/27/2021	103901	FRIENDS OF GARDENA WILLOWS	TANAKA 20/21	COMMUNITY PROMOTIONS	100.00
					Total :	100.00
163927	7/27/2021	112566	GALLS, LLC	BC1391079	PD UNIFORM SUPPLIES	851.82
				BC1393940	PD UNIFORM SUPPLIES	851.82
				BC1393941	PD UNIFORM SUPPLIES	851.82
					Total :	2,555.46
163928	7/27/2021	107724	GARCIA, CLAUDIA CRISTINA	JUNE 2021	CHILD CARE PROVIDER	11,054.00
					Total :	11,054.00
163929	7/27/2021	207133	GARCIA, NANCY C.	JUNE 2021	CHILD CARE PROVIDER	8,877.00
					Total :	8,877.00

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163930	7/27/2021	107013 GARDENA SISTER CITY, ASSOCIATION	TANAKA 20/21		COMMUNITY PROMOTIONS	500.00
					Total :	500.00
163931	7/27/2021	111790 GARDENA VALLEY FRIENDS OF THE, LIBRARY	TANAKA 20/21		COMMUNITY PROMOTIONS	200.00
					Total :	200.00
163932	7/27/2021	107011 GARDENA VALLEY NEWS, INC.	00004365		NOTICE OF PUBLIC HEARING - CUP 3-2	140.00
			00107564		NOTICE OF PUBLIC HEARING NO. 8331	161.00
					Total :	301.00
163933	7/27/2021	107034 GARDENA WELDING SUPPLY CO INC.	95 118860		GTRANS MAINT SUPPLIES	296.56
					Total :	296.56
163934	7/27/2021	619005 GAS COMPANY, THE	070821		CNG FUEL	933.11
					Total :	933.11
163935	7/27/2021	111247 GIDEON, DARRYL	RECEIPT#183/74603		REFUND - PROGRAM CANCELED DUE	240.00
					Total :	240.00
163936	7/27/2021	106470 GILLIG LLC	40821176	037-09968	GTRANS AUTO PARTS	262.62
			40824107		GTRANS AUTO PARTS	449.25
					Total :	711.87
163937	7/27/2021	619004 GOLDEN STATE WATER CO.	070221		WATER	10,892.11
					Total :	10,892.11
163938	7/27/2021	107513 GRAINGER	9932341382		BUS FACILITY SUPPLIES	50.16
			9934063885		BUS FACILITY SUPPLIES	39.09
			9934063893		BUS FACILITY SUPPLIES	-50.16
			9937007905		BUS FACILITY SUPPLIES	522.64
			9943007808		BUS FACILITY SUPPLIES	80.67
			9948842142		BUS FACILITY SUPPLIES	85.44
			9955532370		BUS FACILITY SUPPLIES	-264.41
			9958057532		BUS FACILITY SUPPLIES	-133.59
			9958057540		BUS FACILITY SUPPLIES	-149.51
					Total :	180.33
163939	7/27/2021	110435 GUERRERO, ANGELICA	JUNE 2021		CHILD CARE PROVIDER	8,163.00

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163939	7/27/2021	110435 110435 GUERRERO, ANGELICA	(Continued)		Total :	8,163.00
163940	7/27/2021	110588 H&H NURSERY	16231		PARK MAINT SUPPLIES	370.79
					Total :	370.79
163941	7/27/2021	208114 HASSOLDT, MATTHEW S.	070721		MEDICAL REIMBURSEMENT	1,387.70
					Total :	1,387.70
163942	7/27/2021	108607 HENDERSON-BATISTE, TANEKA	JUNE 2021		CHILD CARE PROVIDER	5,336.00
					Total :	5,336.00
163943	7/27/2021	108434 HOME DEPOT CREDIT SERVICES	0193838		GTRANS MAINT SUPPLIES	1,104.45
			0523172		BLDG MAINT SUPPLIES	40.77
			1043362		HOME IMPROVEMENT PROGRAM	45.16
			1244416		HOME IMPROVEMENT PROGRAM	-134.12
				G		
			2033412		GTRANS MAINT SUPPLIES	58.55
			2034510		GTRANS MAINT SUPPLIES	57.50
			2231930		REC PROGRAM SUPPLIES	-204.62
			2542641		SIGNS/SIGNALS SUPPLIES	54.76
			3044503		STREET MAINTENANCE SUPPLIES	197.63
			3903027		GTRANS MAINT SUPPLIES	359.16
			4512055		BLDG MAINT SUPPLIES	97.39
			6270772		REC PROGRAM SUPPLIES	-15.34
			6524805		PD PROGRAM SUPPLIES	23.24
			9902135		PD PROGRAM SUPPLIES	156.27
					Total :	1,840.80
163944	7/27/2021	108430 HOME PIPE & SUPPLY	F31811		BLDG MAINT SUPPLIES	24.19
			F31918		BLDG MAINT SUPPLIES	137.72
			F31928		BLDG MAINT SUPPLIES	12.18
			F31936		BLDG MAINT SUPPLIES	62.17
			F32148		BLDG MAINT SUPPLIES	4.72
			F32490		BLDG MAINT SUPPLIES	993.08
			F32517		BLDG MAINT SUPPLIES	169.19
			F32518		BLDG MAINT SUPPLIES	414.68
					Total :	1,817.93

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163945	7/27/2021	111796 HOUSTON, DEJIONAE	20-26PD		CLAIM FOR DAMAGES SETTLEMENT	825.00
					Total :	825.00
163946	7/27/2021	111593 INTER-CON SECURITY SYSTEMS INC	BD0049385	037-09992	GTRANS SECURITY SERVICES - FEBRI	5,892.61
			BD0050285	037-09992	GTRANS SECURITY SERVICES - JUNE	7,061.39
					Total :	12,954.00
163947	7/27/2021	106714 INTERSTATE BATTERIES OF, CALIFORNIA CO. 130099520			GTRANS AUTO PARTS	965.56
					Total :	965.56
163948	7/27/2021	110733 J & S PROPERTY MANAGEMENT AND, MAINTI 5604		037-09958	LANDSCAPE MAINTENANCE SERVICES	1,295.00
					Total :	1,295.00
163949	7/27/2021	108555 JALISCO TIRE & AUTO REPAIR	062521		FLATS REPAIR	10.00
			062821		(4) TIRES MOUNT & BALANCE	70.00
			071221		(9) FLAT REPAIR	78.00
			71221		FLATS REPAIR	20.00
					Total :	178.00
163950	7/27/2021	110010 JANEK CORPORATION, THE	110317		GTRANS SHOP SUPPLIES	2,116.80
			110318		GTRANS SHOP SUPPLIES	529.20
					Total :	2,646.00
163951	7/27/2021	107746 JAS PACIFIC	BI 13966	032-00068	BUILDING INSPECTOR SERVICES - JUN	4,388.48
					Total :	4,388.48
163952	7/27/2021	105226 JEKAL FAMILY CHILD CARE	JUNE 2021		CHILD CARE PROVIDER	7,778.00
					Total :	7,778.00
163953	7/27/2021	110853 JONES & MAYER	103797		ATTORNEY SERVICES	1,250.00
			103801-		ATTORNEY SERVICES	1,825.00
			103809		ATTORNEY SERVICES	600.00
			103815		ATTORNEY SERVICES	375.00
					Total :	4,050.00
163954	7/27/2021	102856 JONES, NATHAN A.	SPRING 2021		EDUCATIONAL REIMBURSEMENT	483.00
					Total :	483.00

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163955	7/27/2021	111016 KAISER FOUNDATION HEALTH PLAN	AUGUST 2021		HEALTH INSURANCE	273,667.47
					Total :	273,667.47
163956	7/27/2021	111517 KIRK'S AUTOMOTIVE INC.	1051113		GTRANS SHOP SUPPLIES	306.32
			1051119		GTRANS SHOP SUPPLIES	1,147.55
					Total :	1,453.87
163957	7/27/2021	110848 KREUZER CONSULTING GROUP	21-074	024-00616	WESTERN AVENUE STREET IMPROVEI	600.00
					Total :	600.00
163958	7/27/2021	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	IN210001034	024-00679	LABOR & EQUIPMENT CHARGES - TS C	78.26
			IN210001045	024-00679	TRAFFIC SIGNAL MAINTENANCE	9,446.97
			IN210001048	024-00679	LABOR & EQUIPMENT CHARGES - TS C	805.15
					Total :	10,330.38
163959	7/27/2021	101595 L.A. COUNTY TAX COLLECTOR	49114324		UNSECURED PROPERTY TAX	134.81
					Total :	134.81
163960	7/27/2021	112015 LACERDA, DALVANICE	JUNE 2021		CHILD CARE PROVIDER	8,778.00
					Total :	8,778.00
163961	7/27/2021	110777 LEARN N PLAY FAMILY DAYCARE	JUNE 2021		CHILD CARE PROVIDER	5,586.00
					Total :	5,586.00
163962	7/27/2021	109827 LEARNING GENIE INC.	INV-537		SUBSCRIPTION - LEARNING GENIE API	1,424.50
					Total :	1,424.50
163963	7/27/2021	102376 LEXISNEXIS RISK SOLUTIONS	1328345-20210630		MONTHLY SUBSCRIPTION FEE	1,520.52
					Total :	1,520.52
163964	7/27/2021	112260 LIEBERT CASSIDY WHITMORE	1520689		ERC MEMBERSHIP FEE - FY 2021/22	4,415.00
			1521410		LEGAL SERVICES	5,542.00
					Total :	9,957.00
163965	7/27/2021	102233 LITTLE PEOPLE DAY CARE	JUNE 2021		CHILD CARE PROVIDER	6,461.00
					Total :	6,461.00
163966	7/27/2021	109517 LOAD N' GO BUILDING MATERIALS	19876		STREET MAINT SUPPLIES	38.57

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163966	7/27/2021	109517 LOAD N' GO BUILDING MATERIALS	(Continued) 19878 19888		STREET MAINT SUPPLIES STREET MAINT SUPPLIES	50.68 21.79
					Total :	111.04
163967	7/27/2021	108807 LOCKE LORD LLP	1656682		LEGAL SERVICES	2,082.50
					Total :	2,082.50
163968	7/27/2021	312665 LOS ANGELES SUPERIOR COURT	APR-JUN 2021	035-01018	PARKING CITATION SURCHARGE	76,759.00
					Total :	76,759.00
163969	7/27/2021	109563 LUCKY LADY CASINO	0850000114 0850000115 0850000116		ECONOMIC ASSISTANCE - APRIL 2021 ECONOMIC ASSISTANCE - MAY 2021 ECONOMIC ASSISTANCE - JUNE 2021	31,791.42 39,838.56 46,700.52
					Total :	118,330.50
163970	7/27/2021	112615 LU'S LIGHTHOUSE, INC.	01198980		GTRANS SHOP SUPPLIES	364.85
					Total :	364.85
163971	7/27/2021	111762 MANZANO, ISABEL	PERMIT #50020-0399		PERMIT DEPOSIT REFUND - 1860 149T	7,500.00
					Total :	7,500.00
163972	7/27/2021	109292 MARTIN AUTO COLOR, INC.	3008879		GTRANS PARTS SUPPLIES	421.79
					Total :	421.79
163973	7/27/2021	107644 MARTINEZ, CHERYL NAOMI	JUNE 2021		CHILD CARE PROVIDER	9,152.00
					Total :	9,152.00
163974	7/27/2021	104773 MARTINEZ, KAMBY	JUNE 2021		CHILD CARE PROVIDER	7,522.00
					Total :	7,522.00
163975	7/27/2021	113046 MARX BROS. FIRE EXTINGUISHER, CO., INC.	P30565		FIRE EXTINGUISHER SERVICE - CITY F	446.82
					Total :	446.82
163976	7/27/2021	111797 MATSUSHIMA, GLEN	RA-WATANABE		COVID-19 RENTAL ASSISTANCE PROGI	4,800.00
					Total :	4,800.00
163977	7/27/2021	113064 MCMASTER-CARR SUPPLY COMPANY	60968096		GTRANS SHOP SUPPLIES	725.47

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163977	7/27/2021	113064 113064 MCMaster-CARR SUPPLY COMPANY	(Continued)			Total : 725.47
163978	7/27/2021	108699 MEZIERE ENTERPRISES INC.	78079		ELECTRIC WATER PUMP	631.00
					Total :	631.00
163979	7/27/2021	103093 MOBILE RELAY ASSOCIATES, INC.	101007300-1 108001264-1		GTRANS GRID SERVICE GTRANS GRID SUPPLIES	313.02 543.44
					Total :	856.46
163980	7/27/2021	109056 MULTICARD	25810		PD PROGRAM SUPPLIES	281.91
					Total :	281.91
163981	7/27/2021	113295 MUNISERVICES, LLC	INV06-011867 INV06-011868 INV06-011869		UUT CELLULAR COMPLIANCE SERVICE UUT WIRED COMPLIANCE SERVICES UUT GAS COMPLIANCE SERVICES	980.65 296.37 13.05
					Total :	1,290.07
163982	7/27/2021	113605 MUTUAL LIQUID GAS & EQUIPMENT, CO., INC	540008		PROPANE GAS	375.79
					Total :	375.79
163983	7/27/2021	113721 MYERS TIRE SUPPLY COMPANY	11449627		PW SHOP SUPPLIES	252.32
					Total :	252.32
163984	7/27/2021	105622 N/S CORPORATION	0105872	037-09955	GTRANS BUS WASH EQUIPMENT MAIN	804.09
					Total :	804.09
163985	7/27/2021	111785 NOBEL SYSTEMS, INC	15135	024-00750	GEOGRAPHIC INFORMATION SYSTEM	20,000.00
					Total :	20,000.00
163986	7/27/2021	110575 OCCUPATIONAL HEALTH CENTERS, OF CALIF	71843198 71917208		RANDOM BAT & EMPLOYMENT PHYSIC DOT PHYSICAL EXAM	676.50 1,368.50
					Total :	2,045.00
163987	7/27/2021	115168 OFFICE DEPOT	175532439-002 1757311566-001 175739272-001 175739343-001 175739346-001		PD OFFICE SUPPLIES FCC OFFICE SUPPLIES FCC OFFICE SUPPLIES FCC OFFICE SUPPLIES FCC OFFICE SUPPLIES	35.63 358.20 12.20 36.24 23.14

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163987	7/27/2021	115168 OFFICE DEPOT	(Continued)			
			175739358-001		FCC OFFICE SUPPLIES	22.04
			175749961-001		FCC OFFICE SUPPLIES	117.56
			176008592-001		BUS OFFICE SUPPLIES	60.24
			176026890-001		BUS OFFICE SUPPLIES	9.48
			177346969-001		PD OFFICE SUPPLIES	114.73
			177401197-001		PD OFFICE SUPPLIES	78.64
			177401215-001		PD OFFICE SUPPLIES	79.68
			177714640-001		PD OFFICE SUPPLIES	30.20
			177899580-001		FINANCE OFFICE SUPPLIES	239.44
			177901817-001		FINANCE OFFICE SUPPLIES	216.71
			178052425-001		PD OFFICE SUPPLIES	74.18
			178968128-001		REC OFFICE SUPPLIES	207.05
			178968128-002		REC OFFICE SUPPLIES	32.44
			179312648-001		BUS OFFICE SUPPLIES	115.50
			179382732-001		BUS OFFICE SUPPLIES	187.92
			180568998-001		HR OFFICE SUPPLIES	54.69
Total :						2,105.91
163988	7/27/2021	111358 O'REILLY AUTO PARTS	125791		GTRANS AUTO PARTS	477.04
			130270		GTRANS AUTO PARTS	134.76
			132989		GTRANS AUTO PARTS	25.35
			136169		GTRANS AUTO PARTS	350.95
			136766		GTRANS AUTO PARTS	394.67
			136767		GTRANS AUTO PARTS	560.07
			136799		PW AUTO PARTS	27.81
			137917		PW AUTO PARTS	15.44
			137960		PW AUTO PARTS	163.32
Total :						2,149.41
163989	7/27/2021	115810 ORKIN PEST CONTROL	212647698		PEST CONTROL - ACCT #27336703	237.00
			212647706		PEST CONTROL - ACCT #27336703	237.00
			212647707		PEST CONTROL - ACCT #27336703	237.00
Total :						711.00
163990	7/27/2021	109890 OWUSU FAMILY CHILD CARE	JUNE 2021		CHILD CARE PROVIDER	9,008.00

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163990	7/27/2021	109890 109890 OWUSU FAMILY CHILD CARE	(Continued)		Total :	9,008.00
163991	7/27/2021	110574 PALMA, ALYSSA	072021		MGMT ANNUAL HEALTH BENEFIT	1,000.00
					Total :	1,000.00
163992	7/27/2021	111787 PARK, CHRISTINE	PRA #9737451		REFUND - REIMBURSEMENT FOR AFFI	150.00
					Total :	150.00
163993	7/27/2021	110403 PENN RECORDS MANAGEMENT	0124468		OFF-SITE STORAGE SERVICES - JUNE	54.25
					Total :	54.25
163994	7/27/2021	102894 PHANTOM FIREWORKS	2021		FIREWORKS CLEAN-UP DEPOSIT REFI	321.00
					Total :	321.00
163995	7/27/2021	111703 POWER MANUFACTURING INC	44015	037-10012	BARRIERS FOR NEW FLYER BUSES	18,604.69
			44039	037-10012	BARRIERS FOR NEW FLYER BUSES	28,547.72
					Total :	47,152.41
163996	7/27/2021	110223 PRISM	22100063	023-01340	ANNUAL INSURANCE RENEWALS - FY :	158,054.00
			22300034	023-01339	ANNUAL INSURANCE RENEWAL - FY 2:	637,722.00
					Total :	795,776.00
163997	7/27/2021	110314 PROBAR	COG_07152021-INV01	037-10022	GTRANS PARTS AND FIXED ASSET INV	9,625.00
					Total :	9,625.00
163998	7/27/2021	111795 PROJECT 9 GARDENA INDUSTRIAL	PERMIT #16524		PERMIT DEPOSIT REFUND - 1528 W. 1:	10,000.00
					Total :	10,000.00
163999	7/27/2021	106092 PRUDENTIAL OVERALL SUPPLY	42637267		UNIFORM & SUPPLY RENTAL	150.48
			42637271		UNIFORM & SUPPLY RENTAL	47.16
			42637272		SUPPLY RENTAL -GTRANS- MATS	50.10
			42639531		UNIFORM & SUPPLY RENTAL	150.48
			42639532		UNIFORM & SUPPLY RENTAL	47.16
			42639533		SUPPLY RENTAL - MATS- GTRANS	50.10
			42639534		SUPPLY RENTAL - MATS - NCC	13.65
			42639535		SUPPLY RENTAL - MATS - CH	19.00
			42639536		SUPPLY RENTAL - MATS - PD	91.60
			42639537		SUPPLY RENTAL - MATS- HS	11.60

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163999	7/27/2021	106092 PRUDENTIAL OVERALL SUPPLY	(Continued)			
			42641591		UNIFORM & SUPPLY RENTAL	152.32
			42641592		UNIFORM & SUPPLY RENTAL	47.16
			42641593		SUPPLY RENTAL - MATS - GTRANS	50.10
			42641918		UNIFORM & SUPPLY RENTAL	285.80
					Total :	1,166.71
164000	7/27/2021	109532 PSI REPAIR SERVICE, INC	945868	037-09868	REBUILD MONO INVERTER	5,850.00
			946312	037-09924	REBUILD MONO INVERTER	5,869.35
					Total :	11,719.35
164001	7/27/2021	111793 RCN TECHNOLOGIES	122310142		COVID-19 COMMUNICATION SUPPLIES	156.60
					Total :	156.60
164002	7/27/2021	103072 REACH	0721673		EAP SERVICES/REACHLINE NEWSLET	902.00
					Total :	902.00
164003	7/27/2021	118142 REFRIGERATION SUPPLIES, DISTRIBUTOR	48435257		BLDG MAINT SUPPLIES	2,054.75
			48436553		BLDG MAINT SUPPLIES	-2,040.78
			48436554		BLDG MAINT SUPPLIES	1,988.73
					Total :	2,002.70
164004	7/27/2021	109668 RHEE, KATHERINE	SPRING 2020		EDUCATIONAL REIMBURSEMENT	211.00
					Total :	211.00
164005	7/27/2021	118476 RICOH USA, INC.	5062363821		RICOH MPC300SPF COPIER USAGE CH	1,272.37
			9028920158		RICOH MPC3503 COPIER LEASE - FCC	209.22
			9028920263		RICOH PRO8100SE COPIER LEASE - PI	380.97
					Total :	1,862.56
164006	7/27/2021	111495 ROBINSON-PASSLEY, SHARON	AUGUST 2021		COBRA REIMBURSEMENT	588.25
					Total :	588.25
164007	7/27/2021	119126 S.B.R.P.C.A.	03963	035-01071	PD AUTO PARTS	435.49
			03967	035-01071	PD AUTO PARTS	4,995.97
			04005		PD AUTO PARTS	191.17
			04006		PD AUTO PARTS	191.17
			04050	039-00062	Q4 FY2021 - PD VEHICLE BUILD OUT	21,198.29

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164007	7/27/2021	119126 119126 S.B.R.P.C.A.	(Continued)		Total :	27,012.09
164008	7/27/2021	119022 SAFE MART OF SOUTHERN, CALIFORNIA, INC	92211		PD PROGRAM SUPPLIES	480.00
			92215		BUS PROGRAM SUPPLIES	27.50
			92765		BUS PROGRAM SUPPLIES	17.64
					Total :	525.14
164009	7/27/2021	119015 SAFETY-KLEEN CORPORATION	86282291		SERVICE AQUEOUS PARTS WASHER	377.06
					Total :	377.06
164010	7/27/2021	105934 SANTIN, STEPHANY	070721		MGMT ANNUAL HEALTH BENEFIT	149.00
					Total :	149.00
164011	7/27/2021	110731 SHAW HR CONSULTING, INC	000309		PROFESSIONAL SERVICES - PERSONN	2,020.00
			000424		PROFESSIONAL SERVICES - PERSONN	860.00
			000436		PROFESSIONAL SERVICES - PERSONN	5,220.00
			000471		PROFESSIONAL SERVICES - PERSONN	1,732.50
			000472		PROFESSIONAL SERVICES - PERSONN	1,340.00
			000519		PROFESSIONAL SERVICES - PERSONN	192.50
			000524		PROFESSIONAL SERVICES - PERSONN	822.50
			000538		PROFESSIONAL SERVICES - PERSONN	2,992.50
			000750		PROFESSIONAL SERVICES - PERSONN	1,715.00
					Total :	16,895.00
164012	7/27/2021	106050 SHEHATA, AMY	JUNE 2021		CHILD CARE PROVIDER	7,424.00
					Total :	7,424.00
164013	7/27/2021	108955 SHERWIN INDUSTRIES INC.	SS089011		RECALIBRATE BRAKE CHECK TOOL	295.00
					Total :	295.00
164014	7/27/2021	109918 SHIGE'S FOREIGN CAR SERVICE	8088278	035-01021	2018 FORD INTRCPTR #1554676 SERVI	645.99
			8088435	035-01021	2015 FORD INTRCPTR #1462933 SERVI	378.70
			8088511	035-01021	2016 FORD INTRCPTR OIL & FILTER CH	29.16
			8088513	035-01021	2016 FORD INTRCPTR #1484145 SERVI	52.48
			8088522	035-01021	2017 FORD INTRCPTR #1488142 SERVI	199.83
			8088552		2016 FORD INTRCPTR #1488059 SERVI	126.97
			8088571		2011 FORD CROWN #1367838 SERVICE	458.74
			8088582		2015 FORD INTRCPTR #1462842 SERVI	515.61

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164014	7/27/2021	109918 SHIGE'S FOREIGN CAR SERVICE	(Continued) 8088607		2018 FORD INTRCPTR #1554880 REPAI	273.41
					Total :	2,680.89
164015	7/27/2021	101649 SILVIA ESPINOZA FAMILY CHILD, CARE	JUNE 2021		CHILD CARE PROVIDER	2,952.00
					Total :	2,952.00
164016	7/27/2021	119378 SMARDAN SUPPLY CO.	S3693963		BLDG MAINT SUPPLIES	1,351.17
					Total :	1,351.17
164017	7/27/2021	119361 SMART & FINAL IRIS CO.	10702 2001		REC PROGRAM SUPPLIES	424.94
					REC PROGRAM SUPPLIES	20.35
					Total :	445.29
164018	7/27/2021	109531 SMILLIN, MAGE	JUNE 2021		CHILD CARE PROVIDER	9,615.00
					Total :	9,615.00
164019	7/27/2021	119202 SOUTH BAY DOCUMENT DESTRUCTION, INC	80135		DOCUMENT DESTRUCTION 07/09/2021	100.00
					Total :	100.00
164020	7/27/2021	119447 SOUTH BAY FORD	337257 337257-CM 337330 503435		PW AUTO PARTS	233.80
					PW AUTO PARTS	-30.58
					PD AUTO PARTS	27.98
					2012 FORD ESCAPE #1156331 ELECTR	417.38
					Total :	648.58
164021	7/27/2021	619003 SOUTHERN CALIFORNIA EDISON	070221		LIGHT & POWER	2,809.35
					Total :	2,809.35
164022	7/27/2021	108238 SPARKLETTS	15638236-071621		DRINKING WATER FILTRATION SYSTEM	47.00
					Total :	47.00
164023	7/27/2021	109067 SPEAKWRITE	09D10713		TRANSCRIPTION SERVICES - JUNE 20	212.52
					Total :	212.52
164024	7/27/2021	104126 SPECTRUM SOLUTIONS	0027122063021		CABLE & BACKUP INTERNET SERVICE	3,921.14
					Total :	3,921.14

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164025	7/27/2021	119548 ST. JOHN LUTHERAN CHURCH	AUGUST 2021		SENIOR CITIZENS DAY CARE	900.00
					Total :	900.00
164026	7/27/2021	119594 STANLEY PEST CONTROL	COG 06-21		PEST CONTROL SERVICES - 2320 W 14	117.00
			COG 0621-1		PEST CONTROL SERVICE - 1670 W 162	654.00
					Total :	771.00
164027	7/27/2021	119010 STAPLES ADVANTAGE	3479591922		PW OFFICE SUPPLIES	216.37
			3479731857		SENIOR BUREAU OFFICE SUPPLIES	124.47
					Total :	340.84
164028	7/27/2021	100609 TANK SPECIALISTS OF CALIFORNIA	30764		CERTIFIED DESIGNATED OPERATOR S	189.75
					Total :	189.75
164029	7/27/2021	110877 TAYLORING MINDS FAMILY CHILD, CARE	JUNE 2021		CHILD CARE PROVIDER	4,748.00
					Total :	4,748.00
164030	7/27/2021	107928 TELECOM LAW FIRM, P.C.	10891		PROFESSIONAL SERVICES - RF AND C	192.00
					Total :	192.00
164031	7/27/2021	109411 TITAN LEGAL SERVICES, INC.	SU353322-01-01		LEGAL SERVICES	152.95
					Total :	152.95
164032	7/27/2021	109775 TOMS TRUCK CENTER NORTH COUNTY	1233375		GTRANS AUTO PARTS	1,203.57
					Total :	1,203.57
164033	7/27/2021	110818 TRANSIT AND PARATRANSIT CO.	T-2194	037-10035	BUS OPERATOR TRAINING MATERIALS	2,000.00
					Total :	2,000.00
164034	7/27/2021	100896 U.S. BANK	2110057757		LINE OF CREDIT Q4 QUARTERLY FEE	92.36
			6173729		2006 REFUNDING COP - ADMIN FEES 8	2,651.00
					Total :	2,743.36
164035	7/27/2021	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	C.OSORIO 06/22/21		CAL CARD STATEMENT 05/25-06/22/21	25.39
			CRESPO 06/22/21		CAL CARD STATEMENT 05/25-06/22/21	779.78
			LEWIS 06/22/21		CAL CARD STATEMENT 05/25-06/22/21	500.57
			PD TRAINING 06/22/21		CAL CARD STATEMENT 05/25-06/22/21	601.13
			PD TRAINING2 6/22/21		CAL CARD STATEMENT 05/25-06/22/21	126.65

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164035	7/27/2021	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	(Continued) PD TRAINING3 6/22/21 PD TRAINING4 6/22/21 PYNM 06/22/21 RECREATION 06/22/21 ROMERO 06/22/21 SWEENEY 06/22/21		CAL CARD STATEMENT 05/25-06/22/21 CAL CARD STATEMENT 05/25-06/22/21 CAL CARD STATEMENT 05/25-06/22/21 CAL CARD STATEMENT 05/25-06/22/21 CAL CARD STATEMENT 05/25-06/22/21 CAL CARD STATEMENT 05/25-06/22/21 CAL CARD STATEMENT 05/25-06/22/21	1,238.00 2,833.57 94.99 4,304.36 258.73 863.22 Total : 11,626.39
164036	7/27/2021	109220 U.S. BANK EQUIPMENT FINANCE	446955494		RICOH MPC4503 COPIER LEASE - CD	163.40 Total : 163.40
164037	7/27/2021	104692 ULINE	134923590 135548467		BUS SHOP SUPPLIES BUS SHOP SUPPLIES	126.81 83.74 Total : 210.55
164038	7/27/2021	121275 UNDERGROUND SERVICE ALERT, OF SC	620210287 dsb20203154		NEW TICKETS STATE REGULATORY COSTS - BILLABL	160.15 55.38 Total : 215.53
164039	7/27/2021	103227 UNIPLAN ENGINEERING, INC.	800152-02	024-00721	DESIGN & CMI SERVICES - WESTERN /	55,627.20 Total : 55,627.20
164040	7/27/2021	121407 UPS	649922281 07/10/21		SHIPPING SERVICE CHARGES	169.89 Total : 169.89
164041	7/27/2021	109830 UTILITY COST MANAGEMENT LLC	24978		SCE BILLING AUDITING SERVICES - SA	53.22 Total : 53.22
164042	7/27/2021	105549 VALDEZ, MATILDE	JUNE 2021		CHILD CARE PROVIDER	10,494.00 Total : 10,494.00
164043	7/27/2021	106487 VEHICLE TECHNICAL CONSULTANTS, INC.	1825-707 1825-708	037-09899 037-09939	AUDIT SERVICES - PRE-AWARD BUY AI CONSULTING SERVICES - BUS INSPEC	1,500.00 11,790.00 Total : 13,290.00
164044	7/27/2021	122050 VERIZON WIRELESS	9873610744 9882179201		BUS CELL PHONE SERVICE~ CITY CELL PHONE SERVICE	201.87 550.91

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164044	7/27/2021	122050 VERIZON WIRELESS	(Continued) 9882327467 9884341095		PW CELL PHONE SERVICE~ CITY CELL PHONE SERVICE	905.86 525.16
					Total :	2,183.80
164045	7/27/2021	105861 VERSATILE SYSTEMS, INC.	6089		COVID-19 EMERGENCY SUPPLIES	438.26
					Total :	438.26
164046	7/27/2021	103841 VILLAGE AUTO SPA	JUNE 2021		CAR WASH	101.94
					Total :	101.94
164047	7/27/2021	122435 VISTA PAINT CORPORATION	2021-080826-00 2021-082773-00		GTRANS FACILITY PAINT GTRANS FACILITY PAINT	248.43 232.48
					Total :	480.91
164048	7/27/2021	108342 VIVINT SOLAR DEVELOPMENT LLC	PERMIT #50020-0452 PERMIT #50020-0872		PERMIT CANCELLATION REFUND - 132 REFUND - PERMIT CANCELLED	450.00 450.00
					Total :	900.00
164049	7/27/2021	108353 WALTERS WHOLESALE ELECTRIC CO	S118373167 S118385165 S118407191 S118407596 S118407636		SIGNS/SIGNALS MAINT SUPPLIES SIGNS/SIGNAL MAINT SUPPLIES SIGNS/SIGNALS MAINT SUPPLIES SIGNS/SIGNALS MAINT SUPPLIES SIGNS/SIGNALS MAINT SUPPLIES	242.55 2,756.25 262.25 1,312.30 170.85
					Total :	4,744.20
164050	7/27/2021	123168 WASTE MANAGEMENT ENVIROSERV	0014459-4838-1	024-00723	PRIMM POOL HAZARD COLLECTION RI	5,612.24
					Total :	5,612.24
164051	7/27/2021	101195 WASTE RESOURCES GARDENA	071521		WASTE COLLECTION	243,801.44
					Total :	243,801.44
164052	7/27/2021	104107 WAXIE SANITARY SUPPLY	80084790 80084790CM 80107505 80110620		BUS WASH SUPPLIES BUS WASH SUPPLIES BUS WASH SUPPLIES BUS WASH SUPPLIES	496.48 -46.08 53.65 46.08
					Total :	550.13

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164053	7/27/2021	100107 WAYNE ELECTRIC CO.	200954		GTRANS AUTO PARTS	361.35
Total :						361.35
164054	7/27/2021	110370 WESTERN COLLISION CENTER, INC	1056	035-01022	2018 FORD EXPLR #1554678 BODY REI	2,752.11
			1057	035-01022	2019 FORD EXPLR #1576878 BODY REI	608.95
			1058	035-01022	2019 FORD EXPLR #1576878 BODY REI	926.96
Total :						4,288.02
164055	7/27/2021	103956 WORTHINGTON FORD	6058109		2017 FORD INTRCPTR #1368929 SERVI	500.00
Total :						500.00
164056	7/27/2021	125001 YAMADA COMPANY, INC.	80996		STREET MAINT SUPPLIES	23.81
			80997		STREET MAINT SUPPLIES	23.15
Total :						46.96
164057	7/27/2021	107051 ZAVALETA, MARITZA	JUNE 2021		CHILD CARE PROVIDER	4,130.00
Total :						4,130.00
200 Vouchers for bank code : usb						Bank total : 3,218,600.71
200 Vouchers in this report						Total vouchers : 3,218,600.71

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 22 inclusive of the check register are accurate and funds are available for payment thereof.

By: 
Chief Fiscal Officer

This is to certify that the claims or demands covered by checks listed on pages 1 to 22 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:

Mayor 07/27/2021
Date

Councilmember Date

Councilmember Date

Acknowledged:

Councilmember Date

Councilmember Date



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.G
Section: CONSENT CALENDAR
Meeting Date: July 27, 2021

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

AGENDA TITLE: SECOND READING AND ADOPTION OF ORDINANCE 1831, ADDING CHAPTER 2.66 TO THE GARDENA MUNICIPAL CODE CODIFYING THE GARDENA ECONOMIC BUSINESS ADVISORY COMMISSION

CONTACT: CITY MANAGER

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

At the July 13, 2021 City Council meeting Councilmember Henderson made a motion, seconded by Councilmember Kaskanian to introduce Ordinance No. 1831. The motion unanimously passed, 5-0.

On September 12, 2017, the City Council established the Gardena Economic Development Advisory Committee. This Ordinance will codify the Gardena Economic Development Advisory Committee as the Gardena Economic Business Advisory Commission (GEBAC).

GEBAC 's function will be to focus on economic development efforts in the City of Gardena. The GEBAC will consist of eleven members. The Mayor and each Councilmember shall have the right to nominate two members and the City Manager shall nominate one member, and such nominations shall be honored by ratification and confirmation by a majority vote of the membership of the council. The term of office for each member of the GEBAC shall be coterminous with the term of the council member who nominated the commissioner. Any GEBAC commissioner who absents himself or herself from any three consecutive regular meetings of the GEBAC or who is absent from a total of four regular meetings of the commission in any twelve month period shall thereby automatically forfeit his or her position as a member of the commission and the name of such person shall be automatically removed from the membership of the commission. Members of the GEBAC shall receive no compensation. However, the members shall be reimbursed for any expense incurred in the performance of their duties.

IN CONCLUSION, Staff respectfully recommends that the Council Adopt Ordinance No. 1831.

FINANCIAL IMPACT/COST:

N/A

ATTACHMENTS:

[ORD No. 1831.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

ORDINANCE NO. 1831

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF GARDENA, CALIFORNIA ADDING CHAPTER 2.66 TO THE GARDENA
MUNICIPAL CODE CODIFYING THE
GARDENA ECONOMIC BUSINESS ADVISORY COMMISSION**

WHEREAS, the City Council of the City of Gardena has previously established a Gardena Economic Development Advisory Committee; and

WHEREAS, the City Council would like to codify this Committee as a commission;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GARDENA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Chapter 2.66 is hereby added to the Gardena Municipal Code to read as follows:

**Chapter 2.66
GARDENA ECONOMIC BUSINESS ADVISORY COMMISSION**

2.66.010 Created.

Pursuant to the authority vested in the Council, there is created the Gardena Economic Business Advisory Commission (GEBAC).

2.66.020 Membership.

The GEBAC shall consist of eleven members. The mayor and each councilmember shall have the right to nominate two members and the City Manager shall nominate one member, and such nominations shall be honored by ratification and confirmation by a majority vote of the membership of the council.

2.66.030 Terms.

A. The term of office for each member of the GEBAC shall be coterminous with the term of the council member who nominated the commissioner.

B. Each commissioner shall serve at the pleasure of the council, and such appointments may be terminated by a majority vote of the membership of the council.

C. Each commissioner shall serve until a successor is appointed.

D. Commissioners may be reappointed.

2.66.040 Vacancies.

If a vacancy shall occur, the vacancy shall be filled by the council member who nominated the person creating a vacancy and shall be for the remainder of the unexpired term.

2.66.050 Forfeiture of office.

Notwithstanding any other provision of this chapter, any GEBAC commissioner who absents himself or herself from any three consecutive regular meetings of the GEBAC or who is absent from a total of four regular meetings of the commission in any twelve month period shall thereby automatically forfeit his or her position as a member of the commission and the name of such person shall be automatically removed from the membership of the commission.

The secretary of the commission shall thereupon promptly notify the council of such fact, whereupon the vacancy so created shall be filled as set forth in Section 2.66.040.

2.66.060 Organization and meetings.

A. The GEBAC shall develop its own bylaws which shall set forth the organization of the commission.

B. The GEBAC shall meet once every other month at a time and place in the City to be determined by the Commission. No meeting shall be scheduled on a legal holiday.

2.66.070 Function.

The functions of the GEBAC shall be to focus on economic development efforts

2.66.080 Ex officio member.

To aid and assist the GEBAC in its deliberations, a member of the City Manager's office shall serve as an ex officio member of the commission and shall have no voting power.

2.66.090 Compensation.

Members of the GEBAC shall receive no compensation. However, the members shall be reimbursed for any expense incurred in the performance of their duties.

SECTION 2. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional.

SECTION 3. Certification. The City Clerk shall certify the passage of this ordinance and

shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a publication of general circulation.

SECTION 4. CEQA. The City Council finds that this Ordinance is exempt from CEQA as it does not qualify as a project.

SECTION 5. Effective Date. This ordinance shall not become effective or be in force until thirty (30) days from and after the date of its adoption.

Passed, approved, and adopted this ____ day of _____, 2021.

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: July 27, 2021

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

AGENDA TITLE: APPROVE PROJECT LIST FOR THE FY22 STATE TRANSIT
ASSISTANCE STATE OF GOOD REPAIR PROGRAM

CONTACT: TRANSPORTATION

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

On April 28, 2017 Governor Brown signed Senate Bill 1 (SB1) the Road Repair and Accountability Act of 2017 into law. In part, this law modifies the State Transit Assistance (STA) program to provide new funding to transit operators in California for eligible state of good repair maintenance, rehabilitation and capital projects. The STA State of Good Repair Program (STASGR) is funded from a portion of the new Transportation Improvement Fee on vehicle registrations commencing January 1, 2018. As a transit operator, GTrans is eligible to receive this funding.

GTrans is estimated to receive \$206,072 through an existing state formula. GTrans is required to provide Los Angeles County Metro a list of proposed State of Good Repair projects to submit on behalf of the region to the California Department of Transportation. GTrans intends to use these funds towards its capital program included in the FY2020-2022 Short Range Transit Plan previously approved by the City Council in January 2020. Projects may include:

- GTrans Intelligent Transportation Systems Projects – such as Vehicle Health Monitoring Systems and Asset Management/Inventory Software
- GTrans Ongoing Fleet Replacement Program
- Bus Components – Engines, Couplings, Drive Motors and Inverters
- Facility/Shop Equipment – Bus Lifts, Photovoltaic System, Fencing, Lighting, Signage and Facility Card Access Control System

Staff respectfully recommends that the City Council approve the aforementioned project list under the STASGR program.

FINANCIAL IMPACT/COST:

For FY22, GTrans is estimated to receive \$206,072 from the STASGR program. There is no impact to the General Fund.

ATTACHMENTS:

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

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.I
Section: CONSENT CALENDAR
Meeting Date: July 27, 2021

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

AGENDA TITLE: APPROVAL OF CONSULTANT AGREEMENT FOR BUILDING OFFICIAL SERVICES

CONTACT: COMMUNITY DEVELOPMENT

COUNCIL ACTION REQUIRED:

Approve Consultant Agreement for Building Official Services.

RECOMMENDATION AND STAFF SUMMARY:

Staff recommends that the City Council approve a Consultant Agreement between the City of Gardena ("City") and Mark Allen Handler ("Consultant") to provide building official services.

The City desires to retain the Consultant to perform, and Consultant agrees to render, Building Official Services including, but not limited to , building code plan check and training of City employees to perform Building Division related services in accordance with the terms and conditions set forth in the Agreement.

This Agreement shall be effective immediately and shall also cover all services rendered beginning July 1, 2021 through July 27, 2021. This Agreement shall remain in effect until the compensation limit is reached.

FINANCIAL IMPACT/COST:

Services under this contract shall not exceed \$200,000 in General Fund Expenditures .

ATTACHMENTS:

[Consultant Agreement.pdf](#)

APPROVED:

Clint Osorio, City Manager

CONSULTANT AGREEMENT BETWEEN THE
THE CITY OF GARDENA
AND
MARK ALLEN HANDLER

This contract, hereinafter referred to as Agreement, is entered into this day of July 1, 2021 ("Effective Date"), by and between the **City of Gardena**, a municipal corporation ("City") and Mark Allen Handler, an individual ("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. Whereas, City requires the services of a professional to provide building code plan check and inspection services; and
 - B. Whereas, City requires the services of a professional to provide Building Official services; and
 - C. Whereas, Consultant has represented that it is qualified by virtue of experience, training, education and expertise to provide these services; and
 - D. Whereas, City has determined that the public interest, convenience and necessity require the execution of this Agreement.
 - E. 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.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

2. Services.
 - A. Consultant agrees to provide Building Official services, plan check services and training of City employees to perform Building Division services in accordance with the terms and conditions set forth herein.
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. Agreement Administrator. For purposes of this Agreement, City designates the Director of Community Development as the Agreement Administrator who shall monitor Consultant's performance under this Agreement. 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.

5. Consultant's Proposal. This Agreement shall be Consultant's proposal or bid.

6. 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.

7. Compensation. In consideration for the performance of the services, City shall pay consultant one hundred (\$100) per hour. Total compensation to be paid hereunder shall not exceed \$200,000. 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 noted.

8. Term of Agreement/Termination.

A. This Agreement shall commence on July 1, 2021.

B. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant; no prior notice is required. In the event of such termination, upon receipt of such written notice Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

C. The Consultant reserves the right to terminate this Contract at any time, with or without cause, upon fourteen (14) business days' written notice to City.

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.

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. Confidentiality. Consultant in the course of their duties may have access to documents containing copyrighted, confidential, trade secrets, financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement. 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.

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 worked 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. 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, disability, national origin or ancestry, or any other category forbidden by law in performance of this Agreement.

19. 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.

20. 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.

21. 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, including all coverage 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 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 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 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 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.

22. 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.

23. Independent Contractor. Consultant agrees to furnish consulting services in the capacity of an independent contractor. Consultant shall under no circumstances be considered or held to be an employee or agent of City, and City shall have no obligation to provide employee benefits to Consultant nor to pay or withhold state or federal taxes nor provide workers' compensation or unemployment insurance for or on behalf of Consultant.

24. 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.

25. 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: Gregg McClain
Telephone Number: (310) 217-9526
E-mail: gmccclain@cityofgardena.org

Consultant: Mark Allen Handler
PO Box 637
La Habra, CA 90633
Attn: Mark Handler
Email: mark.handler@gmail.com

Telephone: (562) 458-7999

Either party may change the information to which notice or communication is to be sent by providing advance written notice to the other party.

26. 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.

27. 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.

28. 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.

29. Entire Agreement.

A. This writing contains the entire agreement of the Parties relating to the subject matter hereof; and the Parties have made no agreements, representations, or warranties either written or oral relating to the subject matter hereof which are not set forth herein. Except as provided herein, this Agreement may not be modified or altered without formal amendment thereto.

B. Notwithstanding the foregoing, and to realize the purpose of this Agreement, the Agreement Administrator may issue a written modification to the Scope of Work, if this modification will not require a change to any other term of this Agreement.

30. 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.

31. 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 6250 *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 6254.7, 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.

32. Authority to Execute. The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

33. 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.

34. Section Headings. The Section headings used in this Agreement are for reference purposes only and shall have no binding effect.

35. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

IN WITNESS WHEREOF, the parties have hereunto affixed their names as of the day and year written below.

CITY OF GARDENA

By



Clint D. Osorio, MPA
City Manager

Date

7/14/21

MARK ALLEN HANDLER

By:


Mark Handler, Consultant

Date:

07/14/21

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.J
Section: CONSENT CALENDAR
Meeting Date: July 27, 2021

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

AGENDA TITLE: APPROVAL OF EXTENDING J LEE ENGINEERING INC. CONTRACT
CONTACT: COMMUNITY DEVELOPMENT

COUNCIL ACTION REQUIRED:

Approve extending J Lee Engineering Inc. contract.

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council approve an extension to the consultant agreement between the City and J Lee Engineering, Inc.

On April 16, 2021, the City entered into an agreement with J Lee Engineering, Inc. for various building division services. The Agreement provided that City Council authorization was required for compensation over \$30,000 and it is estimated that the contractual services will exceed said amount. The City is currently utilizing the agreement to provide additional permit technician duties to assist in-house staff.

FINANCIAL IMPACT/COST:

The General Fund cost is anticipated to be approximately \$94,000 (rate of \$65.00/hour), an average of 30 hours per week per fiscal year.

ATTACHMENTS:

[Letter of Authorization.docx](#)

[Copy of original agreement between the City and J Lee Engineering, Inc..pdf](#)

APPROVED:

Clint Osorio, City Manager

July 27, 2021

Jaeyol Lee
J Lee Engineering, Inc.
430 S. Garfield Ave., Suite 301
Alhambra, CA 91801

Dear Mr. Lee,

In April 2021 the City entered into a Consultant Agreement with J Lee Engineering, Inc.. This Agreement provided that compensation would not exceed \$30,000 without the prior written approval of the City Council.

On July 27, 2021 the City Council authorized J Lee Engineering, Inc. to continue providing services to the City in accordance with the terms of the Agreement beyond \$30,000.

Very Truly Yours,

Tasha Cerda,
Mayor

AGREEMENT BETWEEN THE
THE CITY OF GARDENA
AND
J LEE ENGINEERING INC.
TO PROVIDE BUILDING OFFICIAL AND OTHER PLAN
PROCESSING SERVICES

This contract, hereinafter referred to as Agreement, is entered into by and between THE CITY OF GARDENA ("City") and J LEE ENGINEERING INC., a California corporation ("Consultant"). Based on the mutual promises and covenants contained herein, the Parties hereto agree as follows:

1. Recitals.

A. City is desirous of obtaining temporary services for an interim Building Official and plan processing services at times when there is an over-abundance of work or City staff and contractors are unavailable.

B. Consultant is qualified by virtue of experience, training, education and expertise to provide these services.

C. City has determined that the public interest, convenience and necessity require the execution of this Agreement.

2. Services and Compensation.

A. Contractor will provide qualified and experienced staff to serve in the following roles at the hourly rates specified on an as-needed basis, as requested by the City's Contract Administrator.

POSITION	HOURLY RATE
Building Official	\$150
Sr. Plan Check Engineer	\$130
Plan Check Engineer	\$120
Sr. Plan Examiner	\$100
Plan Examiner	\$ 90
Sr. Building Inspector	\$ 95
Building Inspector	\$ 80
Certified Access Specialist (CAsp)	\$140
Geologist/Geotechnical Engineer	\$140
Permit Technician	\$ 65

B. 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 noted. Notwithstanding the above, if any of Consultant's employees are

required to use their own vehicles in the course of providing inspection work for the City, the City shall pay the standard mileage rate per IRS guidelines for vehicle miles traveled in the course of said inspections.

C. The hourly rates set forth herein shall be valid for a minimum of one year from the date of execution of this Agreement. Consultant shall give City a minimum of thirty (30) days' written notice before increasing these rates.

D. Total compensation paid to Consultant shall not exceed \$30,000 without the prior written approval of the City Council.

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. Agreement Administrator. For purposes of this Agreement, City designates Gregg McClain, Interim Community Development Director, as the Agreement Administrator who shall monitor Consultant's performance under this Agreement. 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.

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. 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.

6. Term of Agreement/Termination.

A. This Agreement shall be in effect for one year as of the date of execution by the City and shall remain in effect until terminated as provided for herein.

B. City may terminate this Agreement without cause by providing written notice to Consultant not less than three 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. Ownership of Work Product. All documents or other information created, developed, or received by Consultant shall, for purposes of copyright law, be deemed worked 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.

15. 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 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.

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.

16. 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.

17. 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.

18. 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, including all coverage 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 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 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 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 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.

19. 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.

20. 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.

21. 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.

22. 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: Gregg McClain
Telephone Number: (310) 217-9546
E-mail: gmccclain@cityofgardena.org

Consultant: J Lee Engineering Inc.
430 S. Garfield Ave., Suite 301
Alhambra, CA 91801
Attn: Jaeyol Lee, Chief Executive Officer
Telephone Number: (626) 284-8906
E-mail: jlee@jleeengineering.com

Either party may change the information to which notice or communication is to be sent by providing advance written notice to the other party.

23. 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.

24. 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.

25. 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.

26. Entire Agreement.

A. This writing contains the entire agreement of the Parties relating to the subject matter hereof; and the Parties have made no agreements, representations, or warranties either written or oral relating to the subject matter hereof which are not set forth herein. Except as provided herein, this Agreement may not be modified or altered without formal amendment thereto.

B. Notwithstanding the foregoing, and to realize the purpose of this Agreement, the Agreement Administrator may issue a written modification to the Scope of Work, if this modification will not require a change to any other term of this Agreement.

27. 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.

28. 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 6250 *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 6254.7, 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.


29. Authority to Execute. The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

30. 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.

31. Section Headings. The Section headings used in this Agreement are for reference purposes only and shall have no binding effect.

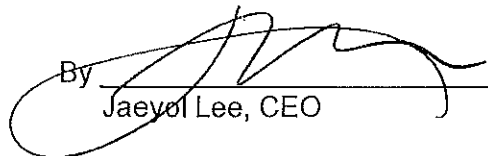
IN WITNESS WHEREOF, the parties have hereunto affixed their names as of the day and year written below.

CITY OF GARDENA


By 
Clint D. Osorio, City Manager

Date 4/16/21

ACCEPTED: J LEE ENGINEERING, INC.

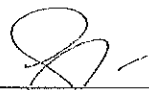
By 
Jaeyol Lee, CEO

Date 4/15/2021

By 
Jessica Lee, Secretary

Date 4/15/2021

APPROVED AS TO FORM:


Carmen Vasquez, City Attorney



PLANNING AND ENVIRONMENTAL QUALITY COMMISSION

Report of Actions

Website: www.cityofgardena.org

Tuesday, July 20, 2021 – 7:00 PM

1700 W. 162nd Street, Gardena, California

5. **PUBLIC HEARING ITEMS**

5.A **Environmental Assessment #4-21, Site Plan Review #2-21, Vesting Tentative Map #1-21**

The Commission considered a request for approval of a site plan review and vesting tentative map for the construction of 30 attached condominium townhomes, including three affordable units, in six buildings on a 0.9-acre lot located in the High Density Multiple-Family Residential zone (R-4). The project included a request for density bonus, waiver, and parking reductions as provided by State Law and Chapter 18.43 of the Gardena Municipal Code.

APPLICANT: Mitch Gardner, G3 Urban Inc.

LOCATION: 15717 and 15725 S. Normandie Avenue (APNs: 6105-009-008, 009)

Commission Action: The Commission approved Resolution No. PC 9-21, approving Site Plan Review #2-21 and Vesting Tentative Map #1-21, and directed staff to file a Notice of Exemption.

[Staff Report.pdf](#)

[Resolution No. PC 9-21.pdf](#)

[Exhibit A - Conditions of Approval.pdf](#)

[Exhibit B - Architectural Plans.pdf](#)

[Exhibit C - Vesting Tentative Map #83318 \(TM #1-21\).pdf](#)

[Exhibit D - Affordable Housing Agreement.pdf](#)

5.B **Zone Code Amendment #4-21**

The Commission considered a resolution recommending the City Council adopt Ordinance No. 1832 to amend Gardena Municipal Code Chapter 18.40 relating to parking and loading to permit off-site parking, street parking, and tandem parking with a conditional use permit in certain circumstances.

APPLICANT: City

LOCATION: Citywide

Commission Action: The Commission approved Resolution No. PC 10-21, recommending the City Council approve Ordinance No. 1832.

[Staff Report.pdf](#)

[PC Resolution No. 10-21.pdf](#)

[Draft Ordinance 1832.pdf](#)



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 16.A
Section: DEPARTMENTAL
ITEMS - RECREATION &
HUMAN SERVICES
Meeting Date: July 27, 2021

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

AGENDA TITLE: APPROVAL OF FINAL RELOCATION PLAN FOR GARDENA COMMUNITY AQUATIC & SENIOR CENTER PROJECT

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve the Final Relocation Plan

RECOMMENDATION AND STAFF SUMMARY:

The City recently acquired the residential property at 16010 Harvard Boulevard. This completes the acquisition of properties required for the Gardena Community Aquatic and Senior Center Project.

Three of the four units on the property have been vacant since negotiations for the acquisition began. The other unit is occupied by a household that will be displaced for the project.

A relocation plan for that household was prepared and made available to the public and the occupant of the property for review and comment. Thirty days have passed and no comments have been received. The affected household has also been visited by relocation workers who have explained benefits and responded to questions regarding the displacement.

The Relocation Plan provides for assistance in finding replacement housing and the payment of moving costs and rent differential to ensure that the household is moved to decent, safe, sanitary and affordable housing. The estimated cost of the process, to be financed by park in-lieu funds, is \$53,000.

Staff respectfully recommends that the Council Approve the Final Relocation Plan

FINANCIAL IMPACT/COST:

\$53,000

ATTACHMENTS:

[Final Relocation Plan.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



Gardena Community Aquatic & Senior Center Project

FINAL RELOCATION PLAN

PREPARED FOR:

City of Gardena
1700 West 162nd Street
Gardena, CA 90247
(310) 394-8987

PREPARED BY:

Overland Pacific & Cutler, LLC
3750 Schauffele Avenue, Suite 150
Long Beach, CA 90808
(562) 304-2000

June 4, 2021

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EXHIBIT A: HUD Income Levels – Los Angeles County
EXHIBIT B: Residential Informational Brochures
EXHIBIT C: Public Comments & Responses

INTRODUCTION

The City of Gardena (City) has proposed the new construction of a multi-generational “community complex” called the Garden Community Aquatic & Senior Center Project (Project) that will be anchored by a Senior Center building. The multi-level Center will accommodate a large first level gathering space for seniors as well as a kitchen for meal preparation and “Pantry” to distribute food to seniors and families who are facing food insecurities. This level also contains restrooms, showers and lockers for easy access to the adjoining pool complex and a reception area to greet community members.

The entire Project site includes a City-owned parcel improved with a deteriorated community swimming pool. The City’s Primm Pool parcel houses a community swimming pool to be demolished or rehabbed for the Project. The recently acquired 16004 and 16010 S. Harvard Boulevard are both improved with four-unit apartment buildings to be demolished for the Project. Existing occupants will be permanently relocated to facilitate the proposed expansion.

The City has retained Overland, Pacific & Cutler, LLC (OPC) to prepare a Relocation Plan and to provide relocation assistance services to the displaced Project site tenants. The City will use the Park In Lieu fund, Prop A monies, the Prop 68 Per Capita Allocation, and Measure G/General funds to finance the project.

Therefore, this Plan conforms to California Relocation Assistance Law, Government Code Section 7260, et seq. (Law) and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development as in Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).

A Relocation Plan was previously prepared to address the relocation of the tenants occupying the four housing units at 16004 S. Harvard Boulevard, and those tenants have been relocated. This Plan is to address the proposed relocation of the one tenant household occupying a unit at 16010 S. Harvard Boulevard, Gardena, CA 90247.

The needs and characteristics of the permanent displacees and the City’s program to provide assistance to each affected person are general subjects of this Relocation Plan (Plan).

This Plan is organized in five sections:

1. Project description (**SECTION I**);
2. Assessment of the relocation needs of persons subject to displacement (**SECTION II**);
3. Assessment of available replacement housing units within proximity to the Project site (**SECTION III**);
4. Description of the City’s relocation program (**SECTION IV**);
5. Description of the City’s outreach efforts, Project timeline and budget (**SECTION V**).

I. PROJECT DESCRIPTION

A. REGIONAL LOCATION

The Project site is located in the City of Gardena within Los Angeles County. The property is conveniently located just minutes from the 10 and 405 Freeways and is approximately 14 miles south of downtown Los Angeles. Surrounding communities include Hawthorne, N. Redondo, Willowbrook, Compton, Torrance, Lakewood and Carson (See *Figure 1: Regional Project Location*)

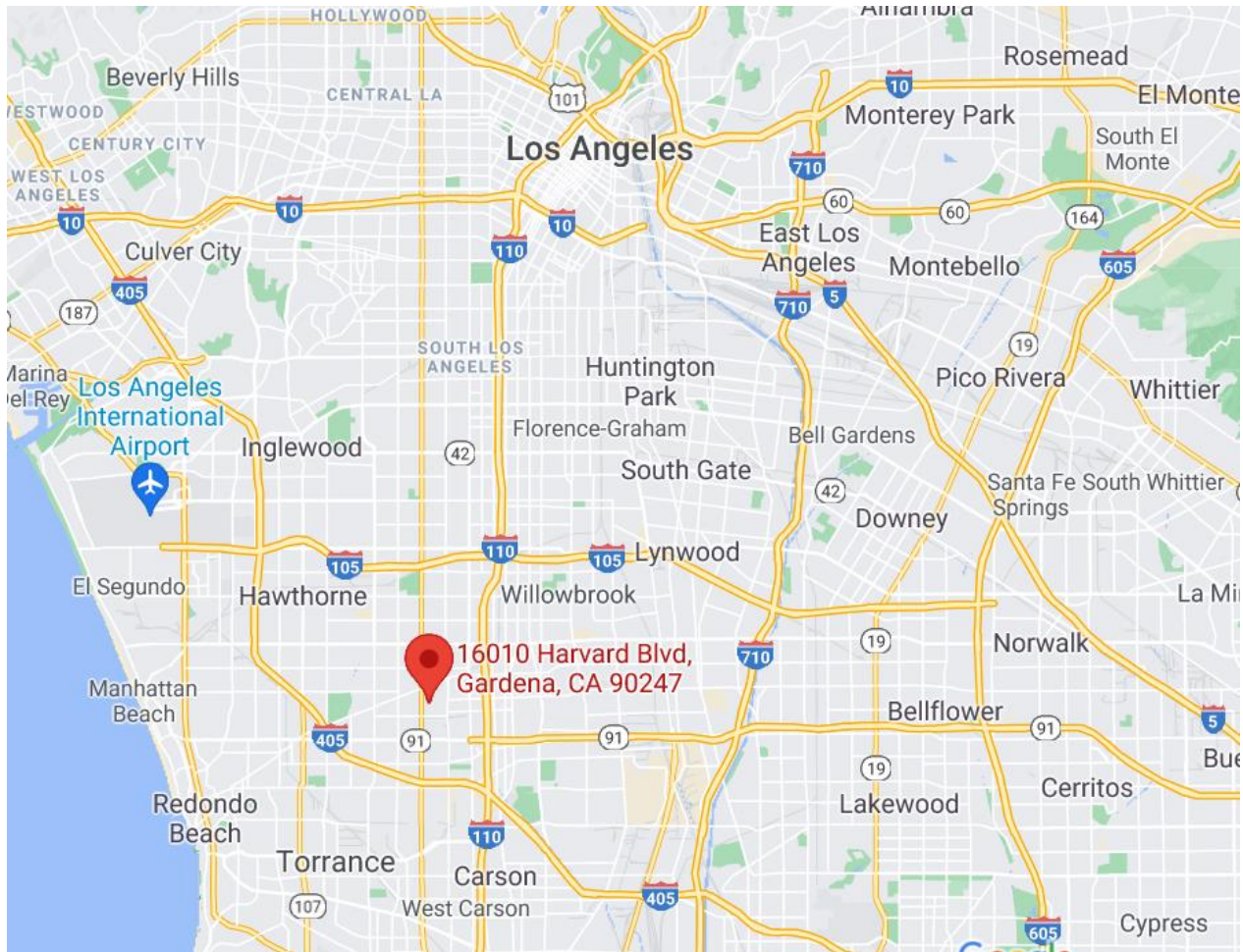


Figure 1: Regional Project Location

B. PROJECT SITE LOCATION AND DESCRIPTION

The Project site parcel addressed in this Plan is located at 16010 Harvard Boulevard generally bordered by W. 160th Street to the north, La Salle Avenue to the east, W. 162nd Street to the south, and Harvard Boulevard to the west. The site consists of one parcel improved with a four-plex. One unit is occupied by tenants and three units are vacant (*Figure 2: Project Site Location*).



Figure 2: Project Site Location

II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHOD

An individual interview with affected residents was conducted by OPC staff in October 2020. Inquiries made of the residential occupants concerned household size and composition, income, monthly rent, length of occupancy, ethnicity, home language, physical disabilities, special relocation needs, and replacement housing preferences.

B. TENANT DATA

1. Current Occupants

There is one tenant household to be permanently relocated for the Project that would be eligible for relocation assistance and are the subjects of this Plan. There are currently three adults and one child (17 years or younger) on-site for a total known project occupancy of four persons. The household occupies a two-bedroom unit within a four-plex and pays \$1,150 per month in rent. There is a reduction in rent in exchange for maintenance and repair work to the property provided by the tenants.

2. Replacement Housing Needs

Replacement housing needs, as expressed in this plan, are defined by the total number of required replacement units and distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing current data for household size with the City's replacement housing occupancy standards. These standards, generally, allow for up to one person in a studio unit, three persons in a one-bedroom unit, five persons in a two-bedroom unit, seven persons in a three-bedroom unit and nine or more persons in a four-bedroom unit.

Based on available tenant data, the household is not overcrowded. The replacement unit required for the Project household includes a two-bedroom low-density unit.

3. Income

Verbal income data was provided by the household. According to income standards for Los Angeles County (**Exhibit B**) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD), the household qualifies as Low Income (51% - 80% of AMI).

4. Ethnicity/Language

The Project site household stated their ethnicity as Hispanic, and they read, speak and understand English.

5. Senior/Handicapped Households

There household does not have a senior head of household or spouse (62 years or older), and there are no members reported to have a disability.

6. Preferred Relocation Area

The tenants expressed a desire to remain in the area close to the high school.

III. RELOCATION RESOURCES

A. METHODOLOGY

For residential housing, a resource survey was conducted to identify available rental units initially beginning within a two-mile radius from the Project site. The following sources were utilized:

- Classified rental listings from local newspapers and *For Rent* publications
- Internet sources of rental opportunities

B. REPLACEMENT HOUSING AVAILABILITY

1. Residential Rental Housing

The replacement housing survey considered available two-bedroom four-plex units, tri-plex units, duplex units and single-family residences for rent in Gardena within five miles to the Project site as of the date of this Plan. This data is summarized in **Table 3** below.

Table 3: Availability and Cost of Replacement Rental Housing	
# of Bedrooms	Two
# Found (# Needed)	8 (1)
Rent Range	\$1,750 - \$2,650
Median Rent	\$2,375

The median rent amount shown in the table is among the figures used to make benefit and budget projections for the Plan. This amount is, naturally, subject to change according to the market rates prevailing at the time of displacement.

2. Summary

Considering the above described availability of replacement housing resources gathered, it appears there are an adequate number of comparable replacement units for the residential occupants.

While adequate replacement resources exist for the tenants, based on survey results of rental opportunities and the tenants' current rent, the tenants may have an increase in monthly rent. Possible increases, if any, will be met through the City's obligation under the relocation regulations, including Last Resort Housing (LHR) requirements. (See Section IV, E).

C. RELATED ISSUES

1. Concurrent Residential Displacement

There are no known public projects anticipated in the Project area that will cause significant displacements during the timeframe of anticipated Project displacements in mid-2021. No residential displacee will be required to move without both adequate notice and access to available, comparable, affordable, decent, safe and sanitary housing.

IV. THE RELOCATION PROGRAM

The City's Relocation Program is designed to minimize hardship, be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected individuals, consistently apply all regulatory criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The relocation program to be implemented by the City will conform with the standards and provisions of the Law and Guidelines identified previously.

The City has retained Overland, Pacific & Cutler, LLC (OPC), a multi-lingual consulting firm, to administer the Relocation Program for the permanent displacees. OPC has worked on more than 50,000 public acquisition and relocation projects for more than 41 years. Experienced City staff will monitor the performance of OPC and be responsible to approve or disapprove OPC recommendations concerning eligibility and benefit determinations and interpretations of City's policy.

OPC staff will be available to assist any relocated person and/or household with questions about the relocation process, relocation counseling and/or assistance in relocating. Relocation staff can be contacted at **(800) 400-7356** from 8:00 am to 5:00 pm Monday through Friday and are available via voicemail and/or cellular phones after hours. The Relocation Office is located at **3750 Schauffele Avenue, Suite 150, Long Beach, CA 90808**.

Eligible individuals, who need to permanently move from their existing home, will receive relocation assistance. The relocation program consists of two principal components: advisory assistance and financial assistance (Relocation Benefits).

A. ADVISORY ASSISTANCE

Advisory assistance services are intended to:

- inform displacees about the relocation program
- help in the process of finding appropriate replacement accommodations
- facilitate claims processing
- maintain a communication link with the City
- coordinate the involvement of outside service providers

To follow through on the advisory assistance component of the relocation program and assure that the City meets its obligations under the law, OPC staff will perform the following functions:

1. Distribute appropriate written information concerning the City's relocation program;
2. Inform eligible project occupants of the nature of, and procedures for, obtaining available relocation assistance and benefits. (See **Exhibit B**)

3. Determine the needs of each displacee eligible for assistance;
4. Provide the residential displacees with at least three referrals to comparable replacement housing within a reasonable time prior to displacement. *Generally, a comparable replacement dwelling must satisfy the following criteria:*
 - (a) *The unit is decent, safe and sanitary - electrical, plumbing and heating systems are in good repair - no major, observable hazards or defects. The unit is adequate in size and is comparable to the acquired dwelling with respect to number of rooms, habitable living space and type and quality of construction, but not lesser in rooms or living space as necessary to accommodate the displaced person. The unit is functionally equivalent, including principle features.*
 - (b) *The unit is located in an area not subjected to unreasonable adverse environmental conditions from either natural, or man-made sources, and not generally less desirable with respect to public utilities, transportation, public and commercial facilities, including schools and municipal services and reasonably accessible to the displaced person's place of employment.*
 - (c) *The unit is available both on the private market and to all persons regardless of race, color, sex, marital status, religion or, national origin.*
 - (d) *The monthly rental rate is within the financial means of the displaced residential tenant.*
5. Maintain an updated database of available housing resources, and distribute referral information to displacees for the duration of the Project;
6. Provide transportation to the residential displacee, if necessary, to inspect replacement sites within the local area;
7. Inspect replacement housing to assure it meets decent, safe and sanitary standards as described in State Relocation Regulations;
8. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;
9. Assist eligible occupants in the preparation, and submission, of relocation assistance claims;
10. Provide additional reasonable services necessary to successfully relocate occupants;
11. Make benefit determinations and payments in accordance with applicable law and the City's adopted relocation guidelines;
12. Assure that no occupant is required to move without a minimum of 90 days written notice to vacate;

13. Inform all persons subject to displacement of the City's policies with regard to eviction and property management;
14. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the City's decisions with respect to relocation assistance; and
15. Provide assistance that does not result in different or separate treatment based on or due to an individual's sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

B. RELOCATION BENEFITS

Specific eligibility requirements and benefit plans will be detailed on an individual basis with the tenants. In the course of personal follow-up visits, the household will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Relocation benefits will be provided in accordance with the provisions of the applicable Relocation Law and Guidelines and City rules, regulations and procedures pertaining thereto. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with the City's normal administrative procedures.

The City will process advance payment requests to mitigate hardships for tenants who do not have access to sufficient funds to pay move-in costs such as first month's rent and/or security deposits. Approved requests will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

1. Residential Moving Expense Payments

All eligible residential occupants to be permanently relocated will be eligible to receive a payment for moving expenses. Moving expense payments will be made based upon the actual cost of a professional move or a fixed payment based on a room-count schedule.

a. Actual Cost (Professional Move)

Displacees may elect to have a licensed professional mover perform the move. The actual cost of the moving services, based on at least two acceptable bids, will be compensated by the City in the form of a direct payment to the moving company upon presentation of an invoice. Transportation costs are limited to a distance of 50 miles in either case. In addition to the actual move, costs associated with utility re-connections (i.e., gas, water, electricity, telephone, and cable, if any), are eligible for reimbursement.

b. Fixed Payment (based on Room Count Schedule)

An occupant may elect to receive a fixed payment for moving expenses which is based on the number of rooms occupied in the displacement dwelling or ancillary structures on

the property. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in (a), above.

The current schedule for fixed moving payments is set forth in **Table 4** following:

TABLE 4: Schedule of Fixed Moving Payments (effective as of 2015)	
Unfurnished Dwelling	
One room	\$725
Two rooms	\$930
Three rooms	\$1,165
Four rooms	\$1,375
Five rooms	\$1,665
Six rooms	\$1,925
Seven rooms	\$2,215
Eight rooms	\$2,505
each additional room	\$265
Furnished Dwelling	
First Room	\$475
Each additional room	\$90

2. Rental Assistance for Tenant Occupants Who Choose to Rent

To be eligible to receive the rental assistance benefits, the displaced tenant household has to rent or purchase and occupy a decent, safe, and sanitary replacement dwelling within one year from the date they move from the displacement dwelling.

Based upon the available data regarding Project displacees, the displaced households may qualify for, and may be eligible to apply for, relocation benefits under the State Regulations, including rental assistance.

Except in the case of Last Resort Housing situations, payments to households under the State Regulations will be payable over a 42-month period and limited to a maximum of \$5,250 as stated under State guidelines. The assistance to be offered within this program is explained in detail in the informational brochure that will be provided to each household (**Exhibit B**).

Table 5 on the following page portrays **an example** of a benefits determination under State Regulations:

TABLE 5: Example Computation of Rental Assistance Payments		
1. Old Rent	\$650	Old Rent and Utilities
or		
2. Ability to Pay	\$700	30% of the Adjusted, Monthly, Gross Household Income*
3. Lesser of lines 1 or 2	\$650	Base Monthly Rental
Subtracted From:		
4. Actual New Rent	\$750	Actual New Rent and Utilities
or		
5. Comparable Rent	\$775	Determined by City (includes utilities)
6. Lesser of lines 4 or 5	\$750	
7. Yields Monthly Need:	\$100	Subtract line 3 from line 6
Rental Assistance	\$4,200	Multiply line 7 by 42 months

*Gross adjusted income means the total amount of annual income of a household less the following: (1) a deduction for each dependent in excess of three; (2) a deduction of 10% of total income for the elderly or disabled head of household; (3) a deduction for recurring extraordinary medical expenses defined for this purpose to mean medical expenses in excess of 3% of total income, where not compensated for, or covered by insurance or other sources; (4) a deduction of reasonable amounts paid for the care of children or sick or incapacitate family members when determined to be necessary to employment of head of household or spouse, except that the amount shall not exceed the amount of income received by the person who would not otherwise be able to seek employment in the absence of such care.

Rental Assistance payment amounts are equal to 42 times the difference between the base monthly rent and the lesser of:

- (i) The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling; or
- (ii) The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person.

The base monthly rent for the displacement dwelling is the lesser of:

- (i) The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by the City; or
- (ii) Thirty percent (30%) of the displaced person's average, monthly gross household income. If a displacee refuses to provide appropriate evidence of income or is a dependent, the base monthly rent shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling; or

- (iii) The total of the amount designated for shelter and utilities if receiving a welfare assistance payment from a program that designated the amounts for shelter and utilities

3. Downpayment Assistance to Tenants Who Choose to Purchase

The displaced household may opt to apply the entire benefit amount for which they are eligible under State Regulations toward the purchase of a replacement unit.

Residential tenants, who are otherwise eligible to receive the Rental Assistance Payment described above, may choose to receive a lump sum payment equal to forty-two months of rental subsidy (including Last Resort Housing benefits) to purchase a new home.

A displaced household, who chooses to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a home, will have the funds deposited in an open escrow account, provided that the entire amount is used for the downpayment and eligible, incidental costs associated with the purchase of a decent, safe, and sanitary replacement home. A provision shall be made in the escrow arrangements for the prompt return of the City funds, in the event escrow should fail to close within a reasonable period of time.

Final determination about the type of relocation benefits and assistance for which the household is eligible will be determined upon verification of the household's occupants, ages, length of occupancy and income.

C. PROGRAM ASSURANCES AND STANDARDS

Adequate funds are available to relocate all displaced households. Relocation assistance services will be provided to ensure that displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the California Fair Employment & Housing Act, and the Unruh Act, as well as any other arbitrary or unlawful discrimination.

D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with the City no later than 18 months after the date of displacement.

The procedure for the preparation and filing of claims and the processing and delivery of payments will be as follows:

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance;

2. OPC and City staff will review all necessary documentation including, but not limited to, scopes-of-service, invoices, lease documents and escrow material before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms will be prepared by OPC staff and presented to the claimant for review. Signed claims and supporting documentation will be returned to relocation staff and submitted to the City;
4. The City will review and approve claims for payment, or request additional information;
5. The City will issue benefit checks to be disbursed to the claimants via personal delivery;
6. Final payments to residential displacees will be issued after confirmation that the Project premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment and all claim material will be maintained in the relocation case file.

E. LAST RESORT HOUSING

Based on data derived from the Project site occupants and costs of replacement housing resources, it is anticipated that “comparable replacement housing” may not be available as required for the households. Specifically, for renters, when the computed replacement housing assistance eligibility exceeds \$5,250 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person’s average monthly income, Last Resort Housing will have to be provided.

Therefore, if the Project is to go forward, the City will authorize its funds or funds authorized for the Project to provide housing of last resort. Funds will be used to make payments in excess of the monetary limit specified in the statute (\$5,250); hence, satisfying the requirement that “comparable replacement housing” is available.

A displaced tenant household will be entitled to consideration for supplementary benefits in the form of Last Resort Housing assistance when the computed replacement housing assistance eligibility exceeds \$5,250 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceed 30% of the person’s average monthly income (financial means) or when a tenant fails to meet the 90-day occupancy requirement and comparable replacement rental housing is not available within the displaced person’s financial means. Calculations of Last Resort rental assistance benefits for tenants who fail to meet the 90-day occupancy requirement will be based solely on household income. Non-90-day qualifiers must meet basic eligibility requirements applied to all other displacees.

Recipients of Last Resort rental assistance, who intend to purchase rather than re-rent replacement housing, will have the right to request a lump sum payment of all benefits in the form of downpayment assistance. Tenant households receiving periodic payments will have the option to request a lump sum payment of remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

F. RELOCATION TAX CONSEQUENCES

In general, relocation payments are not considered income for the purpose of Division 2 of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U. S. Code), or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U. S. Code 301 et seq.) or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by the City or OPC. Displacees are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

V. ADMINISTRATIVE PROVISIONS

A. NOTICES

Each notice, which the City is required to provide to a Project site occupant, shall be personally delivered or sent by certified or registered first-class mail, return receipt requested and documented in the case file. Each notice will be written in plain, understandable language. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are three principal notices to be issued under the State Relocation Regulations:

- 1) Information Statement
- 2) Notice of Relocation Eligibility
- 3) Ninety-Day Vacate Notice.

The Informational Statement is intended to provide potential relocatees with a general written description of the City's relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (**Exhibit B**).

A Notice of Relocation Eligibility (NOE) will be distributed to each residential relocatee. The NOE to the residential relocatee contains a determination of eligibility for relocation assistance and a computation of maximum entitlements based on information provided by the affected household and the analysis of comparable replacement properties identified by relocation staff.

No lawful occupant will be required to move without having received at least 90 days advance written notice of the earliest date by which the move will be necessary. The 90-day vacate notice will either state a specific date as the earliest date by which the occupant may be required to move or state that the occupant will receive a further notice indicating, at least 60 days in advance, the specific date of the required move. The 90-day notice will not be issued to any residential displacee before a comparable replacement dwelling has been made available.

In addition to the three principal notices, OPC staff will issue timely written notification in the form of a Reminder Notice, which discusses the possible loss of rights and sets the expiration date for the loss of benefits to those persons who:

- 1) are eligible for monetary benefits,
- 2) have moved from the acquired property, and
- 3) have not filed a claim for benefits.

A Reminder Notice will be issued to all non-responsive relocatees no later than within the last six months prior to the filing expiration date.

B. PRIVACY OF RECORDS

All information obtained from displacees is considered confidential and will not be shared without the consent of the displacee or the City. City staff will comply with federal regulations concerning the safeguarding of relocation files and their contents.

C. GRIEVANCE PROCEDURES

A person who is dissatisfied with a determination as to eligibility for benefits, a payment amount, the failure to provide comparable housing, or the City's property management practices may file a Relocation Assistance Appeal Form or any other written form of appeal with the City and have the right of administrative review. The City's appeal policies will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development Program guidelines.

Requests for administrative review and informal hearings will be directed to the City Manager. All requests for review will receive written responses from the City within three weeks of their receipt. If an informal appeal is denied, appellants will be entitled to file a written request for a formal hearing before an impartial and independent hearing officer.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to the city, directly to HCD or directly to the Court. Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan.

More detail concerning the appeals process will be provided upon request. Appellants will retain their appeal rights for up to 18 months following the date of displacement from the Project premises or receipt of final payment for relocation benefits, whichever is later.

D. EVICTION POLICY

1. Eviction may cause the forfeiture of a displacee's right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.
2. Eviction may be undertaken for one, or more of the following reasons:
 - (a) Failure to pay rent, except in those cases where the failure to pay is due to the City's failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation, or a substantial interruption of services;
 - (b) Performance of a dangerous, and/or illegal act in the unit;
 - (c) A material breach of the rental agreement, and failure upon notification to correct said breach within 30 days of Notice;
 - (d) Maintenance of a nuisance, and failure to abate such nuisance upon notification within a reasonable time following Notice;
 - (e) Refusal to accept one of a reasonable number of offers of replacement dwellings; and/or,
 - (f) A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the City.

E. CITIZEN PARTICIPATION

As the process for considering the Project moves forward, the City will observe the following protocol:

1. Provide affected tenants with full and timely access to documents relevant to the relocation program (all Project households will receive a copy of the Relocation Plan);
2. Encourage meaningful participation in reviewing the relocation plan and monitoring the relocation assistance program; including the Project area occupants, neighborhood groups and community organizations forming a relocation committee, if applicable;
3. Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials;
4. Issue a general notice concerning the availability of the Plan for public review, as required, 30 days prior to its proposed approval; and
5. Include written or oral comments concerning the Plan as an attachment (**Exhibit C**) when it is forwarded to the City staff for approval.

F. PROJECTED DATE OF DISPLACEMENT

The City anticipates that the earliest date specific Vacate Notices will be issued to the Project occupants is **early July 2021**.

G. ESTIMATED RELOCATION COSTS

The total budget estimate for relocation-related payments for this Project, including a 10% contingency, is **\$53,000**.

The estimated relocation budget does not include any payments related to property acquisition. In addition, the budget does not consider the cost of any services necessary to implement the Plan and complete the relocation element of the Project.

If the Project is implemented, and circumstances arise that should change either the number of residential occupants and/or the amount of relocation benefits' entitlements estimated, the City will authorize any additional funds that may need to be appropriated. The City pledges to appropriate, on a timely basis, the funds necessary to ensure the successful completion of the Project, including funds necessary for LRH as indicated in Section IV, E, of this Plan to meet its obligation under the relocation regulations.

EXHIBIT A

HUD INCOME LIMITS – LOS ANGELES COUNTY

The following figures are approved by the U. S. Department of Housing and Urban Development (HUD) for use in Los Angeles County to define and determine housing eligibility by income level.

Area Median Income: \$80,000			
Family Size	Extremely Low	Very Low	Low
1 Person	24,850	41,400	66,250
2 Person	28,400	47,300	75,700
3 Person	31,950	53,200	85,150
4 Person	35,450	59,100	94,600
5 Person	38,300	63,850	102,200
6 Person	41,150	68,600	109,750
7 Person	44,000	73,300	117,350
8 Person	46,800	78,050	124,900

Figures are per the Department of Housing and Urban Development (California), **updated in April 2021.**

EXHIBIT B

RESIDENTIAL INFORMATIONAL BROCHURE

**Relocation Assistance
Informational Statement
for Families and Individuals**

(CA State)

Displacing Agency:
City of Gardena

Project Name:
Garden Community Aquatic & Senior Center Project

Displacing Agency Representative:

**Overland, Pacific & Cutler, LLC
3750 Schauffele Avenue, Suite 150
Long Beach, CA 90808
Phone: (800) 400-7356**

Informational Statement Content:

1. General Information
2. Assistance In Locating A Replacement Dwelling
3. Moving Benefits
4. Replacement Housing Payment - Tenants And Certain Others
5. Section 8 Tenants
6. Replacement Housing Payment – Homeowners
7. Qualification For And Filing Of Relocation Claims
8. Last Resort Housing Assistance
9. Rental Agreement
10. Evictions
11. Appeal Procedures – Grievance
12. Tax Status of Relocation Benefits
13. Non-Discrimination and Fair Housing
14. Additional Information And Assistance Available

Informational Statement for Families and Individuals

(CA State)

1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by, or financed through, the Displacing Agency using state and/or local funds. If and when the project proceeds, and it is necessary for you to move from your dwelling, you may be eligible for certain benefits. You will be notified in a timely manner as to the date by which you must move. Please read this information, as it will be helpful to you in determining your eligibility and the amount of the relocation benefits you may receive under the state law. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don't provide it, you may not receive the benefits, or it may take longer to pay you. We suggest you save this informational statement for reference.

The Displacing Agency has retained the professional firm of **Overland, Pacific & Cutler, LLC (OPC)** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is listed on the cover.

PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING. However, if you desire to move sooner than required, you must contact your agent at Overland, Pacific & Cutler, Inc., so you will not jeopardize any benefits. This is a general informational brochure only, and is not intended to give a detailed description of either the law or regulations pertaining to the Displacing Agency's relocation assistance program.

Please continue to pay your rent to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once the Displacing Agency acquires the property, you will also be required to pay rent to the Displacing Agency.

2. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING

The Displacing Agency, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate and available housing units. You are encouraged to actively seek such housing yourself.

When a suitable replacement dwelling unit has been found, your relocation agent will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

3. MOVING BENEFITS

If you must move as a result of displacement by the Displacing Agency, you will receive a payment to assist in moving your personal property. The actual, reasonable and necessary expenses for moving your household belongings may be determined based on the following methods:

- A Fixed Moving Payment based on the number of rooms you occupy (see below); **or**
- A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
- A combination of both (in some cases).

For example, you may choose a Self-Move, receiving a payment based on the Fixed Residential Moving Cost Schedule shown below, plus contract with a professional mover to transport your grand piano and /or other items that require special handling. In this case, there may be an adjustment in the number of rooms which qualify under the Fixed Residential Moving Cost Schedule.

A. Fixed Moving Payment (Self-Move)

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by the Displacing Agency, and ranges, for example, from \$475.00 for one furnished room to \$2,505.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation agent will inform you of the amount you are eligible to receive, if you choose this type of payment.

If you select a fixed payment, you will be responsible for arranging for your own move, and the Displacing Agency will assume no liability for any loss or damage of your personal property. A fixed payment also includes utility hook-ups and other related moving fees.

Fixed Moving Schedule CALIFORNIA (Effective 2015)	
Occupant Owns Furniture:	
1 room	\$725
2 rooms	\$930
3 rooms	\$1,165
4 rooms	\$1,375
5 rooms	\$1,665
6 rooms	\$1,925
7 rooms	\$2,215
8 rooms	\$2,505
Each additional room	\$265
Occupant does NOT Own Furniture:	
1 room	\$475
Each additional room	\$90

B. Actual Moving Expense (Professional Move)

If you wish to engage the services of a licensed commercial mover and have the Displacing Agency pay the bill, you may claim the ACTUAL cost of moving your personal property up to 50 miles. Your relocation agent will inform you of the number of competitive moving bids (if any) which may be required and assist you in developing a "mover" scope of services for Displacing Agency approval.

4. REPLACEMENT HOUSING PAYMENT - TENANTS AND CERTAIN OTHERS

You may be eligible for a payment of up to \$5,250.00 to assist you in renting or purchasing a comparable replacement dwelling. In order to qualify, you must either be a tenant who has occupied the present dwelling for at least 90 days prior to the initiation of negotiations or an owner who has occupied the present dwelling between 90 and 180 days prior to the initiation of negotiations.

A. Rental Assistance. If you qualify, and **wish to rent** your replacement dwelling, your maximum rental assistance benefits will be based upon the difference over a forty-two (42) month period between the rent you must pay for a comparable replacement dwelling and the lesser of your current rent and estimated utilities or thirty percent (30%) of your gross monthly household income. You will be required to provide your relocation agent with monthly rent and household income verification prior to the determination of your eligibility for this payment.

- OR -

B. Down-payment Assistance. If you qualify, and **wish to purchase** a home as a replacement dwelling, you can apply up to the total amount of your rental assistance payment towards the down-payment and non-recurring incidental expenses. Your relocation agent will clarify procedures necessary to apply for this payment.

Where a tenant is sharing a dwelling with an owner-occupant and paying the owner-occupant rent for the privilege, the tenant shall not be entitled to more than one-half of the rental assistance otherwise payable.

5. SECTION 8 TENANTS

When you do move, you may be eligible to transfer your Section 8 eligibility to a replacement site. In such cases, a comparable replacement dwelling will be determined based on your family composition at the time of displacement and the current housing program criteria. This may not be the size of the unit you currently occupy. Your relocation agent will provide counseling and other advisory services along with moving benefits.

6. REPLACEMENT HOUSING PAYMENT - HOMEOWNERS

A. If you own and occupy a dwelling to be purchased by the Displacing Agency for **at least 180 days** prior to the initiation of negotiations, you may be eligible to receive a payment of up to \$22,500.00 to assist you in purchasing a comparable replacement unit. This payment is intended to cover the following items:

1. **Purchase Price Differential** - An amount which, when added to the amount for which the Displacing Agency purchased your property, equals the lesser of the actual cost of your replacement dwelling; **or** the amount determined by the Displacing Agency as necessary to purchase a comparable replacement dwelling. Your relocation agent will explain both methods to you.
2. **Mortgage Interest Differential** - The amount which covers the increased interest costs, if any, required to finance a replacement dwelling. Your relocation agent will explain limiting conditions.
3. **Incidental Expenses** - Those one-time incidental costs related to purchasing a replacement unit, such as escrow fees, recording fees, and credit report fees. Recurring expenses such as prepaid taxes and insurance premiums are not compensable.

B. **Rental Assistance Option** - If you are an owner-occupant and choose to rent rather than purchase a replacement dwelling, you may be eligible for a rental assistance payment of up to the amount that you could have received under the Purchase Price Differential, explained above. The payment will be based on the difference between an economic rent of the dwelling you occupy and the rent you must pay for a comparable replacement dwelling.

If you receive a rental assistance payment, as described above, and later decide to purchase a replacement dwelling, you may apply for a payment equal to the amount you would have received if you had initially purchased a comparable replacement dwelling, less the amount you have already received as a rental assistance payment.

7. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS

To qualify for a Replacement Housing Payment, you must rent or purchase and occupy a comparable replacement unit **within one year from the following**:

- For a tenant, the date you move from the displacement dwelling.
- For an owner-occupant, the latter of:
 - a. The date you receive final payment for the displacement dwelling, or, in the case of condemnation, the date the full amount of estimated just compensation is deposited in court,; **or**

- b. The date you move from the displacement dwelling.

All claims for relocation benefits must be filed with the Displacing Agency **within eighteen (18) months** from the date on which you receive final payment for your property, or the date on which you move, whichever is later.

8. LAST RESORT HOUSING ASSISTANCE

If comparable replacement dwellings are not available when you are required to move, or if replacement housing is not available within the monetary limits described above, the Displacing Agency will provide Last Resort Housing assistance to enable you to rent or purchase a replacement dwelling on a timely basis. Last Resort Housing assistance is based on the individual circumstances of the displaced person. Your relocation agent will explain the process for determining whether or not you qualify for Last Resort assistance.

If you are a tenant, and you choose to purchase rather than rent a comparable replacement dwelling, the entire amount of your rental assistance and Last Resort eligibility must be applied toward the down-payment and eligible incidental expenses of the home you intend to purchase.

9. RENTAL AGREEMENT

As a result of the Displacing Agency's action to purchase the property where you live, you may become a tenant of the Displacing Agency. If this occurs, you will be asked to sign a rental agreement which will specify the monthly rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

10. EVICTIONS

Any person, who occupies the real property and is not in unlawful occupancy, is presumed to be entitled to relocation benefits. Except for the causes of eviction set forth below, no person lawfully occupying property to be purchased by the Agency will be required to move without having been provided with at least 90 days written notice from the Agency. Eviction will be undertaken only in the event of one or more of the following reasons:

- Failure to pay rent; except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- Performance of dangerous illegal act in the unit;
- Material breach of the rental agreement and failure to correct breach within the legally prescribed notice period;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of replacement dwellings; or
- The eviction is required by State or local law and cannot be prevented by reasonable efforts on the part of the public entity.

11. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

12. TAX STATUS OF RELOCATION BENEFITS

California Government Code Section 7269 indicates no relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 170 01) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986. No federal dollars are anticipated for this project. Therefore, federal regulations may not apply and the IRS may consider relocation payments as income. The preceding statement is not tendered as legal advice in regard to tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

(IRS Circular 230 disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or (ii) promoting marketing or recommending to another party any matters addressed herein)

13. NON-DISCRIMINATION AND FAIR HOUSING

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Displacing Agency's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. For details contact the Displacing Agency.

14. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize the hardships involved in relocating to a new home. Your cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact your relocation agent at OPC.

EXHIBIT C

PUBLIC COMMENTS & RESPONSES



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 17.A
Section: DEPARTMENTAL
ITEMS - TRANSPORTATION
Meeting Date: July 27, 2021

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

AGENDA TITLE: APPROVE DISADVANTAGED BUSINESS ENTERPRISE GOAL FOR
FEDERAL FISCAL YEAR 2022-2024

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approval Goal and Methodology

RECOMMENDATION AND STAFF SUMMARY:

The City of Gardena's GTrans recommends that Council approve its Federal Fiscal Year (FFY) 2022-24 Disadvantaged Business Enterprise (DBE) Goal and Goal Computation Methodology for submittal to the Federal Transit Administration (FTA).

GTrans is required to develop and submit an Overall Goal for Disadvantaged Business Enterprise participation on U.S. Department of Transportation - FTA assisted contracts every three years, as a condition of receiving federal financial assistance, pursuant to regulations set forth under Title 49 CFR Part 26: "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" and directives issued by the FTA.

Attached is GTrans' FFY 2022-24 DBE Goal and Goal Computation Methodology that has been prepared in accordance with federal regulations and GTrans' 2020 DBE Program. GTrans has set an overall goal of four percent for all FTA-assisted procurements (excluding buses and preventative maintenance or emergency operating funds such as CARES and CRRSAA).

A public comment period on the FFY 2022-2024 DBE Goal and Goal Computation Methodology was recently completed, which included a public meeting held on July 13, 2021 via Zoom. GTrans' staff also presented to the City of Gardena Economic Business Advisory Council (GEBAC). Therefore, it is recommended that Council approve GTrans FFY 2022-24 DBE Goal and Goal Computation Methodology, as attached for final submittal to the FTA.

FINANCIAL IMPACT/COST:

There is no impact to the General Fund.

ATTACHMENTS:

[DBE Overall Goal & Methodology FFY 2022-2024.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio". The signature is fluid and cursive, with a period at the end.

Clint Osorio, City Manager



**CITY OF GARDENA
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
OVERALL GOAL AND METHODOLOGY**

**FOR
FEDERAL FISCAL YEARS (FFY) 2022 – 2024**
(Covering the period of October 1, 2021 – September 30, 2024)

I. INTRODUCTION

The City of Gardena's Transportation Department (GTrans) is required to develop and submit a Disadvantaged Business Enterprise (DBE) Overall Goal for DBE participation as a condition of receiving federal assistance, pursuant to 49 CFR Part 26 "Participation by Disadvantaged Business Enterprises in U.S. Department of Transportation Programs" and the Federal Transportation Administration (FTA) Master Funding Agreement.

II. PROPOSED OVERALL GOAL FOR FFY 2022 – 2024

Effective March 3, 2010, the United States Department of Transportation ("DOT") issued a final rule affecting the implementation and management of the Department's Disadvantaged Business Enterprise ("DBE") program. The final rule, requires submission of a goal-setting methodology on a three-year cycle. Pursuant to this final rule, GTrans is still required to conduct an annual review to account for changes that may warrant an adjustment to the overall goal or make an adjustment based on changed circumstances (i.e. significant change in the legal standards governing the DBE program, new contracting opportunities presented by the availability of new or different grant opportunities, etc.) to ensure the goal and program as a whole are narrowly tailored throughout the goal period. Under the three-year schedule, GTrans' DBE goal and methodology submission is due to FTA on August 1, 2021 for proposed FTA funded contracting activities for Federal Fiscal Years (FFY) 2021-24. **GTrans overall goal for the FFYs 2022, 2023, and 2024 is 4%** The overall goal is expressed as a percentage of all FTA-assisted funds that GTrans will expend to applicable FTA-assisted contracts in the triennial goal period.

III. LOCAL MARKET AREA

GTrans has defined its local market area as Los Angeles, Orange, Riverside, and San Diego Counties. This is the area in which the substantial majority of contractors and subcontractors with which GTrans does business are located; and the area in which GTrans spends the substantial majority of its contracting dollars.

IV. DOT-ASSISTED CONTRACTING PROGRAM FOR FFY 2022 – 2024

Table 1 represents all FTA-assisted projects that have possible contracting and subcontracting opportunities considered in the overall goal setting for fiscal years 2022, 2023, and 2024. The projects are anticipated to be awarded during the triennial period. GTrans does not pass any FTA

funds to any sub-recipients. The following projects are anticipated to be completed during the FFY 2022-2021 period:

Bus Service Equipment – GTrans has programmed expenses for ongoing bus service equipment including but not limited to: engines, couplings, inverters, driver motors, etc.

Energy Storage System for Charging Facility – GTrans will use funds to purchase and install solar generation equipment and an energy system. GTrans will use electricity generated during the day by expanding its existing solar generation system onto its maintenance building to power the buses and store excess electricity in the energy storage system.

Solar Panels – GTrans intends to purchase and install solar panels for use on existing buildings and/or canopy structures to provide energy to the grid, or for use for off-peak charging in conjunction with its energy storage system.

Asset Management/Maintenance Software – GTrans will use funds to purchase maintenance and asset management software to centrally manage GTrans' assets. The Asset Management/Maintenance Software will help GTrans meet regulatory requirements, optimize parts management and reduce road calls.

HVAC Equipment – GTrans plans to purchase HVAC equipment for its main Operations and Administration building to regulate heat, airflow, ventilation, and air.

Real-Time Information Signage – GTrans intends to purchase real-time information signage that will allow the data from its new CAD/AVL system to be pushed to on-street signage in addition to other web-based apps. The signage will be located at high ridership bus stops and major transfer points. GTrans intends to purchase 'off the shelf' signs that can be installed using its own staff on the existing bus poles.

Bus Lifts – GTrans plans to purchase and install in-ground bus lifts for the maintenance of its medium and heavy-duty fleet of buses and support vehicles.

V. **OVERALL GOAL-SETTING METHODOLOGY**

The two-step goal-setting process required by the regulations was used to determine the recommended overall goal for FFY 2022 – 2024. The two steps for setting an overall goal are to:

1. Establish a base figure for the relative availability of DBEs; and
2. Determine the base figure adjustment, if necessary

The base figure is intended to be a measurement of the current ready, willing and able DBEs as a percentage of all businesses ready, willing, and able to perform the recipient's anticipated FTA-assisted contracts.

VI. **STEP ONE – BASE FIGURE CALCULATION**

The annual goal methodology used is in accordance with the U.S. Department of Transportation (DOT) DBE Program Final Rule, 49 Code of Federal Regulation (CFR), Part 26. The two-step goal-setting process has been used to determine the recommended overall goal for FFY 2022 – 2024. Calculations were performed to establish the GTrans Base Figure for the relative availability of Disadvantaged Business Enterprise (DBEs) in relation to all comparable firms available for GTrans contracting and subcontracting opportunities identified for the next three years. The DBEs are those who by definition in local databases are ready, willing and able to compete for contracts.

Base Figure Calculation Steps

Step 1 - Determine the weight of each type of work by NAICS Code.

Step 2 - Determine the relative availability of DBEs by NAICS Code(s)

Step 3 – Multiply the (Work Type Weight) by (DBE Relative Availability) = Weighted Base Figure

The DBE database used to identify available DBE firms was the California Unified Certification Program (CUCP) Statewide DBE Directory, which is available on the CUCP website. Los Angeles, Orange, Riverside, and San Diego Counties were the areas used to identify the number of DBEs. The United States Census Bureau (2017 Economic Census – Business Patterns) dataset for Los Angeles, Orange, Riverside, and San Diego Counties was used to identify all available firms in the local market area. The majority of the contractors who do business in the City of Gardena are drawn from these nearby areas.

The availability data for each contracting opportunity by NAICS code (North American Industry Classification System) from the California Unified Certification Program (CUCP) database (DBEs available) and from the Census Bureau database (all listed available) are shown in Table 1.

TABLE 1 - CONTRACTING OPPORTUNITIES

Project	NAICS Code(s)	NAICS Description(s)	Available DBEs	All Available Firms	Relative Availability of DBE Firms	Project Federal Funding	Weighted by Budget Expense	% of Project (Weight) X % Relative Availability of DBE Firms
Bus Components	423120 336340 336330	Motor Vehicle Supplies and New Parts Merchant Wholesalers, Motor Vehicle Brake System Manufacturing, Motor Vehicle Steering and Suspension Components	13	1,326	1.0%	\$1,105,027	29.8%	0.29%
Energy Storage System for Charging Facility	335911 335312	Storage Battery Manufacturing; Motor and General Manufacturing	1	40	2.5%	\$583,117	15.7%	0.39%
Solar Panels for Maintenance Building - Equipment	221114 335122 423690	Solar Electric Power Generation; Commercial, Industrial, and Institutional Electric Lighting Fixture Manufacturing, Other Electronic Parts and Equipment Merchant Wholesalers	24	1,568	1.5%	\$510,000	13.7%	0.21%
Solar Panels for Maintenance Building - Installation	238210 238160	Electrical Contractors and Other Wiring Installation Contractors, Roofing Contractors	230	5,022	4.6%	\$90,000	2.4%	0.11%
HVAC Equipment	333415 423730	Air-Conditioning and Warm Air Heating Equipment and Commercial and Industrial Refrigeration Equipment Manufacturing; Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers	11	273	4.0%	\$400,000	10.8%	0.43%
HVAC Equipment Installation	238220	Plumbing, Heating, and Air-Conditioning Contractors	70	4,918	1.4%	\$100,000	2.7%	0.04%
Asset Management/Maintenance System	511210 423430	Software Publishers; Computer and Computer Peripheral Equipment and Software Merchant Wholesalers	50	1,849	2.7%	\$300,000	8.1%	0.22%
Real-Time Information Signs	339950 334290	Sign Manufacturing (electrical signs); Other Communications Equipment Manufacturing	30	372	8.1%	\$224,000	6.0%	0.49%
Facility Equipment - Bus Lifts	811310 238910	Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance; Site Preparation Contractors	240	1,756	13.7%	\$400,000	10.8%	1.47%
TOTAL			669	17,124	3.91%	\$3,712,144	100%	3.7%*

*Rounded to 4% per FTA guidelines and regulations.

VII. STEP TWO – BASE FIGURE ADJUSTMENT

Adjusting the Base Figure

Upon establishing the Base Figure, GTrans reviewed and assessed other known evidence potentially impacting the relative availability of DBEs within GTrans' market area, in accordance with provisions set forth under 49CFR Part 26.45 Step 2: DBE Goal Adjustment Guidelines. Evidence considered in determining whether or not to adjust the Base Figure included GTrans' past DBE goal attainments, market area disparity studies, and a review of the DBE goal methodology of other transit agencies in GTrans' area with comparable Federal funding and project types. The final determination resulted in no adjustment to the base figure. Determining factors are detailed as follows:

A. Past DBE Goal Attainments

GTrans saw some positive movement toward attaining its DBE goal during the past three Federal Fiscal Years. GTrans had three main projects that were good contenders for DBE participation: GTrans Real-Time Information Deployment (GRID) main project, Scheduling and Operations Management Software and the Design Build of a CNG Station and Maintenance Bay Upgrades.

To date, two of the three projects awarded contained DBE participation. GTrans was able to award installation of its GRID Project in FFY20 and awarded considerable participation within its CNG project on electrical work in FFY21 (as of 5/31/2021). GTrans unbundled two large projects into several smaller, biddable pieces of work which yielded more opportunity for DBE participation, and thus an overall achievement of 13 percent participation. This includes projects GTrans planned during the past three federal fiscal years.

Table 3 – Past DBE Goal Attainments

FFY19	FFY20	FFY21*
0.0%	3%	18%
Total Overall Three-Year DBE Participation: 13%		

***This reflects percentage awarded for FFY to date (5/31/2021)**

GTrans considered an adjustment to the Base Figure on its historical DBE goal attainments on similar contracts to those contracting opportunities identified and considered in the Overall DBE Goal Analysis for Federal Fiscal Years 2018-2021. However, GTrans did not adjust the Base Figure as there were very few similar projects identified for potential funding in FFY22-24 versus those that were awarded during FFY19-21, and significantly less federal funding available for award. For Federal Fiscal Years 2021-2022 GTrans has some of the funding in approved FTA grants ready for obligation for the listed projects, but a few of the projects are planned for future federal funding if it becomes

available. Because of this, GTrans did not adjust the Base Figure based on past DBE Goal Attainment.

B. Evidence from Disparity Studies

GTrans determined that it was not feasible to conduct its own independent availability/disparity study. GTrans identified Disparity Studies from two agencies, Los Angeles County Metropolitan Transportation Authority (2017) and the California Department of Transportation (2016), which provided the most relevant information in relation to GTrans' DBE Goal.

While conducted in 2017 and still its most current, the Los Angeles County Metropolitan Transportation Authority (Metro) Disparity Study was reviewed and considered during the evaluation of adjustment of the Base Figure. LA Metro's analyses of marketplace conditions determined that minorities, women, minority-owned businesses, and woman-owned businesses encounter substantial barriers in Los Angeles County as well as throughout the nation. The study also discovered that race-based and gender-based disparities exist in terms of obtaining human capital, accruing financial capital, owning businesses, and operating successful businesses. According to the study, there is evidence that those disparities exist even after accounting for various race-neutral and gender-neutral factors such as age, income, education, and familial status. There is also evidence that many disparities are due to race-based and gender-based discrimination.

Metro's study had a substantial emphasis on very large and complex prime and subcontractor construction and engineering contracts which were not similar in scope to the types of projects that GTrans intends to conduct in the upcoming triennial period. Given that 49 DFR Part 26 states that there must be a rational relationship between the data used to make the adjustment and the actual numerical adjustment made, GTrans did not make an adjustment to its FFY 2022-2024 Base Figure for its overall DBE goal.

GTrans also reviewed and considered the State of California Department of Transportation's (Caltrans) 2016 Disparity Study in its DBE Goal setting analysis. GTrans determined that the study was not applicable to GTrans due to geographic coverage as Caltrans examined opportunities throughout the entire State instead of a more concentrated market area like the City of Gardena uses.

The Study's Disparity Analysis results indicated that several racial/ethnic and gender groups show disparities on the contracts that Caltrans and subrecipient local agencies awarded during the study period, despite the fact that Caltrans applied DBE contract goals to many of those contracts.

GTrans reviewed the results and determined that the Caltrans Study is not applicable due to broad scope of the market area. Additionally, there was a significant difference in the types, breadth and complexity of contracting opportunities provided in the Caltrans study that made applicability to GTrans not comparable. Similarly, because there was no rational relationship between the data used to make the adjustment and the actual

numerical adjustment made, GTrans did not make an adjustment to its FFY 2022-2024 Base Figure for its overall DBE goal.

Summary

GTrans determined that at this time, it will not use any race- or gender-conscious measures as part of the implementation of its DBE program. GTrans will continue to review applicable Disparity Studies and consider modifying its DBE Program if it is unable to obtain sufficient DBE participation.

C. **DBE Goals of Other Local Agencies**

GTrans surveyed the goals of other FTA recipients within our local market area that have similar available Federal funding, contracting programs and transit projects to assess whether an adjustment to our goal could be warranted. GTrans reviewed the following agencies' DBE goals: AVTA, Beach Cities Transit, Culver CityBus and Norwalk Transit. However, after a review of these DBE goals, GTrans has determined that the goals are comparable and an adjustment based on this factor is not warranted.

D. **Other Evidence**

GTrans did not receive any evidence to the contrary, nor are we aware of any other factors which would have a material effect on the ability of DBEs within our market area to participate (i.e. meet bonding, insurance and financial requirements) in GTrans' FTA-assisted contracting programs. **Thus, no goal adjustment was made in consideration of this factor.** However, GTrans continues to explore and consider all available evidence that would materially affect the opportunities for DBEs to participate in our FTA-assisted contracting programs by expanding our network of communication with DBEs in our region.

VIII. **RACE- AND GENDER-NEUTRAL MEASURES**

GTrans will use race- and gender-neutral measures to meet the established overall DBE goal for FFY 2022-2024, in conformance with Title 49 CFR Part 26; "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs".

GTrans will implement Race-Neutral measures to meet its Overall DBE Goal objectives in accordance with 49 CFR Part 26.51, including but not limited to:

- Encouraging participation of DBEs in pre-bid conferences;
- Outreaching to DBE trade associations to provide information on GTrans contracting opportunities;
- Soliciting support of DBE trade associations to distribute bid announcements including bid specifications;
- Encouraging DBEs to discuss their capabilities with prime contractors at pre-bid conferences;

- Using an eProcurement system, which will allow targeted distribution to registered DBEs
- Using online advertising of solicitations such as DBEGoodFaith.com to increase outreach to small, minority, veteran and disabled business communities.

IX. PUBLIC PARTICIPATION AND FACILITATION

In accordance with Public Participation Regulatory Requirements of Title 49 CFR Part 26, minority, women, local business chambers, and community organizations within the City of Gardena's market area will be consulted and provided an opportunity to review the goal analysis and provide input. The City of Gardena will prepare Outreach Consultation Letters advising the aforementioned business community of the proposed DBE goal analysis and its availability for review and comment.

Additionally, GTrans will hold consultation sessions with interested organizations and stakeholders who could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and efforts to establish a level playing field for the participation of DBEs. GTrans' Outreach Consultation Letters will provide interested organizations and stakeholders with pertinent logistical information regarding the City's consultation sessions.

The City of Gardena will also post a Public Notice and the City of Gardena's proposed Overall Goal for the FFY 2022-2024 FTA-assisted contracts on its website. The Public Notice will inform the public that the proposed goal and rationale are available for inspection at the GTrans' Administrative Office during normal business hours for thirty (30) days following the date of the Public Notice and that GTrans will accept comments on the goal analysis for forty-five (45) days from the date of the Public Notice. GTrans will give full consideration to all comments and input and assess its impact on the proposed Overall DBE Goal. If no impact and/or comments are received during the public participation process, the Goal will be considered final.