



GARDENA CITY COUNCIL

Regular Meeting Notice and Agenda

Council Chamber at City Hall

1700 West 162nd Street, Gardena, California

Website: www.cityofgardena.org

Tuesday, October 12, 2021

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 signed Assembly Bill 361. 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.
3. PARTICIPATE DURING THE MEETING VIA ZOOM WEBINAR
 - o Join Zoom Meeting Via the Internet or Via Phone Conference
 - o <https://us02web.zoom.us/j/86208256010>
Phone number: US: +1 669 900 9128, Meeting ID: 862 0825 6010
 - o 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

3. PLEDGE OF ALLEGIANCE

Brandon Castillo - 1st Grade
Chapman Elementary School

4. INVOCATION

Presented by Mayor Pro Tem Rodney G. Tanaka

5. PRESENTATIONS

6. PROCLAMATIONS

6.A "Gardena Red Ribbon Week," October 23 through October 31, 2021
[Proclamation - Red Ribbon Week 2021.pdf](#)

7. APPOINTMENTS

8. CONSENT CALENDAR

NOTICE TO THE PUBLIC- Roll Call Vote Required On The Consent Calendar All matters listed under the Consent Calendar will be enacted by one motion unless a Council Member requests Council discussion, in which case that item will be removed from the Consent Calendar and considered separately following this portion of the agenda.

8.A Approve Minutes:

Regular Meeting of the City Council, September 28, 2021

CONTACT: CITY CLERK

[09282021 REGULAR Minutes Gardena CC Meeting - FINAL.pdf](#)

- 8.B Approval of Warrants/Payroll Register, October 12, 2021

CONTACT: CITY TREASURER

[Warrants-Payroll Register Memo 10-12-21.pdf](#)

- 8.C Personnel Report No. P-2021-18

CONTACT: HUMAN RESOURCES

[PERS RPT P-2021-18 10-12-21.doc](#)

[Attachment #1-Classification & Compensation Schedule-October 12 2021 #1.pdf](#)

- 8.D RESOLUTION NO. 6525. Addendum to Reso No. 6332 and repealing Reso No. 6488, Lifting freezes for unrepresented/confidential positions

CONTACT: HUMAN RESOURCES

[Reso No. 6525.pdf](#)

9. EXCLUDED CONSENT CALENDAR

10. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET

- 10.A OCTOBER 5, 2021 MEETING - *Meeting Cancelled*

ORAL COMMUNICATIONS (LIMITED TO A 30-MINUTE PERIOD)

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

11. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES

12. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT

- 12.A CONTRACT BUILDING SERVICES AGREEMENT WITH BPR CONSULTING GROUP, INC. TO PROVIDE BUILDING OFFICIAL AND OTHER PLAN AND PERMIT PROCESSING SERVICES

Staff Recommendation: Approve Contract with BPR Consulting Group, Inc.

[Staff_Report_-_BPR_Building_Services.pdf](#)

[BPR Consulting Agreement.pdf](#)

[21 BPR City of Gardena-Proposal - R1.pdf](#)

13. DEPARTMENTAL ITEMS - ELECTED & ADMINISTRATIVE OFFICES

- 13.A APPROVAL OF THE 2021-2025 MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF GARDENA AND THE GARDENA MUNICIPAL EMPLOYEES ASSOCIATION (GMEA)

Staff Recommendation: Approve the MOU and authorize the City Manager to execute the MOU with a term of July 1, 2021 through June 30, 2025

[Agenda STAFF REPORT GMEA MOU.pdf](#)

[Ratified GMEA Memorandum of Understanding.pdf](#)

- 13.B DISCUSSION AND CONSIDERATION REGARDING RESUMING IN-PERSON MEETINGS OF THE GARDENA CITY COUNCIL AND ITS LEGISLATIVE BODIES AND CONSIDERATION OF RESOLUTION NO. 6534 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH NEWLY ADOPTED GOVERNMENT CODE SECTION 54953(e) (AB 361)

Staff Recommendation: It is recommended that the City Council discuss and consider the following options regarding the manner in which public meetings will be conducted:

1. **Option 1:** Commencing October 26, 2021, return to in person public meetings.
2. **Option 2:** Commencing October 26, 2021, conduct public meetings virtually for meetings of all public bodies subject to the Brown Act in accordance with the requirements of AB 361; and adopt Resolution No. 6534, which will require reauthorization every 30 days.
3. **Option 3:** Other as directed by the City Council.

[RESO No 6534.pdf](#)

- 13.C COVID-19 UPDATE

14. **DEPARTMENTAL ITEMS - POLICE**

15. **DEPARTMENTAL ITEMS - PUBLIC WORKS**

- 15.A AWARD ENGINEERING DESIGN SERVICES CONTRACT FOR THE LOCAL STREET IMPROVEMENTS FISCAL YEARS 2020-2022 PROJECT.

Staff Recommendation: Award Engineering Design Services Contract to DMS Consultants, Inc. in the amount of \$149,650 for the Local Street Improvements Project Fiscal Years 2020-2022, JN 987 & 994.

[DMS Proposal.pdf](#)

[JN 987 & 994 Local Street Improvements_PMP Forecasted List.pdf](#)

- 15.B ACTIONS RELATING TO ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION PROJECT - SITE PREPARATION, JN 968.

Staff Recommendation:

- Award Construction Contract for the Rowley Park Baseball Diamond Restroom Rehabilitation Project (Site Preparation), JN 968, to Dearth E&C, Inc., Gardena California, in the amount of \$105,550.00. Approve
- the project plans and specifications.
- Approve a budget transfer of \$119,000 Park in-lieu funds from JN 961 Bell Park Rehabilitation Project to JN 968 Rowley Park Baseball Diamond Restroom Rehabilitation Project.
- Declare this project to be categorically exempt under the California Environmental Quality Act, Section 15302, Class II, as replacement of existing facilities.

[JN 968 Rowley Park Restroom Site Plans.pdf](#)

[JN 968 Rowley Park Prefab Restroom_Site Work Specifications.pdf](#)

[JN 968 NOE.pdf](#)

[JN 968 Project Location Map.pdf](#)

15.C CITYWIDE WAYFINDING / ENTRY SIGN PROGRAM PROJECT, JN 507.

Staff Recommendation: Approve a Budget Appropriation in the amount of \$100,000.00, Gas Tax funds, to begin the design phase of the Citywide Wayfinding / Entry Sign Program Project, JN 507.

[JN 507 Wayfinding and Entry Design RFP.pdf](#)

[JN 507 Wayfinding Sign Proposal_DVD.pdf](#)

[JN 507 Wayfinding Slides Council Presentation.pdf](#)

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

17. **DEPARTMENTAL ITEMS - TRANSPORTATION**

17.A APPROVE AMENDMENT TO AGREEMENT WITH ITERIS, INC. FOR ADDITIONAL TRAFFIC SIGNAL/ENGINEERING SERVICES FOR \$233,237 AND A PROJECT TOTAL OF \$268,223

Staff Recommendation: Approve Amendment

[Iteris Consultant Agreement 9_2021.pdf](#)

[BSP Operational Diagram.pdf](#)

[BSP Project Corridor Map.pdf](#)

17.B APPROVE GTRANS PARTICIPATION IN LOS ANGELES COUNTY METRO'S PILOT FARELESS SYSTEM INITIATIVE (GOPASS) PROVIDING FREE FARES FOR K-12 AND COMMUNITY COLLEGE STUDENTS

Staff Recommendation: Approve Participation

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**

Herbert Leo Wildfeuer; 84 years of age, longtime Gardena resident who had a successful career developing rental properties in Gardena.

24. **ADJOURNMENT**

The Gardena City Council will adjourn to the Closed Session portion of the City Council Meeting at 7:00 p.m. followed by the Regular City Council Meeting at 7:30 p.m. on Tuesday, October 26, 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 8th day of October 2021

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- /s/ MINA SEMENZA
MINA SEMENZA, City Clerk



PROCLAMATION

WHEREAS, the abuse of drugs, alcohol, and tobacco impedes the ability of youth and adults to lead healthy, productive lives; and

WHEREAS, California has led the nation in making expansive investments in prevention by launching the most ambitious prevention education programs statewide, advocating that communities and individuals continue prevention / education programs and activities to discourage the abuse of alcohol, tobacco, and other drugs; and

WHEREAS, the Center for Disease Control and Prevention (CDC) and the U.S. Food and Drug Administration (FDA) has issued information about recent outbreaks of lung disease, illness, and deaths associated with E-cigarette and vaping use; and

WHEREAS, the GARDENA DRUG AND ALCOHOL ABUSE PROGRAM (G-DAAP) coalition, in conjunction with the GARDENA HIGH SCHOOL TASK FORCE (HSTF) and AADAP, Inc., are coordinating Gardena's Red Ribbon Week Celebration to support year-round prevention education efforts - offering citizens the opportunity to demonstrate their support of healthy, drug-free lifestyles, and to develop an attitude of intolerance to the use of illegal drugs and the illegal use of legal drugs; and

WHEREAS, established in 1985, the National Red Ribbon Celebration will be observed again, in 2021, in communities across America throughout RED RIBBON WEEK, October 23-31, during which the citizens of Gardena will show their commitment to healthy, drug-free communities by wearing and displaying RED RIBBONS during this week-long campaign;

NOW, THEREFORE, I, Tasha Cerda, Mayor of the CITY OF GARDENA, CALIFORNIA, do hereby proclaim **OCTOBER 23 through 31, 2021**, to be

GARDENA NATIONAL RED RIBBON WEEK

and encourage all citizens of Gardena to participate in drug abuse prevention activities in conjunction with this important observance and to be pro-active within our homes, schools, neighborhoods, and Gardena community-wide to raise awareness and take action against the harm caused by alcohol, tobacco, marijuana, prescription drugs, and other related drug abuse that can deeply impact the lives of our young people in our community.

The City of Gardena is pleased to support the National Red Ribbon Week 2021 Celebration Theme:

⌘ "Drug Free Looks Like Me!" ⌘

Tasha Cerda

MAYOR

Dated: **12th day of October, 2021**

MINUTES
Regular Meeting of the
Gardena City Council
Tuesday, September 28, 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 called to order at 7:00 PM on Tuesday, September 28, 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; and Council Member Paulette C. Francis. Other City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; and City Clerk Mina Semenza.

At 7:03 p.m., the City Council recessed into Closed Session via Microsoft Teams, 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. Other City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; Director of Community Development Greg Tsujiuchi; and Outside Counsel Amanda Pope.

PUBLIC COMMENT ON CLOSED SESSION - None

2. CLOSED SESSION

2.A CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

City of Gardena vs. Alfons Kaplonek, et al., Los Angeles Superior Court Case No.21TRCP00238

2.B CONFERENCE WITH LEGAL COUNSEL

ANTICIPATED LITIGATION

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

(One [1] Matter)

2.C 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

Mayor Cerda reconvened the meeting to the Regular Open Session at 7:36 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 no reportable action had been taken.

3. PLEDGE OF ALLEGIANCE

Anthony Aaron and Erik Acosta led the Pledge of Allegiance. Anthony is currently a Gardena Resident and a volunteer who would like to be more involved in the community. He is a role model and a leader and interested in joining the Gardena Youth Commission. He brought along his classmate, Erik, to join him today. Both of them attend Middle College High School.

4. INVOCATION

Mayor Pro Tem Rodney G. Tanaka led the Invocation.

5. PRESENTATIONS - No Items

6. PROCLAMATIONS

6.A "Hispanic Heritage Month" - ***was proclaimed by Mayor Cerda***

7. APPOINTMENTS – No Appointments were made

8. CONSENT CALENDAR

8.A Approve Minutes:

Special Closed Session Meeting, September 9, 2021

Regular Meeting of the City Council, September 14, 2021

CONTACT: CITY CLERK

8.B Receive and File of Minutes: Planning & Environmental Quality Commission,
August 17, 2021

CONTACT: COMMUNITY DEVELOPMENT

8.C Approval of Warrants/Payroll Register, September 28, 2021

CONTACT: CITY TREASURER

September 28, 2021: Wire Transfer: 12054-12065; Prepay: 164594-164599; Check
Nos. 164600-164808 – for a total Warrants issued in the amount of \$3,931,274.86;
Total Payroll Issued for September 24, 2021: \$2,043,760.31.

8.D Monthly Portfolio, August 2021

CONTACT: CITY TREASURER

8.E Personnel Report No. P-2021-17

CONTACT: HUMAN RESOURCES

8.F Approval of Final Tract Map No. 82945

CONTACT: PUBLIC WORKS

- 8.G Second Reading and Adoption of ORDINANCE NO. 1833, Adding Chapter 2.68 to the Gardena Municipal Code Codifying the Gardena Beautification Commission. Introduced by Council Member Francis at our September 14, 2021 Council Meeting
CONTACT: ELECTED & ADMINISTRATIVE OFFICES

ORDINANCE NO. 1833

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA ADDING CHAPTER 2.68 TO THE GARDENA MUNICIPAL CODE CODIFYING THE GARDENA BEAUTIFICATION COMMISSION

- 8.H Approve City of Gardena's GTrans Public Transportation Agency Safety Plan
CONTACT: TRANSPORTATION

- 8.I ORDINANCE NO. 1832, Adopting an Ordinance amending the 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. The project is exempt from the provisions of CEQA pursuant to Section 15061(b)(3). Introduced by Mayor Pro Tem Tanaka at our September 14, 2021 Council Meeting
CONTACT: COMMUNITY DEVELOPMENT DEPARTMENT

ORDINANCE NO. 1832

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA AMENDING CHAPTER 18.40 OF THE GARDENA MUNICIPAL CODE RELATING TO REQUIRED PARKING AND LOADING TO PERMIT OFF-SITE PARKING, STREET PARKING, TANDEM, AND OTHER CONFIGURATIONS WITH A CONDITIONAL USE PERMIT IN CERTAIN CIRCUMSTANCES

- 8.J ORDINANCE NO. 1834: Adopting an Ordinance regarding City Council review of Planning Commission actions. The project is exempt from the provisions of CEQA pursuant to Section 15061(b)(3). Introduced by Council Member Henderson at our September 14, 2021 Council Meeting
CONTACT: COMMUNITY DEVELOPMENT DEPARTMENT

ORDINANCE NO. 1834

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA AMENDING SECTION 18.72.050 OF THE GARDENA MUNICIPAL CODE RELATING TO THE CALL FOR REVIEW PROCEDURES

It was moved by Council Member Francis, seconded by Council Member Henderson, and carried by the following roll call vote to Approve all Items on the Consent Calendar with the exception of Items 8.I and 8.J:

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

Noes: None

Absent: None

9. **EXCLUDED CONSENT CALENDAR**

- 8.I **COMMUNITY DEVELOPMENT DEPARTMENT - ORDINANCE NO. 1832** - Adopting an Ordinance amending the 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. The project is exempt from the provisions of CEQA pursuant to Section 15061(b)(3). Introduced by Mayor Pro Tem Tanaka at our September 14, 2021 Council Meeting.

This item was pulled by Council Member Francis.

There was a discussion which included Council Member Francis, Mayor Cerda, Council Member Kaskanian, Assistant Attorney Kranitz and former Interim Community Development Director, Gregg McClain regarding excluding the lift parking from the Ordinance. Mr. McClain recommended we leave it in and take it on a case by case basis, not to exclude it completely; it was also mentioned that we address noise impact on the community. Assistant City Attorney Kranitz suggested going to Culver City if anyone wanted to see an example.

It was moved by Council Member Henderson, seconded by Council Member Kaskanian, and carried by the following roll call vote to Approve Item 8.I:

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

Noes: Council Member Francis

Absent: None

- 8.J **COMMUNITY DEVELOPMENT DEPARTMENT - ORDINANCE NO. 1834**: Adopting an Ordinance regarding City Council review of Planning Commission actions. The project is exempt from the provisions of CEQA pursuant to Section 15061(b)(3). Introduced by Council Member Henderson at our September 14, 2021 Council Meeting.

This item was pulled by Council Member Francis.

There was a discussion which included Council Members Francis, Henderson and Kaskanian, Mayor Cerda, City Attorney Vasquez and Assistant City Attorney Kranitz regarding calling Planning Commissions items for review; the Ordinance that was being brought up for adoption amended our Municipal Code by adding a second by another Council Member instead of just one Council Member when calling an item for review. An excel spreadsheet was provided to Council indicating the number of calls for review since 2017. Council Member Francis expressed her opinion that it is very difficult for the public to have input on an item when they are put on the Consent Calendar; she feels that we need to have a better way of putting Planning Commission items on the Agenda. Mayor Cerda stated that if there are call for reviews on the Consent Calendar, we are still giving our residents the opportunity to comment on them. City Attorney Vasquez explained that all the items that are called for review go on the Planning Action Sheet first, we then go through each of those items and at that time Council decides; a public hearing is set, and the public could comment at that time. Council Member Henderson stated that he did not think it was an issue to ask for a second; Council Member Kaskanian stated that he was in agreement with Council Member Francis, this item is not suitable for him.

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

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

Noes: Council Members Francis and Kaskanian

Absent: None

10. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET

10.A SEPTEMBER 21, 2021 MEETING

Staff provided a presentation on the City's recently released Draft Housing Element for 2021-2029. The Draft Plan will be posted on the City's website for several weeks before it is formally submitted to the State's Housing and Community Development (HCD) Department to allow additional time for general public review. Staff also presented on the City's new Environmental Justice Element and Safety Element Update.

Commission Action: No action was taken.

City Council: Receive and file.

Received and Filed

ORAL COMMUNICATIONS - No Speakers

11. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES – No Items

12. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT – No Items

13. DEPARTMENTAL ITEMS - ELECTED & ADMINISTRATIVE OFFICES

13.A COVID-19 Update

City Manager Osorio presented a PowerPoint.

14. DEPARTMENTAL ITEMS - POLICE

14.A NOTIFICATION OF ELIGIBILITY FOR FUNDING IN THE AMOUNT OF \$26,126.00 UNDER THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM, FISCAL YEAR 2021 LOCAL SOLICITATION

City Manager Osorio presented the Staff Report.

There was a discussion which included Council Member Henderson, City Manager Osorio and Chief Saffell regarding how we are going about obtaining grants and what are we doing with the recycled helmets. City Manager Osorio replied that we are using a consultant to help us apply for grants; Chief Saffell then replied that we are able to sell the recycled helmets back to the vendor and stated that we do get a credit for them.

Received and File

15. DEPARTMENTAL ITEMS - PUBLIC WORKS

15.A. AUTHORIZE CONSULTANT SERVICES CONTRACT WITH PROJECT PARTNERS, INC., FOR TEMPORARY ENGINEERING STAFF AUGMENTATION IN THE AMOUNT OF \$115,000.00

City Manager Osorio presented the Staff Report.

There was a discussion which included Council Members Kaskanian, Henderson, and Francis, Director of Public Works Allan Rigg and City Manager Osorio regarding the number of employees that are being brought in and if they are going to work at City Hall or remotely; it was also suggested that if a report could be done to compare the analysis of the defined work that needs to get done after these projects are concluded, so we can go back to the normal scope of work. Director Rigg replied that we are paying \$110.00 per hour; he continued to say that if we were to hire a full time employee it would be \$170 or \$180 per hour; we have acquired a number of grant projects during this temporary surge, we don't want to hire someone long term. City Manager Osorio stated that we did not lose any engineers from the layoff, this is happening because of the surge of projects that has occurred. The cost of this project was also discussed; Director Rigg stated not one penny was coming out of the General Fund, it was coming from various CIP funds.

It was moved by Council Member Francis, seconded by Council Member Kaskanian, and carried by the following roll call vote to Authorize Consultant Services Contract:

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

Noes: None

Absent: None

15.B ACTIONS RELATING TO VAN NESS AVENUE AND 139TH STREET IMPROVEMENTS PROJECT, JN 952

City Manager Osorio presented the Staff Report.

There was a discussion which included Mayor Cerda, Director Rigg and City Manager Osorio regarding how long the project would take, and how there's lots of illegal dumping taking place in that area. It was then asked if there is any extra money set aside to put cameras up, especially behind Nissin Foods. Director Rigg replied the project will take 3 months; City Manager Osorio replied that a camera system would be dependent upon funding.

It was moved by Council Member Kaskanian, seconded by Council Member Francis, and by the following vote to Award a construction contract for the Van Ness Avenue and 139th Street Improvements Project, JN 952, to All American Asphalt, Corona California; Approve the project plans and specifications; Award a Construction Management and Inspection (CMI) Services Contract to Cannon Company, Irvine California and approve expenditures of remaining project budget for staff administration and contingency; Declare this project to be categorically exempt under the

California Environmental Quality Act, Section 15301, Class I, as rehabilitation of existing facilities:

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

Noes: None

Absent: None

15.C FIRE STATION NO. 158, ROOF REPLACEMENT PROJECT, JN 509

City Manager Osorio presented the Staff Report.

There was a discussion which included Council Members Henderson and Francis, Mayor Cerda, Mayor Pro Tem Tanaka, Director Rigg and City Manager Osorio regarding if we replaced the roof would we be able to request a higher evaluation; questions about removing the trees, but how they are an important part of our environment; it was stated that the needles are a nuisance and the pigeon mites that live in the trees are coming through the vents and are biting the firefighters. City Manager replied that it does extend the life of the building, replacing the roof with another one would be the same asset; Director Rigg then stated that some of these trees would be about \$5,000 to remove, that they could be trimmed, and that they could look into the health and safety of our firefighters moving forward.

It was moved by Mayor Pro Tem Tanaka, seconded by Council Member Henderson, and carried by the following roll call vote to Authorize Reimbursement to the County of Los Angeles Fire Department for the Fire Station No. 158, Emergency Roof Replacement; Authorize a Budget Appropriation for the ceiling repair design phase of the Fire Station No. 158, Roof Replacement Project, JN 509:

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

Noes: None

Absent: Non

15.D ACTIONS RELATING TO GARDENA COMMUNITY AQUATIC AND SENIOR CENTER PROJECT, JN 978

City Manager Osorio presented the Staff Report.

There was a discussion which included Mayor Pro Tem Tanaka, Council Members Henderson, Francis and Kaskanian, and Director Rigg regarding the homeless hanging out around the project, and possibly putting cameras so the project could be tracked; they also talked about asbestos and the Prop 68 grant we have applied for. It was also mentioned have we put in enough contingency for change orders and are our subs that are working under our primes working up to par; and how diverse is the work and labor force and are they reaching out to trades. Larry Ryan, founding partner of RJM Design Group came into the meeting and he and Director Rigg presented a PowerPoint showing all the different renderings of the project. Larry then spoke about his experience and how long he has been in business; he spoke about his team and how committed they would be to this project. He spoke that they are anticipating finishing in June 2024. Recreation and Human Services Director Stephany Santin and

spoke about Gardena High using the pool to hold swim competitions; she stated we have not yet reached out to them to see if they are interested. Mr. Ryan stated that we are only as good as our subs, I couldn't live up to our reputation without them; he then said they would walk on water to meet a deadline; he continued to say that the team he works with are guys he works with all the time; he then said the RJM team is very diverse.

It was moved by Council Member Henderson, seconded by Mayor Pro Tem Tanaka, and carried by the following roll call vote to Award of Contract to RJM Design Group, Inc. for Design, Architecture and Engineering Services for the Gardena Community Aquatic and Senior Center Project, JN 978; Authorization of Demolition of existing Primm Pool Facilities and Residences and Structures located at 16004 and 16010 S. Harvard Boulevard; Construction of Aquatic and Senior Center, to be confirmed upon receipt of acceptable bid for construction; Direct Staff to file a Notice of Exemption pursuant to Categorical Exemption Guidelines section 15302 (replacement) and 15332 (infill) and note that the demolition activities are not subject to CEQA under Guidelines section 15268 for ministerial activities

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

Noes: None

Absent: None

15.E CITYWIDE WAYFINDING / ENTRY SIGN PROGRAM PROJECT, JN 507

City Manager Osorio presented the Staff Report.

This item is being tabled to the next Council Meeting – October 12, 2021

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

17. DEPARTMENTAL ITEMS – TRANSPORTATION – *No Items*

18. COUNCIL ITEMS – *No Items*

19. COUNCIL DIRECTIVES

Council Member Francis

- (1) Asked about the status of the Street Vendor Ordinance. City Attorney Vasquez answered her questions.
- (2) She expressed her concerns about the absence of City Manager Osorio when he attended a conference for two days and Chief of Police Saffell took his place. She requested for a plan to be put in place in case City Manager is not available and or in case of an emergency. Mayor Cerda and City Attorney Vasquez explain and answered Council Member Francis questions.
- (3) She then asked about the ProLogis Settlement Agreement; City Attorney Vasquez gave her an update and Assistant City Attorney Kranitz read the non-opposition language Section 5 of the Settlement Agreement.

Mayor Pro Tem Tanaka

- (1) Asked City Manager Osorio if a study can be conducted and maybe look into annexing the southern border of the city: Vermont to 190th, 190th to Crenshaw and Crenshaw to Artesia. Council Member Kaskanian gave a second.

At 10:23 p.m. Mayor Cerda excused herself from the Council Meeting and Mayor Pro Tem Tanaka proceeded with the meeting.

20. CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS

1. Report regarding number of metrics for the Community Development Department: Plan Checks and Permits etc., a more readable report will be provided later.
2. Food, Wine and Brew Festival taking place on Saturday, October 2, 2021, from 12:00 p.m. to 7:00 p.m. at the Gardena City Hall Complex.
3. The Game Changer Tailgate Sponsored by GTrans, Sunday, October 3, 2021, at City Hall Complex from 10:00 a.m. – 4:00 p.m., Gates open at 9:30 a.m., General Admission is \$10 that would include (1) hamburger or hotdog provided by GTrans. For the easiest way to SoFi Stadium, ride GTrans' new Line 7x-Stadium Express \$4 round trip from Harbor Gateway Transit Center every Sunday. City Manager Osorio complimented the GTrans buses. Council Members Francis, Tanaka and Kaskanian had question for Transportation Director Crespo.
4. Harvest Festival, Saturday, October 16, 2021, at the Civic Center Complex, featuring Pumpkin Patch, Live Music, Retail Vendors, Food Vendors, Kids Activities, Chili Cook-off and so much more, from 10:00 a.m. – 4:00 p.m.
5. Save the Date for our 21st Annual Pancake Breakfast. Our K-9 Chefs Maxo and Amir are working on perfecting their pancake recipe. Saturday, October 16, 2021, from 7:00 a.m. – 10:00 a.m. at the City Hall Complex. All proceeds benefit the GPD Canine Program.
6. The City of Gardena Chili Cook-off; Saturday, October 16, 2021, from 12:00 p.m. – 2:00 p.m. Details provided on flyer, and we'll be posted on our city website.
7. "Too Cute To Spook" Halloween Event for ages 0 – 10; Bring your Kiddos to City Hall for a safe, fun-filled night of trick-or-treating; Friday, October 29, 2021, from 5:30 p.m. – 7:30 p.m.
8. The Halloween Scare Zone on Friday, October 29, 2021, from 6:30 p.m. – 9:00 p.m., located at Freeman Park and Rowley Park.
9. Video – Tropical Oasis Employee Recognition Day, featuring other City Events.
10. City Manager Osorio greets Council Member Henderson on his upcoming birthday on Saturday, October 2, 2021.
11. City Manager Osorio recognized all the sons for National Sons Day.

21. COUNCIL REMARKS

1. MAYOR PRO TEM TANAKA - Since the last meeting Mayor Pro Tem Tanaka attended Sergeant Eric Hyde's promotion to Lieutenant, Employee Recognition, Gardena Beautification, RCC Emergency Board Meeting, Fair Housing Workshop, went to Sacramento along with City Manager Osorio and they represented the City of Gardena at the League of California Cities, Mayor Pro Tem Tanaka shared their experience at the conference, they attended the Welcome Ceremony, attended the Ethics Training, business luncheon, saw local politicians get awards, vendor expo and infrastructure aging conference. Lastly, Mayor Pro Tem Tanaka thanked City Manager Osorio for attending and taking him out to dinner for his birthday.

2. COUNCIL MEMBER KASKANIAN – Apologized to Chief Saffell since he couldn't attend the promotion of Eric Hyde. Since the last meeting he attended the Gardena Beautification, and the South Bay COG meeting in absence of Mayor Pro Tem Tanaka.
3. COUNCIL MEMBER HENDERSON – Congratulated and thanked all city employees and explained he couldn't attend Employee Recognition. Since the last meeting he attended the L.A BIZFED meeting, Gardena Beautification, Biz Fed Responsible Governance Meeting, South Bay Fiber network meeting, and the Freeman Park event. Wished everyone a Happy Expanded Hispanic Month and acknowledged his three sons Nico, Mark and Jared on National Son's Day.
4. MAYOR CERDA – Left the meeting, had a personal emergency.
5. COUCIL MEMBER FRANCIS- Since the last meeting, she attended the promotional ceremony for Lieutenant Hyde, Gardena Beautification Day, Freeman Park event. Thanked Recreation Department for a wonderful event. Wished everyone a Happy Hispanic Heritage month and lastly shared a famous quote "Si Se Puede" which means "Yes we can".

22. ANNOUNCEMENT(S)

Mayor Pro Tem Tanaka stated that there are no more announcements to be made but hopes to see everybody on Saturday at the Food, Wine and Brew Festival.

23. REMEMBRANCES

Lem Alvin Magee, long time Gardena resident of 53 years; and Van D. Magee, long time Gardena resident of 25 years; Jesus M. De Castro, 85 years of age, beloved father of Jun De Castro, Associate Engineer in the Public Works Department.

24. ADJOURNMENT

At 10:57 p.m., Mayor Cerda adjourned the Gardena City Council Meeting to the Closed Session portion of the City Council Meeting at 7:00 p.m., and the Regular City Council Meeting at 7:30 p.m. on Tuesday, October 12, 2021.

APPROVED:

Tasha Cerda, Mayor

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

By: _____
Becky Romero, Deputy City Clerk

MEMORANDUM

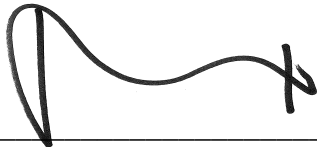
TO: Honorable Mayor and City Council
FROM: Treasurer's Department
DATE: October 7, 2021
SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

October 12, 2021 TOTAL WARRANTS ISSUED: \$2,163,064.52

Wire Transfer: 12066-12068
Prepay: 164809-164812
Check Numbers: 164813-164964
Checks Voided:

Total Pages of Register: 17

October 8, 2021 TOTAL PAYROLL ISSUED: \$1,547,751.37



for J. Ingrid Tsukiyama, City Treasurer

cc: City Clerk

vchlist
10/07/2021 10:44:50AM

Voucher List
CITY OF GARDENA

Page: 1

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12066	9/27/2021	104058 ADMINSURE INC.	92121		WORKERS' COMP CLAIMS	27,324.57
					Total :	27,324.57
12067	9/29/2021	106110 ADVANCED BENEFIT SOLUTIONS, LLC	092721		HEALTH INSURANCE CLAIMS	82,884.19
					Total :	82,884.19
12068	9/30/2021	104058 ADMINSURE INC.	092721		WORKERS' COMP CLAIMS	13,469.36
					Total :	13,469.36
164809	9/28/2021	307108 PETTY CASH FUND	04/23-09/12		REPLENISH PETTY CASH	487.15
					Total :	487.15
164810	9/28/2021	101008 SOCAL WRAPS	18541A	037-10073	LINE 7X MATERIALS AND INSTALLATIO	11,895.60
					Total :	11,895.60
164811	9/29/2021	110225 ACCESS SPECIALTY ANIMAL, HOSPITALS	1177070		VETERINARY SERVICES - AMIR	385.00
					Total :	385.00
164812	10/4/2021	106846 MONDRAGON, WILLIAM	100221	034-00503	ENTERTAINMENT SERVICES - FOOD, V	4,500.00
					Total :	4,500.00
164813	10/12/2021	111853 ACCESS	81095		PD SHREDDING SERVICES	100.00
					Total :	100.00
164814	10/12/2021	101307 ACCU-CUT, INC.	125714		SLAB SAW 3'X3'X10" CONCRETE FOR M	675.00
					Total :	675.00
164815	10/12/2021	101748 AFTERMARKET PARTS COMPANY LLC, THE	82481372	037-10048	GTRANS AUTO PARTS	116.85
			82484803	037-10048	GTRANS AUTO PARTS	532.58
			82491648	037-10048	GTRANS AUTO PARTS	26.26
			82493090	037-10048	GTRANS AUTO PARTS	110.01
			82494118		GTRANS AUTO PARTS	413.14
			82494310	037-10048	GTRANS AUTO PARTS	170.45
			82494499	037-10048	GTRANS AUTO PARTS	1,118.09
			82496138	037-10048	GTRANS AUTO PARTS	725.89
					Total :	3,213.27

Page: 1

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164816	10/12/2021	101338 ALCO TARGET COMPANY	70254		PD TRAINING SUPPLIES	343.84
Total :						343.84
164817	10/12/2021	101628 AQUA-FLO SUPPLY	1804033		PARK MAINT SUPPLIES	38.90
			1804153		STREET MAINT SUPPLIES	24.75
			1804750		PARK MAINT SUPPLIES	52.24
			1806103		PARK MAINT SUPPLIES	50.82
			1806143		PARK MAINT SUPPLIES	167.43
			1808802		PARK MAINT SUPPLIES	67.03
			1810799		PARK MAINT SUPPLIES	133.46
Total :						534.63
164818	10/12/2021	105293 ARC DOCUMENT SOLUTIONS, LLC	11010566		REPROGRAPHIC SERVICES - JN 952 1	227.65
Total :						227.65
164819	10/12/2021	104687 AT&T	17043016		TELEPHONE	332.47
			17043017		TELEPHONE	387.08
			17046136		TELEPHONE	674.12
			17073635		TELEPHONE	33.78
			17073636		TELEPHONE	86.41
			17073650		TELEPHONE	33.78
			17073658		TELEPHONE	33.78
			17073659		TELEPHONE	87.52
Total :						1,668.94
164820	10/12/2021	111170 AT&T FIRSTNET	287293416290X9102021		PD CELL PHONE ACCT #287293416290	1,746.90
			287295242065X9102021		PD CELL PHONE ACCT #287295242065	466.84
Total :						2,213.74
164821	10/12/2021	100474 AT&T LONG DISTANCE	091221		TELEPHONE	34.15
Total :						34.15
164822	10/12/2021	100964 AT&T MOBILITY	287275680401X100121		PD CELL PHONE ACCT #287275680401	204.65
			287275680401X9012021		PD CELL PHONE ACCT #287275680401	170.38
			828667974X09162021		CM CELL PHONE ACCT #828667974	86.46
			835577878X09012021		PD CELL PHONE ACCT #835577878	648.84
			835577878X10012021		PD CELL PHONE ACCT #835577878	656.32

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164822	10/12/2021	100964 100964 AT&T MOBILITY	(Continued)		Total :	1,766.65
164823	10/12/2021	108383 ATKINSON, ANDELSON, LOYA, RUDD & ROMC 631343			PROFESSIONAL SERVICES	14,393.87
					Total :	14,393.87
164824	10/12/2021	102880 AUTOPLEX, INC.	13188		2021 FORD INTRCPTR #1614738 OIL &	85.02
			14576		2020 FORD INTRCPTR #1591740 OIL &	85.02
					Total :	170.04
164825	10/12/2021	109824 AXON ENTERPRISE INC.	INUS013111	035-01110	BODY WORN CAMERA ANNUAL PAYME	79,858.44
					Total :	79,858.44
164826	10/12/2021	110190 BASNET FAMILY CHILD CARE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	4,200.00
					Total :	4,200.00
164827	10/12/2021	102400 BAYSIDE MEDICAL CENTER	00119892		BLOOD DRAW	190.80
			00123172		BLOOD DRAW	190.80
			00124621		BLOOD DRAW	468.00
			00127350		BLOOD DRAW	572.40
					Total :	1,422.00
164828	10/12/2021	102135 BEHREND, KENT	055	023-01346	IT NETWORK SUPPORT	3,400.00
					Total :	3,400.00
164829	10/12/2021	108715 BOBBS, CINDY	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	4,200.00
					Total :	4,200.00
164830	10/12/2021	110938 BRANDON'S FAMILY CHILDCARE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	1,200.00
					Total :	1,200.00
164831	10/12/2021	105991 BURRO CANYON ENT., INC.	2380		RANGE FEES 04/22/21	20.00
			2496		RANGE FEES 09/07/21	90.00
					Total :	110.00
164832	10/12/2021	110537 CALIFORNIA CONSULTING, INC.	4814		GRANT WRITING SERVICES - SSP LET	1,260.00
					Total :	1,260.00
164833	10/12/2021	110538 CANNON COMPANY	77680	024-00628	170TH STREET IMPROVEMENT JN944	2,948.25

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164833	10/12/2021	110538 110538 CANNON COMPANY	(Continued)		Total :	2,948.25
164834	10/12/2021	103489 CF UNITED LLC	080121-083121		CAR WASH - AUGUST 2021	60.00
					Total :	60.00
164835	10/12/2021	103127 CHILD 2 CHILD CONNECTION, FAMILY DAY C/ AB 131 SUPPLEMENTAL			CHILD CARE PROVIDER	4,200.00
					Total :	4,200.00
164836	10/12/2021	104338 CODE PUBLISHING, INC.	70893		MUNICIPAL CODE - WEB UPDATE	143.75
					Total :	143.75
164837	10/12/2021	103465 COMMUNITY VETERINARY HOSPITAL	448322		VETERINARY SERVICES - AMIR	99.75
					Total :	99.75
164838	10/12/2021	103274 CONTRERAS, LUIS	09/27-10/01		TRAINING - SWAT COMMANDER COUR	250.00
					Total :	250.00
164839	10/12/2021	103353 CRM COMPANY, LLC.	LA18924 LA18976		SCRAP TIRE DISPOSAL FEE SCRAP TIRE DISPOSAL FEE	761.94 69.50
					Total :	831.44
164840	10/12/2021	111860 DE GUZMAN, AVELINO	21-38PW		CLAIM FOR DAMAGES SETTLEMENT	2,000.00
					Total :	2,000.00
164841	10/12/2021	312117 DEPARTMENT OF WATER & POWER	092221		LIGHT & POWER	103.85
					Total :	103.85
164842	10/12/2021	106541 DIAMOND MANUFACTURING, INC.	37421		GTRANS PARTS SUPPLIES	1,935.00
					Total :	1,935.00
164843	10/12/2021	103241 DP STAR AUTOMOTIVE, INC.	57800 57801 57814 57855 57856 57858		SMOG INSPECTIONS - 2011 CHEVY TAI SMOG INSPECTIONS - 2011 CHEVY TAI SMOG INSPECTIONS - 2011 NISSAN FF SMOG INSPECTIONS - 2012 CHEVY TAI SMOG INSPECTIONS - 2012 CHEVY TAI SMOG INSPECTION - 2011 FORD CV #1	45.00 45.00 45.00 45.00 45.00 45.00
					Total :	270.00

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Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164844	10/12/2021	107690 ENLIGHTENMENT CHILD, DEVELOPMENT CEI	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	6,000.00
					Total :	6,000.00
164845	10/12/2021	106459 ENTERPRISE FM TRUST	FBN4306305	023-01347	ENTERPRISE LEASE - OCTOBER 2021	8,336.70
			FBN4306340	023-01347	ENTERPRISE LEASE - OCTOBER 2021	5,224.92
					Total :	13,561.62
164846	10/12/2021	107510 ESCALANTE, WENDY E.	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	6,000.00
					Total :	6,000.00
164847	10/12/2021	109426 ESPINOSA, VANESSA	09/06-09/17/21		PROFESSIONAL SERVICES - CASE WC	1,176.00
			09/20-10/01/21		PROFESSIONAL SERVICES - CASE WC	1,512.00
					Total :	2,688.00
164848	10/12/2021	105650 EWING IRRIGATION PRODUCTS	15051734		PARK MAINT SUPPLIES	16.53
			15105599		PARK MAINT SUPPLIES	338.13
			15191472		PARK MAINT SUPPLIES	297.90
					Total :	652.56
164849	10/12/2021	105539 FACTORY MOTOR PARTS CO.	12-4180687		PW AUTO PARTS	1,525.68
					Total :	1,525.68
164850	10/12/2021	100055 FAIR HOUSING FOUNDATION	AUGUST 2021		CDBG CONSULTANT	1,527.23
					Total :	1,527.23
164851	10/12/2021	106129 FEDEX	7-504-38913		SHIPPING SERVICES	25.20
			7-511-49277		SHIPPING SERVICES	55.64
					Total :	80.84
164852	10/12/2021	111862 FOREMAN, JOSEPH	PERMIT #16693		PERMIT DEPOSIT REFUND - 14028 SPII	1,500.00
					Total :	1,500.00
164853	10/12/2021	106465 FOX FIRST AID & SAFETY INC	65730		STREET MAINT SUPPLIES	55.13
			65803		STREET MAINT SUPPLIES	90.96
			65812		PARK MAINT SUPPLIES	156.56
			65814		STREET MAINT SUPPLIES	52.92
					Total :	355.57

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164854	10/12/2021	107724 GARCIA, CLAUDIA CRISTINA	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	7,200.00
					Total :	7,200.00
164855	10/12/2021	207133 GARCIA, NANCY C.	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	6,000.00
					Total :	6,000.00
164856	10/12/2021	108183 GARDENA ACE HARDWARE	80043		STREET MAINT SUPPLIES	100.50
			80110		STREET MAINT SUPPLIES	5.85
					Total :	106.35
164857	10/12/2021	107030 GARDENA AUTO PARTS	141539		PD AUTO PARTS	29.76
			141975		PW AUTO PARTS	54.56
			142277		PW AUTO PARTS	24.14
					Total :	108.46
164858	10/12/2021	107005 GARDENA GLASS, INC.	62828		JUSTIN PLAZA - WINDOW REPAIR	913.41
					Total :	913.41
164859	10/12/2021	107011 GARDENA VALLEY NEWS, INC.	00100269		PUBLIC NOTICE - JAG PROGRAM	168.32
					Total :	168.32
164860	10/12/2021	619005 GAS COMPANY, THE	100121		GAS	4,344.73
					Total :	4,344.73
164861	10/12/2021	106470 GILLIG LLC	40843952	037-10049	GTRANS AUTO PARTS	213.01
					Total :	213.01
164862	10/12/2021	619004 GOLDEN STATE WATER CO.	092421		WATER	17,097.78
					Total :	17,097.78
164863	10/12/2021	107513 GRAINGER	9054430997		BUS FACILITY SUPPLIES	78.28
			9056521082		BUS FACILITY SUPPLIES	1,237.37
			9057373871		BUS FACILITY SUPPLIES	81.96
			9058015265		BUS FACILITY SUPPLIES	264.41
			9059532706		BUS FACILITY SUPPLIES	4.98
			9059829714		BUS FACILITY SUPPLIES	3.11
			9059973181		BUS FACILITY SUPPLIES	25.97
			9060253037		BUS FACILITY SUPPLIES	28.41

Voucher List
CITY OF GARDENA

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164863	10/12/2021	107513 GRAINGER	(Continued)			
			9061578051		BUS FACILITY SUPPLIES	36.46
			9064268676		BUS FACILITY SUPPLIES	6.66
			9067001397		BUS FACILITY SUPPLIES	232.24
			9067673138		BUS FACILITY SUPPLIES	21.50
					Total :	2,021.35
164864	10/12/2021	110435 GUERRERO, ANGELICA	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	6,000.00
					Total :	6,000.00
164865	10/12/2021	111484 HANNA, BROPHY, MACLEAN,, MCALEER & JEI 2026235			PROFESSIONAL SERVICES	860.50
					Total :	860.50
164866	10/12/2021	108607 HENDERSON-BATISTE, TANEKA	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	3,600.00
					Total :	3,600.00
164867	10/12/2021	110371 HINDERLITER DE LLAMAS, & ASSOCIATES	SIN011800	023-01336	CONTRACT SERVICES - TRANSACTION	300.00
					Total :	300.00
164868	10/12/2021	108434 HOME DEPOT CREDIT SERVICES	1052411		PARK MAINTENANCE SUPPLIES	40.25
			1524301		JAZZ FESTIVAL EVENT SUPPLIES	28.64
			3025599		BLDG MAINTENANCE SUPPLIES	154.61
			3241485		GARDENA CLEAN UP DAY SUPPLIES	253.29
			3280134		REC PROGRAM SUPPLIES	-21.83
			4522917		KEEP GARDENA BEAUTIFUL EVENT SL	268.63
			5534029		SIGNS/SIGNALS SUPPLIES	40.00
			6054610.		STREET MAINT SUPPLIES	282.57
			8042475 09/01/21		GTRANS MAINT SUPPLIES	267.49
			9044137		BLDG MAINT SUPPLIES	487.35
					Total :	1,801.00
164869	10/12/2021	111859 HUDSON, JAWSON	DR #19-6362		RETURN OF MONEY BOOKED AS EVID	380.25
					Total :	380.25
164870	10/12/2021	103314 HYDE, ERIC	10/03-10/08		TRAINING - POST MANAGEMENT COU	250.00
					Total :	250.00
164871	10/12/2021	105513 INDUSTRIAL CLEANING SYSTEMS, INC.	39294		PW MAINT SUPPLIES	469.29

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164871	10/12/2021	105513 INDUSTRIAL CLEANING SYSTEMS, INC.	(Continued) 39317		PD PROGRAM SUPPLIES	504.15
					Total :	973.44
164872	10/12/2021	107068 INLAND ENGINEERING SERVICES, INC.	PERMIT #14103 PERMIT #14426		PERMIT DEPOSIT REFUND - 17200 S.	3,000.00
					PERMIT DEPOSIT REFUND - 17303 S.	1,000.00
					Total :	4,000.00
164873	10/12/2021	108555 JALISCO TIRE & AUTO REPAIR	091621 092221		(1) FLATS REPAIR	10.00
					(1) FLAT REPAIR	10.00
					Total :	20.00
164874	10/12/2021	105226 JEKAL FAMILY CHILD CARE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	6,000.00
					Total :	6,000.00
164875	10/12/2021	111045 KJ SERVICES	2268	020-00035	BOTTLE & CAN RECYCLING PROGRAM	2,394.69
					Total :	2,394.69
164876	10/12/2021	111260 KJOS, BARBARA JEAN	SEPTEMBER 2021		GARDENA FAMILY CHILD CARE PROG	1,682.00
					Total :	1,682.00
164877	10/12/2021	105900 KONECRANES, INC.	154552558	037-10032	PREVENTATIVE MAINT & INSPECTION	525.00
					Total :	525.00
164878	10/12/2021	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	21081600338 21091301124 21091301491	024-00769 024-00769 024-00769	INDUSTRIAL WASTE SERVICES INDUSTRIAL WASTE SERVICES TRAFFIC SIGNAL MAINT - HIGHWAY SA	9,570.50 18,453.00 3,757.72
					Total :	31,781.22
164879	10/12/2021	312039 L.A. COUNTY FIRE DEPARTMENT	C0010022	023-01337	FIRE PROTECTION SERVICES - NOVEN	848,230.22
					Total :	848,230.22
164880	10/12/2021	312113 L.A. COUNTY SHERIFF'S DEPT	220318SG		INMATE MEAL DELIVERY PROGRAM - /	292.24
					Total :	292.24
164881	10/12/2021	112015 LACERDA, DALVANICE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	6,000.00
					Total :	6,000.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164882	10/12/2021	110777 LEARN N PLAY FAMILY DAYCARE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	5,400.00
					Total :	5,400.00
164883	10/12/2021	102233 LITTLE PEOPLE DAY CARE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	3,600.00
					Total :	3,600.00
164884	10/12/2021	112607 LUMINATOR TECHNOLOGY GROUP INC	582610	037-10029	BUS SHOP SUPPLIES	316.71
					Total :	316.71
164885	10/12/2021	112615 LU'S LIGHTHOUSE, INC.	01204123	037-10063	GTRANS SHOP SUPPLIES	126.84
			01204609	037-10063	GTRANS SHOP SUPPLIES	94.26
					Total :	221.10
164886	10/12/2021	113301 M & K METAL CO.	279743		BLDG MAINT SUPPLIES	62.36
					Total :	62.36
164887	10/12/2021	113036 MANERI SIGN CO., INC.	40010663		SIGN - NO PARKING MON & THUR	528.81
					Total :	528.81
164888	10/12/2021	813030 MANNING & KASS	718005		LEGAL SERVICES	7,787.00
					Total :	7,787.00
164889	10/12/2021	104841 MAR-CO EQUIPMENT COMPANY	180328		STREET SWEEPER SUPPLIES	1,697.08
					Total :	1,697.08
164890	10/12/2021	106544 MARINA SECURITY GATE &, ELECTRONICS	3639		SERVICE CALL - TWO BARRIER ARMS	125.00
					Total :	125.00
164891	10/12/2021	110306 MARIPOSA LANDSCAPES, INC	94927		MEDIAN LANDSCAPE MAINTENANCE	1,487.50
					Total :	1,487.50
164892	10/12/2021	107644 MARTINEZ, CHERYL NAOMI	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	5,400.00
					Total :	5,400.00
164893	10/12/2021	104773 MARTINEZ, KAMBY	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	4,800.00
					Total :	4,800.00
164894	10/12/2021	113046 MARX BROS. FIRE EXTINGUISHER, CO., INC.	P30585		FIRE EXTINGUISHER SERVICE - PW	55.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164894	10/12/2021	113046 MARX BROS. FIRE EXTINGUISHER, CO., INC.	(Continued) P30586		FIRE EXTINGUISHER SERVICE - JAZZ F	278.25
					Total :	333.25
164895	10/12/2021	109331 MGT OF AMERICA CONSULTING, LLC	40937		SB 90 CLAIMS SERVICE	1,725.00
					Total :	1,725.00
164896	10/12/2021	111604 MICRO ELECTRONICS, INC	11493698		COMPUTER REPLACEMENT PARTS	64.59
					Total :	64.59
164897	10/12/2021	103093 MOBILE RELAY ASSOCIATES, INC.	116002810-1 80016944	037-10050	GTRANS GRID SUPPLIES GTRANS BUS RADIO SYSTEM RENTAL	2,075.57 11,059.49
					Total :	13,135.06
164898	10/12/2021	113295 MUNISERVICES, LLC	INV06-012540 INV06-012541 INV06-012542		UUT CELLULAR COMPLIANCE SERVICE UUT WIRED COMPLIANCE SERVICES UUT GAS COMPLIANCE SERVICES	627.03 285.84 10.99
					Total :	923.86
164899	10/12/2021	113605 MUTUAL LIQUID GAS & EQUIPMENT, CO., INC	552189		PROPANE GAS	191.40
					Total :	191.40
164900	10/12/2021	105622 N/S CORPORATION	0105860		GTRANS BUS WASH EQUIPMENT MAIN	636.90
					Total :	636.90
164901	10/12/2021	109697 NATIONAL AUTO FLEET GROUP	PC86589	037-10006	2021 FORD UTILITY POLICE INTERCEP	41,616.00
					Total :	41,616.00
164902	10/12/2021	111819 NATIONAL GEAR REPAIR INC.	10601	037-10064	GTRANS AUTO PARTS	2,954.00
					Total :	2,954.00
164903	10/12/2021	111370 NV5 INC.	232548	024-00701	CONSULTING SERVICES - ARTESIA LAI	905.00
					Total :	905.00
164904	10/12/2021	110575 OCCUPATIONAL HEALTH CENTERS, OF CALIF	72538834 72613659		RANDOM BAT & PHYSICAL RECERTIFIC PHYSICAL RECERTIFICATION	779.00 548.50
					Total :	1,327.50

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164905	10/12/2021	115168 OFFICE DEPOT	193598834001		PD OFFICE SUPPLIES	304.75
			194648890001		PD OFFICE SUPPLIES	40.06
			194650634001		PD OFFICE SUPPLIES	14.46
			195126717001		HR OFFICE SUPPLIES	54.05
			195192585001		BUS OFFICE SUPPLIES	134.85
			195192885001		BUS OFFICE SUPPLIES	46.37
			195424395001		PD OFFICE SUPPLIES	79.63
			195493469001		PD OFFICE SUPPLIES	61.33
			196296757001		CM OFFICE SUPPLIES	52.34
			197094710001		PD OFFICE SUPPLIES	145.74
			197094710002		PD OFFICE SUPPLIES	52.91
					Total :	986.49
164906	10/12/2021	109782 OMNITEK ENGINEERING CORP.	0011171		GTRANS AUTO PARTS	2,129.61
					Total :	2,129.61
164907	10/12/2021	111676 ONYX PAVING COMPANY INC.	03	024-00720	LOCAL STREET IMPROVEMENT 2018/2	3,385.80
			071321 RET		LOCAL STREET IMPROVEMENT 2018/2	27,149.27
					Total :	30,535.07
164908	10/12/2021	115810 ORKIN PEST CONTROL	218921278		PEST CONTROL - ACCT #27336703	237.00
					Total :	237.00
164909	10/12/2021	215540 OSORIO, VICENTE	10/17-10/22		TRAINING - POST EXECUTIVE DEVELO	250.00
					Total :	250.00
164910	10/12/2021	100663 OVERLAND PACIFIC & CUTLER, INC	2108029		PROFESSIONAL SERVICES	3,295.00
					Total :	3,295.00
164911	10/12/2021	109890 OWUSU FAMILY CHILD CARE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	5,400.00
					Total :	5,400.00
164912	10/12/2021	307101 PETTY CASH FUND	08/19-09/22/21		REPLENISH PETTY CASH	827.89
					Total :	827.89
164913	10/12/2021	108600 PHOENIX GROUP INFORMATION, SYSTEMS	0820211211	035-01103	PARKING CONTRACT SERVICES - AUG	153.75
			082021211	035-01103	PARKING CONTRACT SERVICES - AUG	7,702.81

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164913	10/12/2021	108600 PHOENIX GROUP INFORMATION, SYSTE	(Continued)		Total :	7,856.56
164914	10/12/2021	105574 PINNACLE PETROLEUM, INC.	0258349	037-10038	87 OCTANE REGULAR UNLEADED CAR	29,124.64
					Total :	29,124.64
164915	10/12/2021	105574 PINNACLE PETROLEUM, INC.	0258350	037-10038	87 OCTANE REGULAR UNLEADED CAR	28,921.07
					Total :	28,921.07
164916	10/12/2021	111814 PLAYER ATHLETICS	INV10799	037-10051	GTRANS PROMOTIONAL ITEMS	5,535.00
					Total :	5,535.00
164917	10/12/2021	102677 PROVIDENCE HEALTH & SERVICES	1010125 09/05/21		SART EXAMS	900.00
					Total :	900.00
164918	10/12/2021	106092 PRUDENTIAL OVERALL SUPPLY	42637565		UNIFORM & SUPPLY RENTAL	282.40
			42639860		UNIFORM & SUPPLY RENTAL	1,101.65
			42656488		UNIFORM & SUPPLY RENTAL	1,344.40
			42660182		UNIFORM & SUPPLY RENTAL	292.60
			42661799		UNIFORM & SUPPLY RENTAL	148.94
			42661800		UNIFORM & SUPPLY RENTAL	47.16
			42661801		SUPPLY RENTAL - MATS	50.10
			42662121		UNIFORM & SUPPLY RENTAL	296.00
			42663744		UNIFORM & SUPPLY RENTAL	164.44
			42663745		UNIFORM & SUPPLY RENTAL	47.16
			42663746		SUPPLY RENTAL - MATS	50.10
			42663747		SUPPLY RENTAL - MATS	13.65
			42663748		SUPPLY RENTAL - MATS	19.00
			42663749		SUPPLY RENTAL -- MATS	91.60
			42663750		SUPPLY RENTAL - MATS	11.60
					Total :	3,960.80
164919	10/12/2021	116820 PSOMAS	176549	037-09987	GTRANS DESIGN BUILD CONSTRUCTIO	9,897.25
					Total :	9,897.25
164920	10/12/2021	104868 PYRO-COMM SYSTEMS, INC.	167244	037-09956	FIRE ALARM MONITORINING - BLDG A	200.00
					Total :	200.00
164921	10/12/2021	111574 RACE COMMUNICATIONS	RC566389	023-01351	FIBER INTERNET SERVICES - SEPTEM	5,589.00

Voucher List
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Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164921	10/12/2021	111574 111574 RACE COMMUNICATIONS	(Continued)		Total :	5,589.00
164922	10/12/2021	118476 RICOH USA, INC.	35583297		LATE CHARGES FOR INVOICE #902897	6.29
			35583314		LATE FEE FOR PD COPIER INVOICE	75.79
			5062863270		RICOH SP8200DN COPIER USAGE CHA	2,662.21
			9029059889		RICOH MPC3503 COPIER LEASE - PW	165.00
			9029060003		RICOH MPC 3503 COPIER LEASE - SR.I	264.54
			9029060004		RICOH PRO8100SE COPIER LEASE - PI	380.97
			9029060086		RICOH MPC3503	675.86
			9029060123		RICOH MPC3503 COPIER LEASE - FCC	209.22
			9029060203		RICOH MPC3503 COPIER LEASE - HS	417.93
			9029060204		RICOH COPIER LEASE & USAGE CHAR	2,112.02
			9029060309		RICOH MPC3503 COPIER LEASE - REC	187.53
			9029060310		RICOH MPC6003 COPIER LEASE - PD	1,457.81
			9029060527		RICOH DD6650P COPIER LEASE - PRIN	556.24
			9029060528		RICOH MPC3503 COPIER LEASE - CHIE	352.91
			9029060648		RICOH MPC3503 COPIER LEASE - GTR	1,390.97
					Total :	10,915.29
164923	10/12/2021	111292 RIDWAN, MONIQUE	PERMIT #16873		PERMIT DEPOSIT REFUND - 1051 W 17	500.00
					Total :	500.00
164924	10/12/2021	110205 ROSS & BARUZZINI, INC.	46422	037-09901	CONSULTING SERVICES FOR MACRO	11,188.67
			46425	037-09885	CONSULTING SERVICES FOR SCHEDU	4,800.00
					Total :	15,988.67
164925	10/12/2021	119126 S.B.R.P.C.A.	04054	023-01326	FY 21-22 2ND QUARTER ASSESSMENT	535,333.75
					Total :	535,333.75
164926	10/12/2021	119022 SAFE MART OF SOUTHERN, CALIFORNIA, INC	92899		BLDG MAINT SUPPLIES	55.13
			92905		BLDG MAINT SUPPLIES	13.50
					Total :	68.63
164927	10/12/2021	119015 SAFETY-KLEEN CORPORATION	86985262		SERVICE AQUEOUS PARTS WASHER	377.06
					Total :	377.06
164928	10/12/2021	219364 SAFFELL, MICHAEL	10/18-10/23		CONFERENCE - LACPCA STRATEGIC F	300.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164928	10/12/2021	219364 219364 SAFFELL, MICHAEL	(Continued)		Total :	300.00
164929	10/12/2021	119016 SAM'S CLUB	6102 2021		GARDENA CLEAN UP DAY SUPPLIES	132.23
					Total :	132.23
164930	10/12/2021	107006 SHAMROCK COMPANIES	2532134		PARK MAINT SUPPLIES	275.91
					Total :	275.91
164931	10/12/2021	106050 SHEHATA, AMY	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	6,000.00
					Total :	6,000.00
164932	10/12/2021	109918 SHIGE'S FOREIGN CAR SERVICE	8089071		2015 FORD INTRCPTR #1462842 SERVI	877.08
			8089153		2016 FORD INTRCPTR #1488054 SERVI	888.48
			8089158		2012 CHEVROLET FORD #1089042 SEF	955.13
			8089222		2016 FORD INTRCPTR #1488059 SERVI	1,603.42
			8089224		2011 FORD CV #1376571 SERVICE & RE	336.69
					Total :	4,660.80
164933	10/12/2021	101649 SILVIA ESPINOZA FAMILY CHILD, CARE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	2,400.00
					Total :	2,400.00
164934	10/12/2021	111865 SK ENTERPRISES	1235804		GTRANS TROLLEYS VIN VERIFICATION	130.00
					Total :	130.00
164935	10/12/2021	109531 SMILLIN, MAGE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	6,000.00
					Total :	6,000.00
164936	10/12/2021	101008 SOCAL WRAPS	18541B	037-10073	LINE 7X PROMOTIONAL BUS WRAPS	2,000.00
					Total :	2,000.00
164937	10/12/2021	101008 SOCAL WRAPS	18541C	037-10073	LINE 7X PROMOTIONAL BUS WRAPS	2,000.00
					Total :	2,000.00
164938	10/12/2021	111758 SOUTHERN COMPUTER WAREHOUSE, INC	705182	023-01331	APPLE IMAC MINI FOR IT	1,232.39
			706057	023-01331	APPLE IMAC COMPUTER FOR IT	1,991.41
			706494	023-01331	COMPUTER REPLACEMENT PARTS	4.00
			707849	023-01331	COMPUTER REPLACEMENT PARTS	71.90
			707968	023-01331	APPLE IPAD PRO FOR IT	1,891.54

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164938	10/12/2021	111758 SOUTHERN COMPUTER WAREHOUSE, INC	(Continued) 709100	023-01331	APPLE IPAD PRO FOR SB 90 PROJECT	1,891.54
					Total :	7,082.78
164939	10/12/2021	104126 SPECTRUM SOLUTIONS	0851122091221		CABLE SERVICES - PD	126.84
					Total :	126.84
164940	10/12/2021	119548 ST. JOHN LUTHERAN CHURCH	OCTOBER 2021		SENIOR CITIZENS DAY CARE	900.00
					Total :	900.00
164941	10/12/2021	303323 STATE CONTROLLER'S OFFICE	FTB-00003849		STATE CONTROLLER'S 2020 OFFSETS	46.66
					Total :	46.66
164942	10/12/2021	107998 STROHMAN ENTERPRISE	21-4823		PD PROGRAM SUPPLIES	318.00
					Total :	318.00
164943	10/12/2021	110877 TAYLORING MINDS FAMILY CHILD, CARE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	3,000.00
					Total :	3,000.00
164944	10/12/2021	107928 TELECOM LAW FIRM, P.C.	11305 11307		PROFESSIONAL SERVICES - 15598 PUI	2,450.00
					PROFESSIONAL SERVICES - 1238 W. R	2,450.00
					Total :	4,900.00
164945	10/12/2021	220479 THOMPSON, MARK	092321		REFUND - LOAN #001 OVERPAYMENT	1.69
					Total :	1.69
164946	10/12/2021	110238 TIREHUB, LLC	22884008		TIRES - GY WRL FORTITUDE HT BW 12	1,935.00
					Total :	1,935.00
164947	10/12/2021	109775 TOMS TRUCK CENTER NORTH COUNTY	1241565 1241900 1242361 1242984	037-10052 037-10052 037-10052 037-10052	GTRANS AUTO PARTS GTRANS AUTO PARTS GTRANS AUTO PARTS GTRANS AUTO PARTS	1,326.00 661.76 879.51 350.88
					Total :	3,218.15
164948	10/12/2021	106018 TRANE U.S. INC.	10898192		BUS FACILITY MAINT SUPPLIES	610.51
					Total :	610.51

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164949	10/12/2021	105959 TRANSITTALENT.COM, LLC	1582109		LEGAL NOTICE - RFP 2021-02 LABOR	115.00
Total :						115.00
164950	10/12/2021	103845 TRENCH SHORING COMPANY	20054093		RENTAL - K-RAIL BOOM TRUCK	780.00
			20134322		RENTAL - TRENCH TOP 8'X10'X1.25"	361.40
Total :						1,141.40
164951	10/12/2021	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	BEEMAN 09/22/21		CAL CARD STATEMENT 08/24-09/22/21	15.74
			C.OSORIO 09/22/21		CAL CARD STATEMENT 08/24-09/22/21	1,757.23
			FCC 09/22/21		CAL CARD STATEMENT 08/24-09/22/21	1,644.43
			FINANCE 09/22/21		CAL CARD STATEMENT 08/24-09/22/21	4,040.10
			LEWIS 08/23/21		CAL CARD STATEMENT 07/23-08/23/21	431.62
			LEWIS 09/22/21		CAL CARD STATEMENT 08/24-09/22/21	4,979.46
			NOLAN 09/22/21		CAL CARD STATEMENT 08/24-09/22/21	3,614.79
			PYNN 09/22/21		CAL CARD STATEMENT 08/24-09/22/21	2,023.04
			RECREATION 08/23/21		CAL CARD STATEMENT 07/23-08/23/21	8,000.29
			RIGG 09/22/21		CAL CARD STATEMENT 08/24-09/22/21	620.81
			V.OSORIO 09/22/21		CAL CARD STATEMENT 08/24-09/22/21	489.34
Total :						27,616.85
164952	10/12/2021	102603 UGALDE, JESUS	092921		REFUND - LOAN #003 REFINANCED ~	286.91
Total :						286.91
164953	10/12/2021	104692 ULINE	137924781		BUS SHOP SUPPLIES	111.71
Total :						111.71
164954	10/12/2021	121407 UPS	649922371 09/11/21		SHIPPING SERVICE CHARGES	143.88
Total :						143.88
164955	10/12/2021	105549 VALDEZ, MATILDE	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	6,600.00
Total :						6,600.00
164956	10/12/2021	111861 VASQUEZ, KAYANA	CIT #322126027		REFUND - CITATION OVERPAYMENT	47.00
Total :						47.00
164957	10/12/2021	122050 VERIZON WIRELESS	9888150068		PW CELL PHONE SERVICE~	965.86
Total :						965.86

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
164958	10/12/2021	122435 VISTA PAINT CORPORATION	2021-210015-00		GTRANS FACILITY PAINT	36.56
Total :						36.56
164959	10/12/2021	108353 WALTERS WHOLESALE ELECTRIC CO	S117754907	G	REC MAINT SUPPLIES	1,212.75
			S118781598.002		BLDG MAINT SUPPLIES	-322.39
			S118916219.001		BLDG MAINT SUPPLIES	411.62
			S118999853.001		BLDG MAINT SUPPLIES	579.48
Total :						1,881.46
164960	10/12/2021	110370 WESTERN COLLISION CENTER, INC	1063	035-01113	2017 FORD EXPLR #1488142 BODY REI	6,341.56
			1064	035-01114	2016 FORD EXPLR #1484145 BODY REI	7,184.11
			1065	035-01112	2020 FORD INTRCPTR #1591903 BODY	2,036.42
			1068		2020 FORD INTERCEPTOR #1591741 B	1,222.89
Total :						16,784.98
164961	10/12/2021	119387 WEX BANK	74819408		FUEL PURCHASES	475.93
Total :						475.93
164962	10/12/2021	111854 WIRING CONNECTION INC.	PERMIT #14210		PERMIT DEPOSIT REFUND - 2010 W. EI	1,000.00
Total :						1,000.00
164963	10/12/2021	125001 YAMADA COMPANY, INC.	81204		PARK MAINT SUPPLIES	420.31
			81228		PARK MAINT SUPPLIES	130.16
			81243		PARK MAINT SUPPLIES	265.44
Total :						815.91
164964	10/12/2021	107051 ZAVALETA, MARITZA	AB 131 SUPPLEMENTAL		CHILD CARE PROVIDER	3,000.00
Total :						3,000.00
159	Vouchers for bank code : usb				Bank total :	2,163,064.52
159	Vouchers in this report				Total vouchers :	2,163,064.52

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

By: _____

Director of Administrative Services

This is to certify that the claims or demands covered by checks listed on pages 1 to 17 inclusive of the check register have been audited by the City Council of the City of Gardena and that all of the said checks are approved for payment except check numbers:

_____	<u>10/12/2021</u>
Mayor	Date

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date

Acknowledged:

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date



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

1. Report the count of confirmed COVID-19 employee cases.
Total Count: Eighty-Six (88)
 - a. Administrative Services Department: One (1)
 - b. City Clerk's Office: Two (2)
 - c. Elected & Administrative Offices: One (1)
 - d. Community Development Department: Two (2)
 - e. Transportation Department: Twenty-Seven (27)
 - f. Police Department: Thirty (32)
 - g. Public Works Department: Eleven (11)
 - 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 Assistant City Manager classification Schedule 339 to (\$14,385 – \$18,359/month) effective October 12, 2021. The schedule adjustment is being made to maintain external salary parity. *Attachment 1*
3. Report the Promotional Appointment of **MAYRA MACIEL** to the position of Executive Assistant to Chief of Police, Schedule 51 (\$5,283 – \$6,742/month) with the Police Department effective August 11, 2021.
4. Report the Separation of the following individuals:
 - a. Police Trainee, **JOCELYN CASTELLANOS**, of the Police Department effective September 21, 2021. Ms. Castellanos provided three months of service to the City.
 - b. Administrative Analyst I, **ALYSSA PALMA**, of the Administrative Services Department effective October 8, 2021. Ms. Palma provided 3 years and two months of service to the City.
5. Report that the following individuals are on leave under the Family Medical Leave Act / California Family Rights Act:
 - a. Police Officer, **LUIS CASTILLO VILLEGAS**, of the Police Department effective September 29, 2021 through October 8, 2021.
 - b. Police Officer, **JOEL MARTINEZ**, of the Police Department effective September 29, 2021 through October 14, 2021.
6. Report the recruitment for the Open/Competitive position of Program Coordinator. This recruitment closed on October 5, 2021.

7. Report the recruitment for the Open/Competitive position of Transit Equipment Mechanic (Transportation Department). This recruitment is scheduled to close on October 13, 2021.

**CITY OF GARDENA
CLASSIFICATION AND COMPENSATION PLAN
AS OF OCTOBER 12, 2021**

Adjustment to Schedule 339

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

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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

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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

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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
43 Transit Maintenance 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

46 Street Traffic Painter

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 Program Coordinator
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 Executive Assistant to Chief of Police
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****53 Transit Operations Training Coordinator**

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****54 Transit Marketing Coordinator**

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

62 Information Technology Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,172.00	87,336.00	91,704.00	96,288.00	101,100.00	106,152.00
MONTHLY	6,931.00	7,278.00	7,642.00	8,024.00	8,425.00	8,846.00
BI-WEEKLY	3,198.92	3,359.08	3,527.08	3,703.38	3,888.46	4,082.77
HOURLY	39.9865	41.9885	44.0885	46.2923	48.6058	51.0346

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
134 Transit Operations 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	2,074.24	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	172,620.00	181,248.00	190,308.00	199,824.00	209,820.00	220,308.00
MONTHLY	14,385.00	15,104.00	15,859.00	16,652.00	17,485.00	18,359.00
BI-WEEKLY	6,639.23	6,971.08	7,319.54	7,685.54	8,070.00	8,473.38
HOURLY	82.9904	87.1385	91.4942	96.0692	100.8750	105.9173

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

RESOLUTION NO. 6525

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA,
CALIFORNIA, ADDENDUM TO RESOLUTION NO. 6332, AND REPEALING
RESOLUTION NO. 6488, LIFTING FREEZES FOR
UNREPRESENTED/CONFIDENTIAL POSITIONS.**

WHEREAS, the COVID-19 pandemic has created an unforeseen and severe economic impact on the City;

WHEREAS, the City has explored various options to save costs for the City's personnel costs;

WHEREAS, the City has decided to defer freezes on step increases and suspension of any cash outs of accrued leave for its employees subject to Resolution No. 6466 and Resolution No. 6488.

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

SECTION 1.

The terms below are applicable to following employees:

Contractual Employees:

- City Manager
- Chief of Police

Unrepresented Employees:

- Deputy City Clerk
- Deputy City Treasurer
- Director of Administrative Services
- Director of Community Development
- Director of Public Works
- Director of Recreation
- Director of Transportation
- All Confidential Employees
- All Transitional Employees

SECTION 2. STEP INCREASES

Effective July 1, 2021, step increase freezes will be lifted for all employees covered under Resolution No. 6488.

SECTION 3. EMPLOYEE SICK LEAVE

Effective July 1, 2021, suspension of conversion of unused sick leave to cash or time off will be lifted for all employees covered under Resolution No. 6488.

SECTION 4. VACATION

Effective July 1, 2021, suspension of vacation buy-backs will be lifted for all employees covered under Resolution No. 6488.

SECTION 5.

That this resolution shall be effective October 12, 2021.

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

Passed, approved, and adopted this _____ 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. 12.A
Section: DEPARTMENTAL
ITEMS - COMMUNITY
DEVELOPMENT
Meeting Date: October 12, 2021

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

AGENDA TITLE: CONTRACT BUILDING SERVICES AGREEMENT WITH BPR CONSULTING GROUP, INC. TO PROVIDE BUILDING OFFICIAL AND OTHER PLAN AND PERMIT PROCESSING SERVICES

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve Contract with BPR Consulting Group, Inc.

RECOMMENDATION AND STAFF SUMMARY:

The Community Development Department is responsible for providing building and safety services such as plan check, plan routing, permit processing, and inspection services. For many years, the City has utilized a combination of both private and in-house staffing to fulfill these duties.

For the past 2 months, staff has monitored and identified a need to improve services.

Staff reviewed the current agreements with the existing companies, in addition to seeking an outside proposal from a new company, and is respectfully recommending that Council approve an Agreement with BPR Consulting Group, Inc, for building official and other building and safety services.

FINANCIAL IMPACT/COST:

\$300,000 of General Funds are available to be spent during the remaining fiscal year budget.

ATTACHMENTS:

[Staff_Report_-_BPR_Building_Services.pdf](#)
[BPR Consulting Agreement.pdf](#)
[21 BPR City of Gardena-Proposal - R1.pdf](#)

APPROVED:

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

Clint Osorio, City Manager



City of Gardena

City Council Meeting

Agenda Item No.: 12.A.
Department: Community Development
Meeting Date: October 12, 2021
Contract Building Services Agreement

AGENDA STAFF REPORT

AGENDA TITLE: CONTRACT BUILDING SERVICES AGREEMENT WITH BPR CONSULTING GROUP, INC. TO PROVIDE BUILDING OFFICIAL AND OTHER PLAN AND PERMIT PROCESSING SERVICES

RECOMMENDATION:

Staff respectfully recommends that Council approve an Agreement with BPR Consulting Group, Inc.

BACKGROUND:

One of the duties of the Community Development Department is to provide building services such as plan check, plan routing, permit processing, and inspection services. For many years, the City has utilized a combination of both private and in-house staffing to fulfill these duties. In addition to in-house staffing, the City augments its operations by using three (3) separate professional consulting service organizations to provide building official and plan check services, additional on-site inspection services, and plan routing/permitting assistance. Essentially, there are four (4) different entities that make-up the building division, in-house staff and three (3) private companies. For the past two (2) months, staff has monitored and identified a need to improve services, decrease the use of multiple contracts to improve cohesiveness and efficiency, and create a comfortability of having back-up personnel at the ready.

DISCUSSION:

Staff reviewed the current agreements with the existing companies, in addition to seeking an outside proposal from a new company, BPR Consulting Group. As demonstrated in the following chart, the hourly pricing was competitive and similar across the board for the major services to be provided by a building services consulting company.

Consulting Firms	Hourly Rates		
	Building Official	Inspector	Technician
BPR Consulting Group	\$125	\$88-\$95	\$65
JAS Pacific*	\$115-\$135	\$79-\$90	\$65-\$85
J Lee Engineering*	\$150	\$80-\$95	\$65
Mark Handler*	\$100	n/a	n/a

*Current contracted company

The City's current private companies are qualified, competitive in pricing, provide professional staffing, and have been providing adequate services. However, staff recommends that the City seek a new company, BPR Consulting Group (BPR), to look at new ways of improving services, consolidate the use of three (3) entities to mainly just one, bring best practices and experience from other cities, re-evaluate the way the building division is operating, and implement necessary changes in order to reduce the time needed from application to permit issuance.

Staff has received positive input from cities who have first hand knowledge of their work, have held several discussions with the consultant, and is confident in their abilities to perform the required services. During discussions with BPR, staff also requested a percentage rate for plan check review services that are completed outside of City Hall. A percentage rate is not currently offered with the existing contracts. Often times, large and complicated projects require a team of plan check staff in order to provide timely services and efficient turnaround times back to the applicant. BPR will be compensated 75% of the City's plan review fees for a project set forth in the City's adopted fee schedule, and 45% of the fees when only structural review services are needed. Utilizing a percentage rate ensures that the cost for private plan check services would not exceed the permitting fees generated by the project, and allow for the remaining fees to be used toward the City's in-house building division staffing costs associated with the project.

BPR understands the concerns of the City and is able to provide a team of experienced building services staff to augment existing City staff to improve the services that the division provides. They have a number of Building Officials, Licensed Engineers, Plans Examiners, Building Inspectors, and CASp experts with extensive experience providing all aspects of building and safety service. They understand the need to provide timely and predictable services in a customer focused manner and are prepared to work with the City to achieve this goal.

BPR is prepared to provide additional staff to support the City's Building Division to reduce the current inspection backlog, identify, quantify and complete all plan reviews to maintain the service timing parameters identified in their proposal. They are also willing to work with the departments administrative staff to eliminate any unnecessary delays associated with permit issuance. In addition, BPR will evaluate all of the Building Departments services, processes

and procedures and work with the Community Development Department to refine processes and to identify and eliminate inefficiencies.

For the past two months, the City has spent approximately \$45,300 per month on contracted building services (\$19,700 for building official/plan check services, \$14,000 for inspection services, and \$11,600 for technician services). Staff is anticipating to continue expending a similar amount of \$37,500 of funding per month for the remaining of the fiscal year. It is important to note that contracted building services fluctuates based on activity that is occurring at the time, and is unpredictable throughout the fiscal year. Large quantity or single large complicated projects require more costs, however, the revenue generated by the permit issuance increases and offsets those costs. This is one of the advantages of contracting out building services.

LEGAL REVIEW:

The City Attorney's Office has reviewed the attached agreement.

CONCLUSION:

Staff respectfully recommends that Council approve an Agreement with BPR Consulting Group, Inc.

FISCAL IMPACT:

\$300,000 of General Funds are available to be spent during the remaining fiscal year budget.

Submitted by: Greg S. Tsujiuchi

Date: 10/8/2021

ATTACHMENTS

Attachment A – Agreement Including Proposal

AGREEMENT BETWEEN THE
THE CITY OF GARDENA
AND
BPR CONSULTING GROUP, INC.
TO PROVIDE BUILDING OFFICIAL AND OTHER PLAN
AND PERMIT PROCESSING SERVICES

This contract, hereinafter referred to as Agreement, is entered into by and between THE CITY OF GARDENA ("City") and BPR CONSULTING GROUP, 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 services for building department services which may include a Building Official, plan check services, permit routing/processing services, and inspection services.

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. The services to be performed by Consultant shall consist of professional building department services as set forth in the attached Statement of Qualifications and Proposal. In the event of any inconsistency between the terms of the Proposal and this Agreement, this Agreement shall govern. 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
ICC Certified Building Official	\$125
Licensed Plan Review Engineer	\$135
ICC Certified Plans Examiner	\$ 95
CASp Plans Examiner or Inspector	\$ 110
ICC Certified Sr. Inspector	\$ 95
ICC Certified Building Inspector	\$ 80
Fire Protection Engineer	\$135
ICC Fire Plans Examiner	\$95
ICC Fire Inspector	\$95
Routing/Permit Technician	\$ 65

Complete building code plan review services for commercial and residential projects

reviewed in our offices is 75% of the plan review fees based on your agency's adopted fee schedule. Structural only plan review services will be charged at 45% of the plan review fees based on the City's adopted fee schedule.

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.

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 Greg Tsujiuchi, 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 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: Greg Tsujiuchi, Community Development Director
Telephone Number: (310) 217-9526
E-mail: gtsujiuchi@cityofgardena.org

Consultant: BPR Consulting Group, Inc.
2201 Francisco Drive, Suite 140-658
El Dorado Hills, California 95762
Attn: Ron Beehler, Director of Client Relations
Telephone Number: (916) 652-3600
E-mail: rbeehler@bpr-grp.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 _____
Tasha Cerda, Mayor

Date _____

ATTEST:

City Clerk

ACCEPTED: BPR CONSULTING GROUP, INC.


By _____
Ron Beehler, Director of Client Relations

Date _____

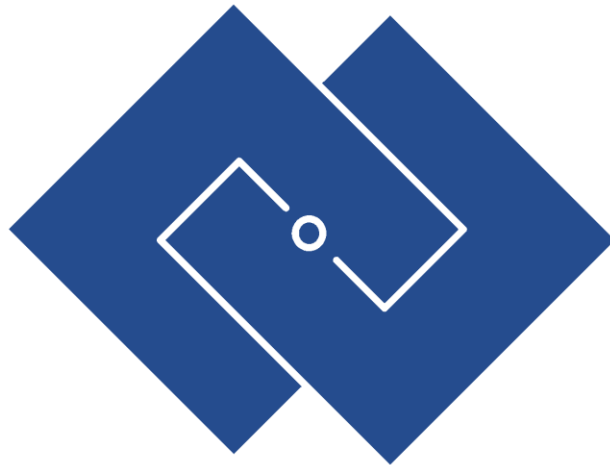
By _____

Date _____

APPROVED AS TO FORM:


Carmen Vasquez, City Attorney

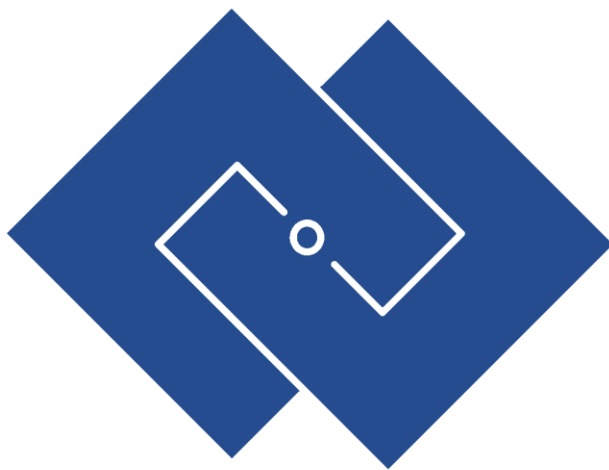
PROPOSAL TO PROVIDE
PLAN REVIEW AND BUILDING INSPECTION SERVICES



BPR

CONSULTING GROUP

August 23, 2021



BPR

CONSULTING GROUP

Safe Buildings for Your Community

Efficient Professional Services

BPR

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SECTION 1

COMPANY OVERVIEW

Seamlessly integrating municipal service professionals in support of public agencies is BPR Consulting Group's sole purpose. BPR was founded by individuals with a long history of serving municipalities and public agencies throughout California and Nevada. We have extensive experience in all aspects of building safety, including building official, plan review, inspection and routing technician services. We have worked with public agencies throughout California to provide these same services in a transparent, efficient and cost-effective manner.

Our Building Safety Division consists of the following: California licensed structural, civil, mechanical, electrical and fire protection engineers; Certified Access Specialist (CASP) professionals; ICC-certified building officials, plans examiners, inspectors, routing technicians; and highly experienced administrative personnel.

Building department services we propose to the City of Gardena include:

- Building official services
- Building plan review services
- Building inspection services
- Routing technician services
- CASp plan review and inspection services
- Building Department assessment services

Our team has a proven track record of providing efficient and predictable building department services while meeting or exceeding client expectations. Our key objectives in providing these services to the City of Gardena are:

- **To provide Building Official services.** We have selected an experienced and qualified Building Official to serve the City. Our Building Official will work with City staff and others to improve services that the department provides in a professional, cooperative and coordinated manner.
- **To remain unmatched in furnishing responsive and knowledgeable Building Department services.** Our staff will immediately evaluate staffing levels necessary to provide timely services and immediately add additional inspection staff until next day inspection services are restored.
- **To provide timely and responsive plan review services.** We will work to eliminate any plan review backlog with the goal of having service levels meet those identified within this proposal within three weeks from initiation of services.
- **To share our wealth of building Department experience.** Our staff has been intimately involved in the management of multiple California Building Departments and we will use this experience to improve the internal and external processes and services provided by Gardena's Building Department.
- **To be responsive to your specific staffing needs.** As construction and development activity fluctuates within your community, we will adjust our service levels allowing the City the ability to maintain seamless service to your customers.
- **To provide staff who have the appropriate experience, certifications, and knowledge.** We will utilize appropriately experienced and qualified staff to perform all identified services.

SECTION 2

QUALIFICATIONS & EXPERIENCE

The following is a small sampling of the types of projects for which we are experienced at providing in support of building departments. We have coordinated in-house, staff-augmentation, building-official services, outsourced building-department, plans-examination services, inspection services, fire plan review and inspection services, and routing technician services to a multitude of public agencies throughout California.

BUILDING OFFICIAL SERVICES

BPR staff have provided Building Official services for many California communities. Our Building Official staff possess experience and are knowledgeable of the laws and regulations associated with building department operations and will use this experience and knowledge to promote efficient services for your department. We will provide a full-time Building Official to provide on-site and remote Building Official services. Our proposed Building Official is keenly aware of the importance an efficient and predictable building department has on the economic vitality of the communities we serve.

PLAN REVIEW SERVICES

BPR Consulting Group's staff have many years of experience providing plan review for all types of projects ranging from small, simple, tenant-improvement projects to commercial, industrial, and high-rise building projects. We review all submitted project documents as needed to verify building code compliance. Our proposed Building Official holds all appropriate certifications and possess the necessary experience to provide plan reviews for all project types. Larger and more complex projects will be sent to our regional office for plan review. We have the ability to assign plans examiners with the same qualifications and professional licenses as required for project designers which allows efficient professional communication of plan review related issues. We believe this approach affords a minimum number of plan review cycles allowing projects to move to construction without unnecessary plan review related delays. The following is a small sampling of projects for which BPR's staff have provided plan review services.

CITY OF MANTECA

Great Wolf Lodge:

BPR's staff members provided plan review services for this high-profile resort located adjacent to Highway 120 in the City of Manteca. This project included a 95,000 SF indoor water park, 45,000 SF of family entertainment space, 12,000 SF center, and a 6-story, 500-room hotel. BPR's staff worked closely with the design team and City staff to deliver this fast-paced project in phases via a series of permit packages and provided plan review services through the construction phase of the project.



CITY OF SANTA CLARITA

Holiday Inn Express:

BPR's staff provided complete building department plan review services for this new 4-story, 62,849 SF hotel. This high-profile project was designed utilizing wood platform framing with sheathed shear-walls and steel moment frames for lateral support. The building utilized Construction Type V-A and was classified as a group R-1 Occupancy. All plan review services for this project were provided on an expedited basis.



CITY OF MONTEREY PARK

Costco Warehouse & Fuel Station:

BPR's staff provided building department plan review services on behalf of the City of Monterey Park for the new Costco Warehouse and Fuel Station project. Plan review services included plan review of the non-structural, structural, mechanical, electrical, plumbing, green and energy efficiency improvements associated with the project. The 154,974 SF tilt-up warehouse building utilized Type V-B Construction. The fueling station utilized Type II-B Construction. The building was classified as a group M Occupancy.



Pacific Plaza Mixed-Use Hotel and Condominium:

BPR's staff members provided complete building plan review services for the Pacific Plaza Monterey Park project which was designed as a mixed-use project to include Hotel, Condominium and Restaurant uses. The project includes 398,792 SF within five levels above two levels of underground parking. The project utilized Construction Type I-A at the two lower parking levels and Construction Type III-A above the 2nd level. The building includes Occupancy Groups A-2, A-3, M, B and S-2.



CITY OF FRESNO

Community Regional Medical Center:

BPR staff members provided plan review services for the Fresno Community Regional Medical Center (CRMC) expansion – a 58-acre, \$350 million project comprised of a 5-story, 180,000 SF Medical Office Building and a 5-story Parking Structure with approximately 427,900 SF of parking. BPR's staff provided complete building department plan review services for the CRMC Medical Office Building and Parking Structure. Submitted documents were reviewed for



compliance with the applicable provisions of the codes and associated standards as adopted by the City of Fresno.

The CRMC Medical Office Building was constructed utilizing structural steel framing supporting composite concrete over steel decking at the floor and roof levels. The foundation utilized conventional spread footings. The lateral force resisting system was designed to utilize moment resisting steel frames. The exterior cladding for the project included light gauge steel framing supporting anodized aluminum panels and glazing. The Medical Office Building includes occupancy classifications B, S, and I-2.1, and Construction Type IA and is a fully sprinkled building.

The CRMC Parking Structure was designed utilizing concrete decks supported by concrete beams and columns, with post-tensioned, cast-in-place concrete construction supported by post-tensioned cast-in-place concrete beams, which in turn are supported by conventionally reinforced cast-in-place concrete columns. The lateral force resisting system consisted of concrete shear walls and concrete moment frames. The exterior cladding was designed to incorporate precast concrete wall panels.

Omni Family Health Facility:

BPR'S staff provided third-party plan review services on behalf of the City of Fresno for the Omni Family Health facility. The project included modifications to the existing mechanical system to isolate air and control pressures in the facility's waiting room. The mechanical system upgrade was designed and plan reviewed for compliance with OSHPD 3 code requirements. Plan review services included review for compliance with OSHPD3 requirements for healthcare facilities.



Staff prepared review letters identifying elements of the final 100% construction documents that did not comply with applicable provisions of the adopted California Building Codes. The plan review team met with the design team to resolve plan review issues. At the completion of the plan review, two (2) sets of reviewed drawings and other required documents were delivered directly to the City of Fresno Building Department. A final review letter addressed to the City of Fresno Building Department was provided at the completion of plan review services indicating that plans were reviewed and found to comply with applicable building codes.

CITY OF HANFORD

New Hanford Fire Station:

BPR's staff provided complete plan review for this new 5,289 square foot fire station consisting of group R-2, B and S-1 occupancy classifications and constructed of Type VB Construction. The estimated project cost was \$2,000,000. The new fire station will support three personnel during duty hours and provide responsive service in the southwest and west area of Hanford with a focus on improving response times and better serving the growing community.



New Costco Warehouse:

BPR's staff members provided building department plan review services on behalf of the City of Hanford Building Department for a new Costco Warehouse project. Services included plan review of the architectural, structural, mechanical, plumbing, electrical and energy conservation designs associated with construction of the project. Accessibility features were also reviewed to ensure compliance with applicable accessibility provisions of the adopted California Building Codes.

**CITY OF SACRAMENTO****Downtown Commons Tower:**

BPR staff provided plan review services for this 16-story, mixed-use tower constructed of cast-in-place reinforced concrete utilizing a code compliant structural concrete shear wall system for lateral support. This architecturally significant state-of-the-art project serves as a center piece for the Downtown Commons community and is located directly adjacent to the new Sacramento Kings Arena. The 16-story, mixed-use tower includes two levels of subterranean parking. The lower three levels above grade include retail space, restaurant space, hotel lobbies, conference rooms, ballrooms, a pool deck, and back-of-house spaces. The fourth level includes office space. Levels 5 through 10 were designed for hotel use, and Level 11 through 16 will include residential units. BPR's staff provided progressive plan review services for this project with an expediated schedule on behalf of the City of Sacramento. BPR staff members successfully assisted the city, the design team, and the Owner to implement and execute an aggressive phased permitting schedule, allowing this significant and complicated project to move quickly into construction, well in advance of a complete design package.

**CITY OF RICHMOND**

BPR staff members have provided complete plan review services for projects on behalf of the City of Richmond for many years. Below are examples of recent projects for which our staff members provided plan review services:

Noma Residential Development:

BPR staff provided complete building department plan review services for the Places at Noma which consist of 95, three-story, single-family, detached homes; and the Rows at Noma, which consist of 18, three-story, live/work townhomes with ten different configurations. All buildings are Type V-B Construction with Group R-3 and Group U Occupancies. All buildings are platform-framed wood and are supported on conventional-spread, concrete footings with a slab-on-grade system at the first-floor level. The lateral force resisting system consisted of site-built, wood-sheathed, shear walls. BPR's staff teleconferenced and/or met with the design team to resolve plan review issues in an efficient and collaborative manner.

Tilt Up Warehouse and Distribution Facility:

BPR staff provided complete building department plan review services on behalf of the City of Richmond for this project. This project consists of a single-story, tilt-up warehouse and distribution center with 191,500 SF of warehouse area and 12,000 SF of office space, for a total area of 203,500 SF. The building was constructed of Type III-B Construction and included Type S-1 and B Occupancies and is fully fire sprinklered. Site improvements included trash enclosures, rolling metal gates, steel fencing and concrete site walls. Submitted documents were reviewed for compliance with the applicable provisions of the adopted building codes and associated standards. BPR staff teleconferenced and/or met with the design team to resolve plan review issues.

OSHPD 3 Community Clinic:

BPR staff provided complete building department plan review services of the Community Clinic project on behalf of the City of Richmond. This project included construction of a three-story, Community Clinic with a total area of 33,742 SF of medical office space designed to be OSHPD 3 compliant. The building utilized Type V-B Construction and included Occupancy Groups B and A-3. The building is fully fire sprinklered. Site improvements included trash enclosures and concrete site walls as part of the project. Plan review services required review for compliance with all applicable OSHPD 3 provisions of the California Building Code. BPR staff teleconferenced and/or met with the design team to resolve plan review issues, as needed.

CITY OF BERKELEY

BPR staff members have provided complete plan review services for projects on behalf of the City of Berkeley for many years. Below are examples of recent projects for which our staff members provided plan review services:

Bancroft Apartments:

This six-story, mixed-use building consists of a single-level, reinforced-concrete, Type 1A podium structure with five levels of light, wood-framed Type IIIA construction above. The podium houses 9,300 SF of M, S-2 and R-2 Occupancies. Five levels of residential apartments comprising 41,000 SF occur above the podium structure. The existing building on the site was relocated and the existing surface parking lot was demolished in preparation for this high-density project which included 50 new residential dwelling units.

San Pablo, Merchant Building:

This unique project straddles three Cities; Berkeley, Oakland, and Emeryville, with Berkeley as the lead agency. Formerly a factory, this building has been readapted to house a 500,000 SF medical office, a 50,000 SF health club, and a parking garage with roof parking. The existing concrete structure was strengthened with extensive use of fiber-reinforced polymer (FRP); new ramps were added to convert the factory floors to parking floors; and new MEP infrastructure was added to facilitate the medical office building and health club tenant improvements.

**Bayer Healthcare, Voluntary Seismic Upgrade:**

This project consisted of voluntary seismic upgrades to four existing buildings in order to comply with the city seismic strengthening regulations and policies. The design utilized the evaluation and retrofit procedures of ASCE 41-13 and introduced structural steel buckling restrained braced frames into these existing nonductile,

reinforced-concrete buildings. The projects ranged in size from 3,400 SF to 60,000 SF, and the buildings included B, F-1 and S-1 Occupancies.

CITY OF SAN RAMON

Aspen Woods Apartments:

BPR staff provided plan review services for this new, 95-unit, senior complex. The facility consists of a basement and 4 floor levels totaling 139,281 SF. This podium style project utilized Type IA and VA construction and included S-2 and R-2 Occupancy Groups. Above the podium structure, western-style platform construction was utilized along with site-built, wood-sheathed, shear walls for lateral support for this exclusive residential project.



CITY OF VALLEJO

The Lodge at Glen Cove:

BPR staff provided plan review services on behalf of the City of Vallejo for this new, residential, care facility that provides Independent Living, Assisted Living and Memory Care options for its residents. The facility consists of two, three-story buildings totaling 120,312 SF. This project utilized Type VA construction and included A-2, R2.1, B and S Occupancy Groups.



BUILDING INSPECTION SERVICES

BPR Consulting Group maintains a staff of ICC Certified building inspectors available to serve your community. We understand the importance of personality coupled with code knowledge and the ability to explain identified deficiencies in a constructive manner. We carefully select inspection staff to ensure that selected staff possess the appropriate skills and knowledge for the types of projects they will be assigned. We value our inspection staff's ability to effectively communicate with agency officials, homeowners, builders and others. We understand effective communication is an important trait necessary for delivery of successful inspection services on behalf of the communities we serve. We have found that demonstrated code knowledge, along with clear and efficient communication, are required ingredients for a fair and transparent inspection program.

ROUTING TECHNICIAN SERVICES

BPR Consulting Group maintains a staff of ICC Certified technicians available to serve your community. We understand the importance of the technician position. As the first contact by residents and builders alike, the first impression provided by our routing technicians sets the stage for the overall permitting experience. Our routing technicians are knowledgeable of state laws associated with issuance of building permits, have experience with multiple databases utilized by building departments and will quickly learn the unique project routing and approval process used by your department. Additionally, our routing technicians with minimum training, will use your adopted fee schedules to ensure that plan review and building permit related fees are

properly assessed. At the completion of the plan review process, required approvals from other departments both within and outside the agency, will be verified prior to issuance of building permits.

FIRE PLAN REVIEW & INSPECTION SERVICES

BPR Consulting Group staff are available to provide fire plan review services as needed to verify compliance with California Building and Fire Codes, adopted National Fire Protection Association Standards and local amendments. Plan review services will include review for fire and life safety code compliance relative to the design of fire protection systems including fire sprinkler systems, fire alarm systems, fire suppression systems, fire pump installations, smoke control systems, civil improvement plans, and non-structural building plans for fire and life safety features.

We understand that many municipalities and fire districts adopt local requirements unique to local fire concerns. We will review local requirements to ensure that assigned projects are compliant with current code and locally adopted requirements. We will ensure compliance with Title 24 California Building and Fire Codes, parts 2, 2.5, and 9 – applicable to fire prevention, life safety, mechanical and electrical installations as they relate to fire and life safety for residential, commercial, industrial, existing and historical buildings.

BPR's staff of Fire Plans Examiners and Fire Protection Engineers have performed both building and fire plan review services on a wide variety of projects including industrial, commercial, institutional, assembly, essential service buildings, mixed use, tenant improvements, remodels, adaptive reuse projects and residential developments.

SECTION 3

BUILDING SAFETY TECHNICAL CAPABILITIES

The BPR team holds extensive experience and a proven track record of providing building official, plan review, building inspection, fire plan review and inspection, and routing technician services as needed in a cost-effective manner. Our Building Official services can be tailored to meet your specific needs and budget. Our plan review services focus on providing timely and thorough plan reviews with the goal of issuing code compliant plans so minimum code related issues occur during the construction process. We also work with design teams on major projects providing progressive plan reviews where we identify code compliance issues during the design process resulting in quick approval of the final construction documents. Our Building Inspectors and Routing Technicians are selected based on the needs of the communities we serve. We tailor our services to fit your specific needs.

Our role and mission is to provide the following:

- A **team of professionals** with high-level experience and skills in successfully providing all building department services.
- Utilizing staff with a **customer service focus** and thorough knowledge of building department policies and procedures.
- Promoting **cooperation and partnership** with other jurisdiction departments and outside agencies.
- **Licensed Plan Review Engineer and/or ICC Certified Plans Examiners** for thorough and timely plan reviews.
- **Progressive plan review services** for major and unique projects.
- A **high level of customer service** to both internal and external customers.
- Adjusting services as needed to **meet your workload needs**.
- Services in a **cost-effective manner** that remain within budget constraints.



BUILDING & FIRE PLAN REVIEW SERVICES

All plans examination services will be performed by or under the direction of a licensed civil or structural engineer. For unusual or large projects, and when needed to meet aggressive schedules and peak workload demands, additional support will be provided by appropriately qualified staff. Our building officials, plans examiners, and building inspectors maintain a working knowledge of applicable building codes and plan review procedures. Our staff will use their experience and skills to promote efficient services on behalf of your department.

Our staff will work with project applicants and designers in a collaborative and professional manner to quickly identify and resolve code compliance issues. Our Building Officials will collaborate with project designers to identify code compliant procedures to address complicated code issues. Our plans examiners will perform detailed plan reviews to provide complete and accurate construction documents to minimize questions and problems during the construction phase of projects.

TECHNICAL PLANS EXAMINATION CAPABILITIES

BPR's staff possesses significant technical capabilities in all areas of plans examination, competency gained from years of experience providing these same services. All plan examiners are California Licensed Engineers or ICC Certified Plans Examiners with multiple years of experience providing plan review services. Our staff will conduct accelerated or project-specific, phased, plan reviews on an as-needed basis as requested by clients. Our plans examiners have a thorough understanding of code requirements, are able to read, understand and interpret construction documents, energy calculations, geotechnical reports, structural calculations, electrical load calculations, commissioning reports, and other associated design documents. Our plans examination staff have the ability to prepare well-written, plan review letters, communicate effectively orally and in writing and work effectively with jurisdiction staff, project design teams, contractors and the permit applicants. Our plans examiners possess knowledge of the most current state adopted building standards.

ARCHITECTURAL

BPR's non-structural plans examiners have provided plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 2, 3 and 5 medical office buildings. Many of our plan examiners are CASp certified. Completed plan review projects range from single-story, residential projects to complex high-rise buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the following model codes:

- California Building Standards Code (Title 24) Parts 1 through 6 and 9
- International Building Code (IBC)
- Americans with Disabilities Act Standards for Accessible Design
- ANSI Standards
- NFPA Codes & Standards
- CA Code of Regulations (CCR) Titles 19 and 25
- Jurisdiction-Adopted Amendments or Ordinances

STRUCTURAL

Our structural engineers have experience designing and reviewing all types of projects including residential, multi-family, commercial, and multi-story projects including mid-rise and high-rise projects, institutional projects, industrial projects, retail buildings, schools, medical office buildings and court facilities. Our structural engineers have experience designing and reviewing projects constructed with all building materials including the following:

- Wood
- Masonry
- Heavy Timber / Timber Frame
- Concrete
- Structural Steel
- Light Gauge Steel Framing
- Straw Bale
- Rammed Earth

Our engineers have designed or reviewed a wide array of structural lateral force resisting systems including:

- Structural steel moment frames
- Buckling-restrained braced frames
- Eccentric braced frames
- Concentric braced frames
- Concrete moment frames
- Wood shear wall systems
- Masonry shear wall systems
- Concrete shear wall systems
- Cantilevered column systems
- Pre-stressed and post-Tensioned Concrete
- Various proprietary lateral force resisting systems

Our structural engineers and inspectors are experienced with the provisions of most model codes including current versions of:

- CCR Title 24, Part 2, Volumes 2 & 2.5
- International Building Code (IBC)
- AISI 341, 358 and 360
- ASCE 7
- ASCE 41
- AISI Standards for Cold Formed Steel
- ANSI / AF&PA NDS for wood framing
- ACI 318
- ACI 530 / TMS 402/602
- CA Historic Building Codes
- CA Existing Building Codes
- NEHRP

MECHANICAL, PLUMBING & ELECTRICAL

BPR's Mechanical and Electrical Engineers are well versed in the California Mechanical, Plumbing and Electrical codes. We will review submitted design documents to ensure compliance to the current edition of the following codes:

- California Building Code
- California Residential Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- Jurisdiction-adopted amendments

Other review services may be provided based on current editions of local or national standards such as:

- International Building Code
- International Residential Code
- International Mechanical Code
- International Plumbing Code
- NFPA Standards 13 (automatic fire sprinkler systems)
- NFPA Standards 20 (fire pumps)
- NFPA Standards 72 (fire alarms)
- NFPA Standards 99 (medical gases)
- NFPA 101 Life Safety Code
- NEHRP Requirements for Existing Building

ENERGY COMPLIANCE

Our engineers and plans examiners are up to date on all California Energy Code requirements as they relate to both new and remodel construction for all project types. The Energy Efficiency Standards for Residential and Non-Residential Buildings were established in 1978 in response to a legislative mandate to reduce California's energy consumption. These standards have been updated since that time to address a multitude of building components, systems and equipment with the goal of having new and updated buildings be more energy efficient, comfortable for building occupants, and less reliant of fossil fuels.

GREEN BUILDING STANDARDS

BPR's staff has a working knowledge of the proper incorporation of CALGreen building criteria into project designs and the resulting potential impact of these standards related to building code compliance and the environment. Our plans examiners will review project documents to verify compliance with adopted Green Building Code Standards as required by state law and local amendments and ordinances.

LEED

Developed by the US Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design methodologies, construction, operations, and building maintenance. LEED certification consists of a variety of rating systems applicable to multiple building types including commercial as well as residential. Ratings reflect a measure of how well a building performs across many sustainability metrics including: energy savings, water efficiency, CO2 emissions reduction, indoor environmental quality, energy usage and the projects impact on the local environment.

ACCESS COMPLIANCE & CASp REVIEW

All BPR CASp-certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our staff are experts in the industry, maintaining appropriate certifications demonstrating their expertise, and are experienced providing services for building departments in a seamless manner balanced and in coordination with our client's expectations and needs. We work collaboratively with our clients to address accessibility plan review and inspection related issues as efficiently as possible.

Our plans examiners are fully trained and familiar with CA Building Code Accessibility requirements and ADA compliance requirements and are available for plan review and/or inspection services. We offer support to municipalities for compliance enforcement and/or developing transition plans. We can assist our clients in researching and providing interpretations of various specific issues related to access compliance including access compliance obligation, transition plan development, construction costs and phasing, and regulation interpretations.

FLOOD ZONES

BPR's staff of engineers and plans examiners have experience in providing plan reviews for projects located in flood zones and areas prone to flooding. BPR Consulting Group's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as locally adopted ordinances. Additionally, members of our team have participated in state-sponsored committees to establish guideline and building code requirements for projects planned in areas designated as flood zones.

OSHPD 2, 3 & 5

BPR Consulting Group's staff of plans examiners and building inspectors have extensive experience providing plan review and inspection services for OSHPD 2, 3 and 5 projects. Our staff is well versed with the OSHPD 2, 3 and 5 requirements included in the California Building Code. Our inspection staff includes an OSHPD certified inspector with recent experience providing inspection services for hemodialysis, outpatient surgery, hyperbolic chamber, medical clinics and acute psychiatric facilities.

FIRE CODE PLAN REVIEW

We have an experienced and licensed professional Fire Protection Engineer on staff to address your fire and life safety needs. Our fire safety plan review and inspection staff can quickly and accurately check plans for compliance with applicable fire codes and standards. Our fire protection staff routinely review and inspect projects for compliance with fire and life safety regulations.

Our Fire Plans Examiners and Inspectors have extensive experience in the use and application of the following model codes, standards, and regulations:

- California Fire Code (CFC) and California Building Code (CBC), with local amendments and regulations.
- Adopted National Fire Protection Standards
- California Health and Safety Code
- Appropriate listings (CSFM, U.L., etc.) for common systems and materials
- Fire Department Standards
- Code referenced National Fire Protection Reference Standards
- Municipal, State or Federal regulations enforced by local Fire Agencies

BPR's staff is active with California Fire Prevention Officer's Association, as well as local chapters of International Code Council Building Officials Organizations throughout the State of California.

TRANSPORTING PLANS

For paper submittal documents, we will arrange for all pick-up and delivery of the plan review documents from your office at no additional cost. We utilize specific methods for project document pick-up and delivery with the goal of providing same-day service.

ELECTRONIC PLAN REVIEW

BPR Consulting Group maintains an efficient cloud-based, electronic-document, submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **SharePoint** system to allow permit applicants and client staff the ability to upload construction documents for our plan review services. We are also able to use **Dropbox** to share and collaborate with the County. BPR Consulting Group has provided electronic plan review services, serving building departments and other public agencies with efficient electronic plan review services. We are prepared to provide electronic plan check services for your community utilizing our **Bluebeam** electronic plan review system, or any electronic plan review system presently used by your department.

We have had the opportunity to work with many different electronic plan review systems and our preferred system is **Bluebeam**, an industry-leading software used by many jurisdictions, design teams and contractors to review and annotate construction documents. We have worked with multiple clients to purchase and deploy **Bluebeam** software, develop jurisdiction-specific stamps, develop tools to increase efficiencies for electronic plan reviews, and participate and provide ongoing training on the use of the software.

COMMUNICATING PLAN REVIEW RESULTS

Plan review comments, when necessary, will be type written and refer to specific details, drawing or supporting document, and reference applicable code sections. BPR will provide a clear, concise, and thorough plan review letter itemized by specific discipline such as life safety, accessibility, structural, plumbing, mechanical, etc., that can be utilized by clients, designers, contractors, and owners to understand the noted deficiency and make necessary corrections to the project documents. At the completion of each plan review cycle, BPR Consulting Group will return a copy of the plan review comment list to the designated applicant and project representative. If requested, we will coordinate plan review re-checks directly with the designated project applicant. Upon completion of the plan review process, we will return completed plan review documents, in either hard copy or electronic format as needed, ready for final approval and permit issuance.

STANDARD PLAN REVIEW COMPLETION TIMEFRAMES

We complete all **plan reviews** within the timeframes shown below for both commercial and residential projects as our standard business practice. We will accommodate any turnaround schedule agreed to with our clients. We can provide expedited plan review services when requested.

Project Type	Maximum Turn Around Time (Business Days)	
	Initial Submittal	Backcheck Reviews
Residential (Single Family)		
New Construction	10	5
Addition	10	5
Remodel	10	5
Non-Residential		
New Construction	10	5
Addition	10	5
Remodel, Tenant Improvement	10	5
Large, Complex Commercial or Residential Multi-Family Projects	12	7

BUILDING INSPECTION SERVICES

BPR building inspectors are qualified and appropriately ICC-certified to provide requested inspection services. Our inspection staff will perform inspection services to verify that the work of construction is in conformance with the approved project plans as well as identifying issues of non-compliance with applicable building codes. Our field inspection services will include inspection of all portions of projects including project sites as applicable. Our building inspectors will write legible and understandable correction notices, field reports and will be available to answer in-person or telephone inquiries. All inspection personnel assigned will be ICC and/or CASp certified as required.

We understand that many municipalities have amended code sections, policies and ordinances that impact the work that is inspected and approved project plans. Our inspection staff will familiarize themselves with local requirements to ensure that the projects we are inspecting are compliant with current code requirements. Specifically, we will ensure compliance with the applicable provisions of the Title 24 California Building Standards Code, Parts 1 through 12, covering structural, fire prevention, life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial, industrial, existing and historical buildings. BPR's ICC/CASp certified inspectors have performed building inspection services on a wide variety of construction projects including planned, single-family, residential developments, custom homes, commercial, manufacturing, institutional, assembly, essential service, industrial projects and historically designated buildings. When necessary for large or fast-paced projects, multiple inspectors can be made available. BPR's inspectors will inspect projects to verify conformance with approved project drawings and specifications which will include review of the permit documents to verify that onsite conditions are consistent with the approved documents for size, setbacks, heights and other applicable requirements. At the completion of inspections, BPR's inspectors will update database information, complete necessary forms and documents as required to provide seamless service.

INSPECTOR QUALIFICATIONS & CERTIFICATIONS

BPR will work with you to select appropriately qualified inspectors with applicable experience and specific code knowledge based on the types of projects assigned for inspection. All BPR Consulting Group inspectors are ICC-certified with many maintaining CASp certification. In addition, BPR employs OSHPD certified inspectors available for inspection of OSHPD designated facilities.

Inspection personnel will have the ability to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, permit applicants, homeowners and agency staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building standards. Our inspectors are familiar with most of the common scheduling and tracking systems utilized by building departments and can quickly adapt to your systems and requirements.

ROUTING TECHNICIAN SERVICES

Knowledgeable and personable technicians are the first impression the public gets of your building department, and they play a critical role as to how your departments services are perceived. Routing technician services are crucial to the success of the entire building safety workflow within building departments. The ability to convey proper information to permit applicants, properly calculate permit fees, properly route plans to various departments for review, tracking approvals, database management and permit issuance are all critical to the success of your building department. We understand that the ability to deliver excellent customer service, maintaining a smooth flow of permit documents throughout departments, and maintaining accurate and up-to-date records, are all key elements to furnishing first-rate, efficient success of your building department.

Our Routing Technicians will greet and work closely with the customers at the public counter or via telephone, answering questions and providing accurate information. Our Routing Technicians will provide information about permit applications, plan review and inspection requirements, will be organized and have the ability to maintain filing systems necessary for tracking permit applications, permits issued, plan checks in progress, approved project documents and any other records or information important to the efficient operation of your department.

SECTION 4

FEE SCHEDULE

We propose that all in-house Building Department services including Building Official and plan review services performed by our Building Official, Building Inspection, and Routing Technician services provided to the City of Gardena be paid on an hourly basis utilizing the Schedule of Hourly Billing Rates included below. Our standard fee for complete building code plan review services for commercial and residential projects reviewed in our offices is 75% of the plan review fees based on your agency’s adopted fee schedule. Structural only plan review services will be charged at 45% of the plan review fees based on your agency’s adopted fee schedule.

Plan review services performed in our offices will include an initial first review and two, back-check reviews of the submitted documents. Any additional plan review services required beyond the third review will be billed at our hourly rates listed within the Schedule of Hourly Billing Rates included below.

SCHEDULE OF HOURLY BILLING RATES

The rates displayed in the schedule below reflect BPR’s current hourly billing rates.

CLASSIFICATION	HOURLY BILLING RATE
ICC Certified Building Official	125
Licensed Plan Review Engineer (structural, civil, electrical, mechanical).....	135
ICC Certified Plans Examiner	95
CASp Plans Examiner or Inspector.....	110
ICC Certified Senior Building Inspector*	95
ICC Certified Building Inspector	88
Fire Protection Engineer	135
ICC Fire Plans Examiner	95
ICC Fire Inspector.....	95
Routing Technician.....	65

- **Shipping:** There is no charge for courier or shipping services for plan reviews conducted off site.
- **Expedited Plan Reviews:** Expedited plan reviews can be provided upon request. Fees for expedited plan review services will be **150%** of the above noted hourly rates.
- **Overtime, After-hour and Weekend Services:** Overtime, after-hour and weekend services will be charged at 130% of our regular billing rates.
- **Mileage:** Vehicle mileage utilized while performing city services will be billed at the current IRS vehicle mileage rate.
- *** Senior Building Inspector** will possess two or more current ICC Certifications



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13.A
Section: DEPARTMENTAL
ITEMS - ELECTED &
ADMINISTRATIVE OFFICES
Meeting Date: October 12, 2021

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

AGENDA TITLE: APPROVAL OF THE 2021-2025 MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF GARDENA AND THE GARDENA MUNICIPAL EMPLOYEES ASSOCIATION (GMEA)

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve the MOU and authorize the City Manager to execute the MOU with a term of July 1, 2021 through June 30, 2025

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully requests that the City Council review and consider the approval of the terms of a collective bargaining agreement between the City of Gardena and the Gardena Municipal Employees Association (GMEA) and authorize the City Manager to execute a Memorandum of Understanding (MOU) with a term of July 1, 2021 through June 30, 2025.

This aligns with the parameters set by the City Council in consideration of balancing continued fiscal prudence in mitigating the impacts of employee post-retirement benefits and limiting the cost of unfunded liability by enforcing caps on leave accruals while also continuing to align the City as a competitive employer.

Details of the MOU are provided in the attached Agenda Staff Report.

FINANCIAL IMPACT/COST:

Fiscal Year	General Fund	GTrans	Other Funds**	Total
2021-2022	\$185,000	\$240,000	\$45,000	\$470,000
2022-2023	\$460,000	\$500,000	\$95,000	\$1,055,000
2023-2024	\$650,000	\$840,000	\$170,000	\$1,660,000
2024-2025	\$850,000	\$1,100,000	\$220,000	\$2,170,000
Contract Total	\$2,145,000	\$2,680,000	\$530,000	\$5,355,000

*These are estimated additional financial amounts based on the parameters set forth in the attached MOU

**Other funds consist of Sewer, Senior Day Care, Family Child Care and CDBG

ATTACHMENTS:

[Agenda STAFF REPORT GMEA MOU.pdf](#)

[Ratified GMEA Memorandum of Understanding.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio".

Clint Osorio, City Manager

CITY COUNCIL MEETING

AGENDA STAFF REPORT

AGENDA TITLE:

Four-Year Memorandum of Understanding (MOU) with the Gardena Municipal Employees Association (GMEA) for the Period July 1, 2021 through June 30, 2025

RECOMMENDATION:

Staff presents for the City Councils' review and consideration the attached Memorandum of Understanding between the Gardena Municipal Employees Association (GMEA) and the City of Gardena for the Period of July 1, 2021, to June 30, 2025.

BACKGROUND AND SUMMARY:

The Gardena Municipal Employees Association (GMEA) is the recognized labor group for 273 miscellaneous employees, which includes all non-management and non-sworn employees except those specifically designated as confidential or unrepresented.

The City and GMEA commenced labor negotiations in September 2019 for a successor MOU to the contract which expired on December 31, 2019. The City and GMEA reached a tentative agreement in February 2020 with ratification of the contract by the membership in March 2020. This tentative agreement was taken to City Council for approval on April 14, 2020, however due to the COVID-19 global pandemic and the economic uncertainty it created this MOU was not approved. Once the City could fully grasp the economic effects of the COVID-19 pandemic it would be able to commence labor negotiations again.

During the period from April 2020 to April 2021, the city worked with all its various bargaining groups and took significant action to address the economic fallout related to the COVID-19 pandemic, which included layoffs, freezes, furloughs, and significant expenditure reductions. The City issued a Pension Obligation Bond to save the City over \$50 Million dollars over a 19-year period.

As a result of these actions and better than expected revenue projections from the recently approved Measure G (Approved March 2020), the City was in a financial position to recommence labor negotiations in April 2021. The City and GMEA conducted approximately 15 meetings, over a 3-month period and reached a tentative agreement in June 2021 with ratification of the contract by the membership on October 7, 2021.

Attached is a copy of the current MOU with changes reflecting the terms and conditions of the tentative agreement reached by the City and GMEA. The table below provides a summary of the key provisions and/or changes.

TERM (Article 9, Section 13)	July 1, 2021 through June 30, 2025
SALARY ADJUSTMENTS (Article 2, Section 1.B)	2.0% COLA effective the First Pay Period in July 2021 3.0% COLA with a 1% Cost Share effective the First Pay Period in July 2022. This COLA increase is conditioned upon GMEA membership voting to amend the CalPERS contract to provide for an additional 1.0% cost sharing of employer's cost.

	<p>3.0% COLA with a 1% Cost Share effective the First Pay Period in July 2023. This COLA increase is conditioned upon GMEA membership voting to amend the CalPERS contract to provide for an additional 1.0% cost sharing of employer's cost.</p> <p>3.0% COLA with a 1% Cost Share effective the First Pay Period in July 2024. This COLA increase is conditioned upon GMEA membership voting to amend the CalPERS contract to provide for an additional 1.0% cost sharing of employer's cost.</p>
MATRON DUTY (Article 2, Section 3.C.1)	Administrative Support Services Supervisor, Police Records Technicians I & II, Administrative Aide working in the Police Department, or other positions that have been identified by the Chief of Police to perform Matron duties, and have received certification, shall receive a fixed compensation of \$100 per month, payable bi-weekly, at a rate of \$46.15. This compensation has not been identified as reportable CalPERS compensation.
MECHANIC AUTOMOTIVE SERVICE EXCELLENCE (ASE) PROGRAM (Article 2, Section 3. H)	See Exhibit "D" Automotive Excellence Certification Program
BOOT ALLOWANCE (Article 2, Section 4.D)	<ol style="list-style-type: none"> 1) When the CITY requires in writing that any employee wear safety shoes in the performance of city duties, the employee shall be compensated for the purchase of such boots. 2) Such employees shall include Police Records Technician I/II, Police Service Officer, Police Service Technician, Code Enforcement Officer, Community Service Officer, Police Assistant, and any other employee required to do so in writing by the department head or Human Resources Officer. 3) The boot allowance is paid for the purchase and use of safety boots for city-related work. The employee shall be responsible for purchasing and maintaining such safety boots at or above the minimum standards set by the CITY. Failure to wear safety boots as required shall result in disciplinary action. Wearing of such safety boots purchased with the CITY boot allowance shall be limited to CITY work hours. 4) The annual boot allowance shall be one-hundred (\$100.00) dollars payable the first pay period of each calendar year. If necessity warrants, an allowance for a second pair of

	<p>boots may be requested by the employee. With the pre-authorization of the department head and upon submittal of a receipt verifying the purchase of the second pair of safety boots, the employee may be reimbursed up to an additional one-hundred (\$100.00) dollars in any one fiscal year.</p> <p>5) Newly appointed employees in positions so affected will be paid the annual allowance at the time of hire into the position. If the initial payment is received less than six (6) months prior to the regular boot allowance payment date, the employee will not receive an allowance until the regular payment date of the following year.</p> <p>6) If an employee separates within six (6) months of receiving the annual boot allowance, the employee will be required to reimburse the CITY for half of the allowance received.</p>
<p>POST RETIREMENT HEALTH INSURANCE COVERAGE (Article 4, Section 3.D.1-3.)</p>	<p>1) TIER 1: Employees hired before July 1, 2002 and meet the minimum requirements listed below shall receive, and continue to receive after the termination of this MOU, paid health insurance benefits based on the formula set forth below:</p> <p>a) Any affected employee who is at least fifty-five (55) years of age, and elects a service retirement from the City, shall receive paid health insurance coverage for the retired employee and his or her dependent up to the City's self-funded health insurance plan rate for two-party premium if the employee completed thirteen (13) years of full-time service with the City, was enrolled in any of the City's health insurance plans for a total of thirteen (13) years of service, and actually commences to receive CalPERS retirement benefits.</p> <p>2) TIER 2: Employees hired on or after July 1, 2002 and meet the minimum requirements listed below shall receive, and continue to receive after the termination of this MOU, paid health insurance benefits based on the formula set forth below:</p> <p>a) Any affected employee who is a Classic CalPERS employee, who is at least fifty-five (55) years of age, and elects a service retirement from the City, shall receive paid health insurance coverage for the retired employee up to the City's self-funded health insurance plan rate for single party premium if the employee completed twenty (20) years of</p>

full-time service with the City, was enrolled in any of the City's health insurance plans for a total of twenty (20) years, and actually commences to receive CalPERS retirement benefits. Such Classic employee shall bear any differential premium cost of coverage for an additional party (i.e. spouse). The differential is the difference between the one-party and two-party premium) compared to the prior plan year.

- b) Any affected employee who is a PEPRA CalPERS employee, who is at least sixty-two (62) years of age, and elects a service retirement from the City, shall receive paid health insurance coverage for the retired employee up to the City's self-funded health insurance plan rate for single party premium if the employee completed twenty (20) years of service with the City, was enrolled in any of the City's health insurance plans for a total of twenty (20) years, and actually commences to receive CalPERS retirement benefits. Each PEPRA employee shall bear any differential premium cost of coverage for an additional party (i.e. spouse). The differential is the difference between the one-party and two-party premium. The year the employee retires will be the base year in which the rate differential described above is established, the rate after the base year is established shall be adjusted downward or upward by half the City's rate change (difference between one-party and two-party premium) compared to the prior plan year.
- 3) **TIER 3:** Employees hired on or after July 1, 2021 who meet the minimum requirements listed below shall receive the allotted health insurance coverage for the retired employee based on the City's self-funded health insurance plan rate for single party premium.
 - a) Twenty (20) years of full-time service with the City receives seventy-five percent (75%) of the single party rate; or
 - b) Twenty-five (25) years of full-time service with the City receives one-hundred percent (100%) of the single party rate; and
 - c) Enrollment in any of the health insurance plans offered by the City for the minimum required years of service; and
 - d) Age fifty-five (55) years or sixty-two (62) years for full CalPERS service retirement; and

	<p>e) Tier 3 retiree coverage shall terminate upon the date retiree becomes Medicare eligible or death of the retiree, whichever occurs first.</p> <p>4) Years of Service</p> <p>a) Premium Split Option Participants – The time an employee participates in the Premium Split Option Plan will not count towards time required to meet ‘years of full-time service with the City’.</p> <p>b) Waiving Health Coverage – A full-time employee who waives health coverage and does not have the ability to participate in the Premium Split Option Plan, will have the opportunity to have their service time count towards ‘years of full-time service with the City’ for the purpose of Post-Retirement Health Insurance Coverage benefit.</p> <p>5) The amount of the City’s contribution shall be set at the same level as the amount for active employees unless the retiree is Medicare eligible in which case the City’s contribution, if applicable, shall be at the Medicare rate. Upon the effective date of Medicare coverage, the City’s health insurance plan coverage would be the secondary benefits payor and Medicare would be the primary benefits payor to the extent permitted in the City’s Plan Document and Summary Plan Description.</p> <p>Any required premiums and/or co-payment for active employees will also be required for non-Medicare eligible retirees. When applicable, this benefit shall accrue to the spouse upon death of the employee who is insured under this provision.</p>
MEDICARE (Article 4, Section 3.E.)	Failure to enroll in Medicare upon eligibility may result in loss of post-retirement health insurance coverage
CONVERSION OF SICK LEAVE AT TIME OF SEPARATION (Article 4, Section 5 D)	<p>Upon separation from the City and completion of at least five (5) years of service, employees may be paid for accrued sick leave hours up to a maximum of fifty percent (50%) of seven-hundred and twenty (720) hours. Employees shall be denied sick leave payoff when leaving the City, only if he/she was either:</p> <p>Terminated for cause, or</p> <p>Resigned in lieu of termination</p>

<p>UNSCHEDULED ABSENCES (Article 4, Section 11 B)</p>	<p>A. Unscheduled Absences</p> <ol style="list-style-type: none"> 1) An employee who calls out (unscheduled absence) on a holiday, on the day immediately prior to the holiday, or on the day immediately after the holiday will be entitled to be paid for that holiday for the first occurrence in a rolling two-year period. 2) An employee who calls out (unscheduled absence) on a holiday, on the day immediately prior to the holiday, or on the day immediately after the holiday will not be paid for that holiday for a second occurrence in a rolling two-year period. Employees may replace any lost paid holiday with appropriate leave accruals, if available. The replacement of lost holiday pay shall be on a “one for one” basis. 3) Employees who are scheduled to work on a holiday must work the entire scheduled shift in order to receive pay for that holiday. 4) In emergency circumstances, the Department Head has the discretion to allow for a paid holiday for any unscheduled absence.
<p>VACATION ACCRUALS AND USE (Article 4, Section 12.A)</p>	<ol style="list-style-type: none"> 1) Vacation accrual shall be capped at a maximum of four-hundred and thirty-two (432) hours. Affected employees shall not accrue vacation above four-hundred and thirty-two (432) hours. Effective July 1, 2022, if the maximum accrual amount is reached, the affected employee shall cease to accrue vacation hours until such bank is reduced below the maximum accrual amount of four-hundred and thirty-two (432) hours. a) Effective the first full pay period after July 1, 2022, vacation accruals shall be capped at the amount specified above. Employees will make an effort to use down the hours over 432 during the first year of the contract. The City will buy-back the value to the excess vacation accruals over 432 at 100% value as a cash out or conversion to 457 plan, at the rate of pay as of June 30, 2022.
<p>LAY-OFFS AND RECALL PROCEDURES (Article 5, Section 1-3)</p>	<p>SECTION 1. REDUCTION IN WORKFORCE</p> <p>A. Whenever, in the judgment of the City Council, a reduction in workforce is necessary for economic or operational reasons, any employee may be laid off. The City will consider layoffs across all Departments and all</p>

bargaining units. However, due to the unpredictable nature of the circumstances that would give rise to this decision, the City has the discretion to reduce the workforce in a manner that best meets its economic and operational needs.

B. Designating Positions for Layoff. The City shall designate the positions for layoff by classification and Department.

C. Order of Layoff. The Order of Layoff within each classification and Department shall be the employees with the least amount of seniority first. Seniority is defined in Article 2, Section 2, for all employees other than Bus Operators; and in Article 7, Section 3, for Bus Operators.

In the event of a tie, the City will review the employees' most recent annual performance evaluations. The employee with the lower overall rating on the most recent annual performance evaluation shall be laid off first. If the overall ratings are equal, then the City will go to the next most recent annual performance evaluation. If all the ratings are equal, then the Department Head will have the discretion to designate the employee for layoff after a review of the employees' performance evaluations.

D. Positions that are Exempt from Layoff.

- 1) Positions listed in the GMEA MOU Section 4 of the PREAMBLE shall be exempt from layoffs.
- 2) The following classifications may be exempt from layoffs: Community Service Counselors, Planning Assistants, Associate Engineers, Engineering Technicians and Engineering Aides.

E. Notice to Layoff. Employees to be laid off will be given 15 days' notice of layoff. Notice will begin when the employee designated for layoff is handed a letter or sent an email, by the Human Resources Department, City Manager, or his/her designee notifying him/her that he/she may be laid off fifteen (15) days from the date layoff notice was issued.

SECTION 2. BUMPING RIGHTS

A. Eligibility. An employee who is subject to layoff shall be eligible to exercise bumping rights, unless:

- 1) The employee is on a Performance Improvement Plan at the time of the layoff; or
- 2) The employee has received discipline of suspension or higher within the last two years;

or

3) The employee is a probationary employee.

A. **Positions into Which Employee May Bump.** An employee may exercise the right to bump into a lower classification represented by GMEA if:

1) He or she has more seniority than the incumbent in the lower classification. If an employee exercises this right, this employee bumps the employee with the least seniority in that lower classification.

2) Meets the minimum qualifications for that position. GMEA must be able to provide valid support to document the member bumping has the education, experience, knowledge, qualifications, and proficiency for the position, based on past work experience.

Positions listed in the GMEA MOU Section 4 of the Preamble are exempt from the bumping procedure, and an employee may not exercise his or her right to bump into those positions.

B. **Notice to Exercise Bumping Right.** An employee who is eligible and wishes to exercise his or her bumping right must do so in writing to the Human Resources Manager within five (5) calendar days of receiving the notice of layoff.

C. Employees who are displaced as a result of this bumping procedure may themselves exercise bumping rights, if they are eligible and in accordance with the procedures above.

SECTION 3. REHIRING OF LAID-OFF WORKERS

A. **Recall List.** Any employee who is laid off or who bumps into a lower classification shall be placed on a Recall List for a period of two years.

B. **Order of Recall.** If the City is able to rehire into a position that was previously designated for layoff, the CITY shall rehire those employees who are the Recall List and who previously held the position into which the City is rehiring. The City shall rehire the employee with the most seniority at the time of layoff first.

C. **Recall Notice.** The City shall send a Recall Notice to employees on the Recall List who are eligible to be rehired. The Recall Notice to an employee who has been laid off shall be made by email to the last known email address of the

	<p>employee. It is the employee's responsibility to keep the City updated with his or her most current contact information.</p> <p>D. Responding to Recall Notice. An employee must respond within 10 calendar days receiving the Recall Notice by email in order to be rehired into his or her previously held position. An employee rehired into the position that he or she previously held prior to layoff shall assume the same salary step and seniority that he or she held at the time of layoff.</p> <p>Failure to respond, unless due to actual illness or accident (the City may require proof of illness or accident), will cause the employee to be removed from the Recall List.</p> <p>E. If there are no employees on the Recall List that are eligible to be rehired into a vacant position, then the City will conduct an open recruitment to fill the position.</p>
ACCIDENT/INCIDENT REPORT PAY (Article 7, Section 1 D)	<p>Bus Operators involved in an accident/incident must submit a completed Accident/Incident Report by the end of the shift. The Accident/Incident Report must be completed prior to leaving the bus yard on the same day the accident/incident occurred. Bus Operators will be paid for twenty (20) minutes, at time and a half, to timely complete an Accident/Incident Report prior to leaving work. Such payment is subject to the following exceptions:</p> <p>All or a portion of the time completing a report may be calculated at time and a half depending on the total hours worked. (Report time is added to any work performed. If the total hours worked exceed eight (8) hours in a day for full-time Operators and/or 40 hours in a week for part-time Operators, then any time beyond that threshold will be paid at time and a half.)</p> <p>If a full-time Operator is relieved early (before meeting the 8-hour guarantee) due to an accident/incident, then the report time will not result in overtime pay.</p> <p>In the event the Accident/Incident Report is submitted later than the end of the shift in which the accident/incident occurred, then time spent completing the report will not qualify for overtime</p>
RUN ASSIGNMENTS (SHAKE-UP) (Article 7,	1) Run assignments will be posted four times

Section 3 D)	yearly: First week of February; Third week of June; Second week of September; and First week of December.
SPREAD TIME (Article 7, Section 3E)	1) A “spread” refers to the difference from the time a Bus Operator reports for duty until the time the assignment is completed. All work performed in excess of a spread of ten (10) hours will be paid for at the rate of time and one-half (1½).
GUARANTEE TIME (Article 7, Section 3.F)	2) Part-time Bus Operators, Relief Bus Operators and Trainees shall not receive guarantee time for performing any work.
MISSOUTS (Article 7, Section G 1-3)	<p>1) Bus Operators must report for their assignment at a scheduled time and place or they will be charged with a MISSOUT unless they notify whoever is in charge at GTrans at least two (2) hours before the start of their regular shift of their inability to report due to illness or emergency.</p> <p>2) When a Bus Operator is prevented from reporting to work on time due to an illness or emergency, the dispatcher/supervisor will review the Bus Operator’s personal situation and the work assignments for that day to determine if a new report time will be requested by the dispatcher/supervisor. In the event a new report time is requested, and the employee agrees to the new report time, failure of the Bus Operator to report to the new assignment on time will result in a second MISSOUT for that day.</p> <p>3) When a Bus Operator is prevented from reporting to work on time due to an emergency and later presents proof of said emergency satisfactory to the Transportation Director, he/she may waive the charge of a MISSOUT on a Bus Operator's record. Waiver of any MISSOUT is considered on a case-by-case basis.</p>
UNIFORMS (Article 7, Section 3.H-2)	The City will purchase uniforms for new employees upon graduation from the training program.
SIGN ON PREPARATORY TIME (Article 7, Section 3.J)	Split-run operators shall also be granted thirteen (13) minutes preparatory time for reporting to the Transportation facility to take out the

	second part of their run, for a total of twenty-six minutes for assignments requiring to pull out a bus twice
MANDATORY EXTRA WORK (Article 7, Section 3.K.9)	<p>1) Mandatory Extra Work: If Bus Operators are required to report for extra work, a mandatory report list will be posted by Friday at 1:00 p.m. for the upcoming week. Open work assignments on the mandatory report list will first be filled in the following order:</p> <ul style="list-style-type: none"> a) Relief Bus Operators that are required to work their regular day off, in reverse seniority order; b) Part-time Bus Operators that are required to work their regular day off, in reverse seniority order; c) Full-time Bus Operators that are required to work their regular day off, in reverse seniority order. d) The rotational order will be reset to the bottom of each seniority list every time the list has been exhausted.
OPERATIONS SUPERVISOR TRAINING PROGRAM (Article 7, Section 4)	See Exhibit "B" Transit Operations Supervisor Training Program
PART-TIME EMPLOYEE OVERTIME (Article 8, Section 3.B)	<p>A. Part-Time Bus Operators, Relief Bus Operators and Trainees</p> <ul style="list-style-type: none"> 1) Current part-time Bus Operators will maintain the current overtime pay practice of receiving the rate of time-and-one-half (1½) the employee's regular rate of pay for all work performed in excess of eight (8) hours per day or forty (40) hours per week with the exception of spread time or incidental overtime. 2) All part-time Bus Operators, Relief Bus Operators and Trainees hired on or after July 1, 2021 shall not receive daily overtime and shall only be paid overtime for all hours worked in excess of forty (40) hours in a defined workweek.
HOLIDAY PAY (Article 8, Section 4A)	<p>A. Part-time employees, other than seasonal, scheduled to work on a City observed holiday shall be paid the rate of time-and-one-half (1½) the employee's base rate of pay for all time actually worked on the holiday.</p>

PART-TIME EMPLOYEE BENEFITS (Article 8, Section 6.A.4)	<p>1) When on leave, a Part Time Bus Operator or Para-Transit Operator will receive pay at a flat rate of 6.5 hours in lieu of calculating the Average Workday (AWD), assuming the employee has enough leave accruals for use at the time the leave takes place.</p>
MINIMUM QUALIFICATIONS: CLASS A OR B COMMERCIAL DRIVER'S LICENSE (Article 9, Section 1.A)	<p>A. City employees who are required to maintain a Class A or Class B Commercial Driver's License as part of the minimum qualifications of their classification will have ninety (90) calendar days to renew their license from the date of expiration. Failure to renew within the ninety (90) day period will result in employment separation. If an employee cannot renew their license due to a serious medical condition, the City will toll the ninety (90) day period until all protected leave and reasonable accommodation process have been exhausted.</p>
DISTRACTED DRIVING POLICY (Article 9, Section 3)	<p>See Exhibit "C" Transit Operations Supervisor Training Program</p>
TIME-OFF FOR GMEA REPRESENTATIVES (Article 9, Section 4.B)	<p>A. GMEA shall annually provide to the Human Resources Officer in writing a list of GMEA officers and stewards and shall as necessary notify the Human Resources Officer of any changes therein. GMEA representatives shall be given reasonable time off with no loss of pay when attending Association activities, as determined by the Human Resources Officer, and as defined above. With the exception of attending labor negotiations or attending GMEA board meetings, the City limits only one (1) GMEA representative (shop steward) to attend meetings related to employee representation matters in addition to the GMEA President (or his/her designee) and GMEA Business Representative. When meetings regarding employee representation matters are held during the GMEA representative's scheduled work hours, release time will be provided for the representative. If such, meetings, as described above, are held during the bargaining unit representatives work hours, the representative shall be compensated for the time spent at the meeting with no loss of pay. Meetings held at times outside of the representative's regular work shift or outside of his/her scheduled split work shift are not compensable. However, if an association meeting is scheduled during a regular split shift</p>

	of a GMEA Board member, the additional for the split will still be paid.
TERM OF MOU AND RE-OPENERS (Article 9, Section 13.B)	<p>A. During this term, the CITY and GMEA will meet and confer to negotiate classification equity adjustments, certification pay and performance evaluation forms. The CITY and GMEA further agree to meet and discuss any issues that arise related to union/association release time.</p> <ol style="list-style-type: none"> 1) The CITY and GMEA agree to a Re-Opener July 2023, to revise Performance Evaluation forms. 2) The CITY and GMEA agree to meet and confer over Grievance and Disciplinary Procedure, with the intent to incorporate into the City's Personnel Rules and Regulations, by September 2023. 3) The CITY and GMEA agree to meet and confer over Uniforms Standards & Policy by September 2023. In addition to a Reopener for the Equity & Certification Pay, by September 2023 if the Classification Study is completed. The results of the Classification Study will be factored into the consideration of Equity and Certification.

IN CONCLUSION, The members of GMEA have ratified the MOU and ask that the City Council approve and adopt the Memorandum of Understanding (MOU) with the Gardena Management Employees Organization (GMEA) for the Period July 1, 2021 through June 30, 2025.



GARDENA
MUNICIPAL
EMPLOYEES
ASSOCIATION

MEMORANDUM OF UNDERSTANDING

JULY 1, 2021 – JUNE 30, 2025

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE GARDENA MUNICIPAL EMPLOYEES ASSOCIATION (GMEA),
A RECOGNIZED EMPLOYEE ORGANIZATION,
AND THE CITY OF GARDENA,
FOR THE PERIOD JULY 1, 2021 TO JUNE 30, 2025**

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**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
GARDENA MUNICIPAL EMPLOYEES ASSOCIATION (GMEA),
A RECOGNIZED EMPLOYEE ORGANIZATION,
AND THE CITY OF GARDENA
FOR THE PERIOD OF JULY 1, 2021 TO JUNE 30, 2025**

PREAMBLE

The undersigned representatives of the GARDENA MUNICIPAL EMPLOYEES ASSOCIATION, hereinafter referred to as "GMEA" and the CITY of Gardena, hereinafter referred to as "CITY" hereby agree that this Memorandum of Understanding, hereinafter referred to as "MOU" supersedes any previous memoranda of understanding governing the wages, hours, terms, and conditions of employment for the employees in the hereinafter-described representation unit.

- 02.** As and to the extent required by, and only for the purpose of, the Meyers-Miliias-Brown Act, the CITY has recognized GMEA as the exclusive representative of the employees, as hereinafter defined. Nothing in this MOU shall be construed as constituting an acknowledgement by the CITY that any work is or may become the exclusive right of any employee or classification of employees represented by GMEA.
- 03.** As used in this MOU, the terms "employee" and "employees" refer, individually and collectively, to those persons at the City's facilities for whom GMEA has been recognized as the representative. For the purpose of identification only, such persons are described as those persons, if any, as assigned in the current City Classification and Compensation Plan.
- 04.** The following are specifically excluded from GMEA representation, except that any such employee who has a grievance against the CITY may request the assistance of GMEA in the processing of said grievance. GMEA at its discretion may provide such representation or decline to provide such representation. Additionally, it is understood and agreed by the parties hereto that such category of employees shall not be hired or retained by the CITY for the sole purpose of replacing or eliminating full-time positions:
 1. All full-time sworn employees, management employees and employees who are designated as "Confidential" because of the nature of work performed for the CITY.
 2. Any employee designated as temporary, or provisional, except those employees already represented by GMEA when appointed to such position.
 3. Any employee whose salary is fifty percent (50%) or more paid by any Grant fund.
- 05. THIS MOU IS SUBJECT TO RATIFICATION BY THE MEMBERSHIP OF THE ASSOCIATION AND THE CITY COUNCIL OF GARDENA**
 1. The parties to this MOU agree to perform whatever acts are necessary, both jointly and separately, to urge the members of GMEA and the City Council of the City of Gardena to approve this MOU.
 2. Following ratification by the affected employees, the MOU shall be submitted to the City Council for approval and adoption.
 3. Following approval of this MOU by the City of Gardena City Council, its terms and conditions shall be implemented by appropriate ordinance, resolution or other lawful action.

Accordingly, the CITY and GMEA do hereby agree to the terms and conditions stated herein.

ARTICLE 1. CLASSIFICATION PLAN

SECTION 1. CLASSIFICATION PLAN CHANGES

- A. Should any new classification be created or existing classification be modified and such new or modified classification is intended to perform activities normally performed by members of GMEA, the parties shall meet and confer with respect to the job description and appropriate pay rate for such classification provided that such new or modified classification is a class represented by GMEA.

SECTION 2. POSITION VACANCIES

- A. City job vacancies shall be advertised on NEOGOV and qualified employees are encouraged to apply. Employees who wish to apply shall do so using the automated application process. Notice of all city job vacancies shall be emailed to "All Personnel" and posted on all department bulletin boards. Job vacancy notices shall include the job title, a brief description of the required duties, the minimum qualifications of the position, pay rate, and City benefits. Only those applicants who meet the minimum qualifications and pass each component of the testing process shall be considered for the position.
- B. Open-Competitive examinations shall be open to current employees and external applicants until the closing date of the recruitment as specified in the job announcement. If an Open-Competitive examination has a limit on applications received, the City shall exclusively open the position to current employees for five (5) business days before allowing external applicants the opportunity to apply for the position.
- C. When there are at least three (3) current employees who meet the minimum qualifications of the position and pass all components of the testing process, the Human Resources Officer shall place the successful internal candidates in "Band 1" of the Eligibility List, ranked in the order of merit, and all external candidates shall be placed in subsequent bands. The vacancy must be offered to one of the internal candidates in "Band 1". No offer may be made to any candidate in subsequent bands until "Band 1" has been exhausted.
- D. If a position is modified or retitled, any incumbent employee who has been performing all of the duties of said position shall remain in such position without having to qualify by examination or competition with other employees. With the concurrence of GMEA, the employee may be appointed to the modified classification upon recommendation of the department head and approval of the Human Resources Officer.
- E. Transfer is defined as a change of an employee from one position to another position in the same class or another class, involving the performance of similar duties and requiring substantially the same basic qualifications with no change in pay schedule. With the approval of the Human Resources Officer, a transfer to an equal or lesser position may be made from one department to another if both the employee's existing department head and the department head where the vacancy exists so agree. An employee so transferred shall receive the same salary received in the former classification.

SECTION 3. PROMOTIONS

- A. Promotion is defined as a move from a lower classification to a higher classification. It is the intention of the CITY to fill job vacancies within the city by employee promotion as provided in this Section.
 - 1) At the recommendation of the department head and with the approval of the City Manager, the Human Resources Officer shall conduct a "Closed-Promotional" recruitment for any position when the needs of the service shall be limited to persons already employed by the City.
 - 2) Notice of such promotional opportunity shall follow the same process as outlined above under Section 2A.

- 3) Upon completion of the Closed-Promotional examination process, the Human Resources Officer shall certify an "Eligibility List," ranked in the order of merit, from which the department head may make a selection for appointment.
- B. An employee who is promoted to a higher position shall be appointed to the applicable step of the new job classification that represents at least a five percent (5%) increase over base pay rate (salary schedule & step) plus any applicable Senior Pay Bonus at the time of promotion.
 - C. Promoted employees shall receive a higher rate of pay than any of his/her subordinates taking into account base salary Step 1 through 6 and any applicable Senior Pay Bonus at the time of promotion. Any employee so promoted shall be placed in the higher classification for a probationary period of six (6) months. If the employee does not pass this probationary period, such employee shall be returned to his/her former position at the former pay step.

ARTICLE 2. COMPENSATION

SECTION 1. SALARY

A. BASIS FOR ESTABLISHING SALARY RANGES (SALARY SURVEY)

- 1) The CITY and GMEA agree to work cooperatively to bring all salaries to a benchmark standard as quickly as possible within the City's ability to pay and sustain such while ensuring the delivery of quality public services.
- 2) The CITY and GMEA shall conduct a joint salary survey by way of a mutually agreed upon procedure using the following jurisdictions for comparison:
 - (a) For general position classifications, the following cities shall be surveyed: El Segundo, Hawthorne, Manhattan Beach, Redondo Beach, and Torrance.
 - (b) For Transit specific position classifications, the following agencies shall be surveyed: Culver City, Montebello, Norwalk, Torrance and Santa Monica.
- 3) For purposes of the survey, the position specification, i.e. job description as well as minimum qualifications and all such other duties/assignments carried out by each covered employee, above and beyond those specified in such position specification, i.e. job description, shall be considered in determining comparability.
- 4) All GMEA represented classifications will be benchmarked and/or surveyed and for purposes of this Article, salary shall mean the base pay rate at salary schedule and step, exclusive of any other compensation or benefits.

B. SALARY ADJUSTMENTS

- 1) July 2021 Cost-of-Living Adjustment: Each affected employee represented by GMEA shall receive a cost-of-living adjustment to base salary of two percent (2.0%). Such cost-of-living adjustment shall apply to the employee's salary schedule and step only, excluding any Senior Pay Bonus or other premiums. The salary adjustment shall be effective the first pay period in July 2021.
- 2) July 2022 Cost-of-Living Adjustment: Any cost-of-living adjustment in July 2022 is conditioned upon the City's ability to require GMEA members to pay an additional one percent (1.0%) of compensation towards the CalPERS employer contribution rate. Any change to the employees' rate of contribution requires a secret ballot election among the affected employees. The City cannot amend its contract with CalPERS if the majority of the affected members vote to disapprove of the proposed cost-sharing of the employer contribution.

Upon meeting the conditions set forth above, each affected employee represented by GMEA shall receive a cost-of-living adjustment to base salary of three percent (3.0%). Such cost-of-living adjustment shall apply to the employee's salary schedule and step only, excluding any Senior Pay Bonus or other premiums. The salary adjustment shall be effective the first pay period in July 2022.

- 3) July 2023 Cost-of-Living Adjustment: Any cost-of-living adjustment in July 2023 is conditioned upon the City's ability to require GMEA members to pay an additional one percent (1.0%) of compensation towards the CalPERS employer contribution rate. Any change to the employees' rate of contribution requires a secret ballot election among the affected employees. The City cannot amend its contract with CalPERS if the majority of the affected members vote to disapprove of the proposed cost-sharing of the employer contribution.

Upon meeting the conditions set forth above, each affected employee represented by GMEA shall receive a cost-of-living adjustment to base salary of three percent (3.0%). Such cost-of-living adjustment shall apply to the employee's salary schedule and step only, excluding any Senior Pay Bonus or other premiums. The salary adjustment shall be effective the first pay period in July 2023.

- 4) July 2024 Cost-of-Living Adjustment: Any cost-of-living adjustment in July 2024 is conditioned upon the City's ability to require GMEA members to pay an additional one percent (1.0%) of compensation towards the CalPERS employer contribution rate. Any change to the employees' rate of contribution requires a secret ballot election among the affected employees. The City cannot amend its contract with CalPERS if the majority of the affected members vote to disapprove of the proposed cost-sharing of the employer contribution.

Upon meeting the conditions set forth above, each affected employee represented by GMEA shall receive a cost-of-living adjustment to base salary of three percent (3.0%). Such cost-of-living adjustment shall apply to the employee's salary schedule and step only, excluding any Senior Pay Bonus or other premiums. The salary adjustment shall be effective the first pay period in July 2024.

C. SALARY SCHEDULE

- 1) **RATES OF COMPENSATION:** Except as hereinafter specifically provided, and subject to the other provisions of this MOU, each affected employee shall be entitled to receive, and shall be paid at the applicable rate or rates of compensation as prescribed for the class in which his/her position is designated as set forth in the current Classification and Compensation Plan.
- 2) **ADVANCEMENT IN PAY STEPS:** Advancement of employees from the minimum to the maximum rate of compensation for the respective classes is generally divided into six (6) steps, as set forth in the current Classification and Compensation Plan, with said steps interpreted and applied as follows:
- (a) The first step, Step 1, is a minimum rate and will normally be the hiring rate for each class within the classification plan, unless the Human Resources Officer approves a different hiring rate.
 - (b) If hired at Step 1, an employee will move to Step 2 upon satisfactory completion of the probationary period.
 - (c) Progression from Step 2 shall be upon completion of one (1) year satisfactory service on each step and the recommendation and approval of the department head. Such recommendation and approval shall not be denied except for cause. Thus, normal progression from Step 1 through Step 6 should require a period of five (5) years.
 - (d) Promoted employees shall be appointed to the appropriate pay step as set forth under Article 1, Section 3, Promotions. If promoted to Step 1, an employee will move to Step 2 upon satisfactory completion of the promotional probationary period. Alternatively, if the employee is appointed to a higher rate than Step 1, the employee shall progress to the next pay step upon completing one (1) year of satisfactory service on the appointed step and the recommendation and approval of the department head.
 - (e) Employees who have been absent from city service without pay or on paid sick leave in excess of one-hundred and sixty (160) hours may, as determined by the Human Resources Officer, be extended on such pay step for a period not to exceed the term of such absence.

- (f) Advancement in pay steps shall be effective on the first day of the pay period following eligibility to receive such pay advancement. The City shall have the discretion to authorize a different effective date when necessary.

SECTION 2. PROBATION AND SENIORITY

- A. Newly hired employees shall be considered on a probationary trial basis for twelve (12) months from the date of hire. Promoted employees shall serve a minimum probationary period of six (6) months from date of appointment.
- B. During the probationary period, such employees shall be entitled to all rights and privileges under this MOU, except with respect to discharge. Such employee may be terminated at any time during the probationary period with no recourse whatsoever.
 - 1) If the employee satisfactorily completes the probationary period and receives permanent employment, seniority shall be effective as of the original date of employment, but time served in a part-time, provisional, temporary or acting position will in no event be credited to seniority.
- C. Seniority shall mean length of continuous service with the City in a full-time position regardless of classification or assigned department except that an employee shall lose all seniority rights for any of the following reasons: voluntary resignation, discharge for cause or layoff for a continuous period of two years or more.
 - 1) Seniority between affected employees in the same classification shall be determined in the following order:
 - i. By the date of most recent appointment to the classification;
 - ii. If affected employees were appointed to the classification on the same date, then by numerical ranking on their most recent eligibility list for the classification; or
 - iii. Date of original hire.

SECTION 3. BONUS PAY

A. SERVICE RECOGNITION

- 1) **SENIOR PAY BONUS:** Employees hired prior to July 1, 2002 shall receive a "Senior Pay Bonus" per the schedule in Exhibit "A." The Senior Pay Bonus (SPB) is in recognition of continuous service to the city during the years when financial uncertainty prohibited the city from giving employees pay increases.
 - a) The SPB replaces the longevity bonus formerly received by GMEA represented employees and shall not be increased beyond the amounts set forth in Exhibit "A" except as stated for cumulative years of service in each category. Advancement to a higher position classification shall not modify the range of the SPB paid to each employee.
 - b) If an employee hired prior to July 1, 2002 leaves the city service and subsequently is rehired, the new date of hire shall be the determining date and the employee will therefore not be eligible for the SPB, but shall be eligible for the Continuous Service Bonus as stated in this section.
- 2) **CONTINUOUS SERVICE BONUS:** Employees hired July 1, 2002 and thereafter shall receive a Continuous Service Bonus (CSB) on each five-year (5) anniversary of continuous satisfactory service to the City as a full-time permanent employee.
 - a) The CSB shall be paid as follows and shall be included in the employee's first regular paycheck following the anniversary date of permanent appointment according to the following schedule:

(i)	Five (5)	\$ 500.00
(ii)	Ten (10)	\$1,000.00
(iii)	Fifteen (15)	\$1,500.00
(iv)	Twenty (20)	\$2,000.00
(v)	Twenty-Five (25)	\$2,500.00
(vi)	Thirty (30)	\$3,000.00
(vii)	Thirty-five (35)	\$3,500.00
(viii)	Forty (40)	\$4,000.00

- b) If any employee leaves the city services and is subsequently rehired, the new date of appointment to full-time permanent status shall be the date for future anniversary dates.

B. BILINGUAL BONUS PAY

- A. Employees who are responsible for bilingual interpretation, and whose use of a language other than English is of significant benefit to city operations as determined by the department head and Human Resources Officer, shall receive Bilingual Bonus pay according to the following rules.
- a) To qualify for Bilingual Bonus pay, an employee must have completed probation and successfully passed a language proficiency test that is job related to his/her duties and responsibilities. The Human Resources Officer shall determine the languages that will be tested and the method of testing and may require a verbal and/or written test based on the employee's work assignment.
 - b) If called upon to do so, employees who are paid a Bilingual Bonus must assist with oral or written translation in any city operation. If it is determined that an employee does not use his/her bilingual skills as required in city service, the Human Resources Officer may determine that the employee is no longer eligible to receive Bilingual Bonus Pay.
- B. The Human Resources Officer may require that each employee re-test and successfully pass an annual language proficiency test in order to remain eligible for the Bilingual Bonus.
- C. The CITY shall pay each approved full-time employee a Bilingual Bonus of thirty-one dollars (\$31.00) per pay period and each approved part-time employee a Bilingual Bonus of eleven dollars and fifty-five cents (\$11.55) per pay period as long as the employee remains eligible for this bonus. Bilingual Bonus Pay shall commence the first pay period following certification of eligibility by the Human Resources Office.

C. MATRON DUTY

- 1) Administrative Support Services Supervisor, Police Records Technicians I & II, Administrative Aide working in the Police Department, or other positions that have been identified by the Chief of Police to perform Matron duties, and have received certification, shall receive a fixed compensation of \$100 per month, payable bi-weekly, at a rate of \$46.15. This compensation has not been identified as reportable CalPERS compensation.

D. SHIFT DIFFERENTIAL

- A. The CITY shall pay a shift differential to all employees with the exception of Bus Operator, Recreation Coordinator, Community Center Coordinator, Street Sweeper Operator, Community Services Counselor and part-time or seasonal employees.
- B. Shift differential shall be based on the employee's bi-weekly base pay including applicable Senior Pay Bonus. The following rates shall be applied:

- C. An employee who works not less than five (5) nor more than twenty (20) regularly scheduled hours during a pay period between the hours of 6:00 p.m. and 6:00 a.m. shall receive shift differential pay equal to five percent (5%) his/her base pay plus applicable Senior Pay Bonus.
- D. An employee, who works more than twenty (20) regularly scheduled hours during a pay period between the hours of 6:00 p.m. and 6:00 a.m. shall receive a shift differential of seven-and-a-half percent (7½%) of his/her base pay plus applicable Senior Pay Bonus.

E. ACTING TIME COMPENSATION

- 1) When making an "Acting Time" assignment, a department head shall consider all eligible employees in determining the assignment. Compensation for "Acting Time" shall be made by official designation by the department head whenever an employee is assigned to work in a higher classification for a period of five (5) consecutive working days or a total of forty (40) consecutive working hours. All assignments for Acting Time shall be pre-authorized by the department head and initiated by the completion of the appropriate Personnel Action Form (PAF) and approved by the Human Resources Officer.
- 2) Acting Time in Non-Management Classifications: Compensation for Acting Time in a Non-Management position shall be in an amount equal to five percent (5%) above the employee's regular base pay including any applicable Senior Pay Bonus for all hours actually worked and shall be paid retroactive to the third (3rd) day of Acting in the assigned classification. If the employee continues acting in the higher position longer than twelve (12) continuous weeks and the employee is deemed to be fulfilling the total responsibilities of the higher position, the employee shall be paid at the appropriate higher salary schedule at the lowest step, which provides the employee pay at a rate not less than five percent (5%) above his/her regular salary schedule and step and any applicable Senior Pay Bonus.
- 3) Acting Time in Management Classification: Compensation for Acting time in a management position shall be granted whenever an employee is assigned to work in a management position for a period of five (5) consecutive working days, forty (40) consecutive working hours, or for a cumulative ten (10) days or eighty (80) hours in a fiscal year. Acting Pay shall be in an amount equal to five percent (5%) above the employee's regular base salary plus Senior Pay Bonus and will commence on the day following the satisfying of the qualification time in the Acting position. If the employee continues acting in the management position for thirty (30) continuous working days and the employee is deemed to be fulfilling the total responsibilities of the management position, the employee shall receive salary at the appropriate management salary schedule at the lowest step which provides the employee pay at a rate not less than five percent (5%) above his/her regular salary schedule and step and any applicable Senior Pay Bonus.

An employee assigned to work in a management position for thirty (30) continuous working days, or longer, shall not be entitled to any management benefits, unless approved by the Human Resources Officer.

- 4) Employees who are paid at the higher salary schedule in an Acting position (non-management or management) shall continue to receive advancement in pay step at the same interval as received in the employee's regular classification as set forth in Article 2, Section 1(C)(2).

F. OVERTIME AND HOURS OF PAY

- 1) Unless otherwise noted, a workweek is the consecutive one-hundred and sixty-eight (168) hours from 12:01 a.m. Sunday to 12:00 a.m. (midnight) on Saturday. For all employees working on a 9/80 alternative work schedule, the workweek shall begin exactly four hours into the eight-hour shift on the day of the week which constitutes the alternating regular day off.
- 2) Except as provided herein, all time worked by an affected employee in excess of forty (40) hours in a defined workweek shall be compensated at the rate of time-and-one-half (1½) the employee's regular schedule and step and any applicable Senior Pay Bonus.

- 3) Unless otherwise noted, the City shall only consider hours worked by an employee to calculate the minimum overtime threshold for each workweek. The Fair Labor Standards Act defines "hours worked" as all time during which an employee is on the employer's premises, on duty or at a prescribed work place.
- 4) Notwithstanding Article 2, Section 3(E)(2) and Section 3(E)(3) above, full-time employees of the Police Department shall be compensated at the rate of time-and-one-half (1½) the employee's base rate of pay and any applicable Senior Pay Bonus for all time worked by an affected employee in excess of the employee's regular workday.
- 5) At the option of the employee, overtime compensation shall be compensated as pay or as compensatory time off. If paid, the payment shall be included in the employee's regular paycheck for the period in which the overtime was worked.
- 6) Whenever possible, compensatory time should be earned and taken within the same pay period, however, in no case shall the accrual of compensatory time exceed a total of ninety-nine (99) hours. Requests for taking compensatory time off shall be requested in writing by the employee and approved by the department head in the same manner as any other requests for time-off.
- 7) **EXCEPTIONS:** The exceptions to the above overtime provisions are as follows:
 - a) Employee shall not receive overtime compensation for any incidental time worked in excess of a normal workday when such excess is less than fifteen (15) minutes in total duration.
 - b) When such excess time is fifteen (15) minutes in total duration, the employee shall be entitled to the appropriate overtime compensation for all time worked in excess of such normal workday. Overtime shall otherwise be in increments to the nearest fifteen (15) minutes.
 - c) Employees shall receive overtime for actual work performed or permitted by the department. Employees are required to obtain prior authorization to perform overtime work.
 - d) Overtime shall not be paid more than once for any hour worked, and there shall be no pyramiding of overtime.
 - e) Bus Operators shall receive actual time as provided in Article 6 of this MOU.
 - f) An employee who is required to work extra shifts and/or hours beyond their regular shift due to an operational emergency, organizational necessity or other situations declared by and at the discretion of the City Manager or department head shall be compensated at the rate of time-and-a-half (1 ½) the employee's base rate of pay and any applicable Senior Pay Bonus for such time worked regardless of whether the employee worked their regularly scheduled shift. At the option of the employee, overtime compensation under this exception may be compensated as pay or as compensatory time off.

G. CALL-IN AND CALL-BACK PAY

- 1) Any full-time employee called in for work on his/her regularly scheduled day off (except for bus operators) shall receive not less than four (4) hours work or four (4) hours pay at one-and-one-half (1 ½) times the employee's regular rate of pay. Regular rate of pay shall be composed of base pay plus any applicable Senior Pay Bonus.
- 2) An employee called back for work after completing a regularly scheduled shift shall receive not less than four (4) hours work or four (4) hours pay at time-and-one-half the regular rate of pay plus any applicable Senior Pay Bonus.
- 3) Overtime, which has been previously scheduled, shall not be considered Call-In Pay.
- 4) Employees scheduled to return to work following their regular shift shall be compensated in accordance with the Fair Labor Standards Act and the overtime provision of this MOU.

- 5) When an employee must appear in court as a witness on behalf of the CITY on a day when that employee is not scheduled for work, the employee shall be paid for the time actually spent in court, but not less than two (2) hours at one-and-one-half (1 ½) times the regular pay plus any applicable Senior Pay Bonus.

H. MECHANIC AUTOMOTIVE SERVICE EXCELLENCE (ASE) PROGRAM – See Exhibit “D”

SECTION 4. SPECIAL ALLOWANCES

A. TOOL ALLOWANCE

- 1) When the CITY requires in writing that any employee provide his/her own hand tools to perform the duties of his/her position in city service, the employee shall be compensated for such use payable at the rate of one-thousand dollars (\$1,000.00) per year, payable annually in January.
- 2) Such employees shall include Lead Mechanic, Equipment Mechanic, Transit Mechanic, Apprentice Mechanic, and any other employee required to do so in writing by the department head or Human Resources Officer.
- 3) Newly appointed employees in the position will be paid the annual allowance at time of hire into the position. If the initial payment is received less than six (6) months prior to the regular tool allowance premium date, the employee will not receive the tool allowance until the following regular premium pay date. Should a new hire separate from the city within six (6) months of hire, said employee shall reimburse the City half (1/2) of the allowance received.
- 4) The CITY agrees to meet with the Union, once per year, to receive suggestions for the tool pool.

B. UNIFORM ALLOWANCE

- 1) It shall be the policy of the City Council to determine which classification of employees shall be required to wear a city uniform in the course of their employment with the CITY. If a classification of employee is required to wear a city uniform, the CITY shall provide the uniforms to or pay a uniform allowance to those employees required to wear such uniforms. It shall be the employee's responsibility to wear such uniform in the manner in which it is prescribed and shall not wear such uniform except in the course of performing work for the city. Failure to wear such uniform as prescribed shall be cause for disciplinary action.
- 2) The CITY shall provide and maintain uniforms to employees assigned to the following work assignments accordingly:
 - (a) Eleven (11) sets of uniforms each for the employee in classifications such as Custodians, Building Maintenance, street crews, tree crews, parks crews, sewer crews, right-of-way crews, Equipment and Transit Mechanics, Equipment Utility Workers, and Senior Transit Utility Specialist.
 - (b) The CITY will report to CalPERS the monetary value for providing and maintaining the employee's required uniforms. The City will report the uniform allowance on a bi-weekly basis to CalPERS on each City scheduled pay period earned. The uniform allowance amount reported to CalPERS will derive from the prior year's invoices for providing and maintaining employee's uniforms, not to exceed two-hundred and sixty dollars (\$260.00) per year per employee. Uniform allowance or the value of maintaining the uniform is only reportable for Classic CalPERS members.
 - (c) Employees of the Police Department classified as Police Technicians or in other position title that may be established, **who are required to wear uniforms**, shall be entitled to a uniform allowance of eleven dollars and fifty-four cents (\$11.54) bi-weekly and included in each affected employee's regular paycheck.

- (i) The Police Chief shall certify in writing to the Human Resources Officer the various members of the department entitled to such status. Once reported, the employee shall continue to receive such payment until the Police Chief reports in writing to the Human Resources Officer that the employee is no longer entitled to such allowance.

- 3) Uniforms for Bus Operators shall be in accordance with Article 6 of this MOU.

C. SHOE ALLOWANCE

- 1) When the CITY requires in writing that any employee wear safety shoes in the performance of city duties, the employee shall be compensated for the purchase of such shoes.
- 2) Such employees shall include Apprentice Mechanic, Associate Engineer, Building Maintenance Lead, Custodian, Electrical/Signal Technician, Engineering Aide, Engineering Technician, Equipment Mechanic, Equipment Utility Worker, General Building Inspector, Graffiti Technician, Heavy Equipment Operator, Home Improvement Lead, Home Improvement Maintenance Helper, Lead Mechanic, Maintenance Painter, Park Maintenance Lead, Park Maintenance Worker, Public Works Lead, Right-of-Way Maintenance Worker, Senior Building Maintenance Worker, Senior Maintenance Worker, Senior Transit Utility Specialist, Sewer Maintenance Worker, Street Maintenance Worker, Street Sweeper Operator, Street Traffic Painter, Transit Mechanic, Transit Parts Storeroom Coordinator and any other employee required to do so in writing by the department head or Human Resources Officer.
- 3) The shoe allowance is paid for the purchase and use of safety shoes for city related work. The employee shall be responsible for purchasing and maintaining such safety shoes at or above the minimum standards set by the CITY. Failure to wear safety shoes as required shall result in disciplinary action. Wearing of such safety shoes purchased with the CITY shoe allowance shall be limited to CITY work hours.
- 4) The annual shoe allowance shall be two-hundred (\$200.00) dollars payable the first pay period of each calendar year. If necessity warrants, an allowance for a second pair of shoes may be requested by the employee. With the pre-authorization of the department head and upon submittal of a receipt verifying the purchase of the second pair of safety shoes, the employee may be reimbursed up to an additional two-hundred (\$200.00) dollars in any one fiscal year.
- 5) Newly appointed employees in positions so affected will be paid the annual allowance at the time of hire into the position. If the initial payment is received less than six (6) months prior to the regular shoe allowance payment date, the employee will not receive an allowance until the regular payment date of the following year.
- 6) If an employee separates within six (6) months of receiving the annual shoe allowance, the employee will be required to reimburse the CITY for half of the allowance received.

D. BOOT ALLOWANCE

- 1) When the CITY requires in writing that any employee wear safety shoes in the performance of city duties, the employee shall be compensated for the purchase of such boots.
- 2) Such employees shall include Police Records Technician I/II, Police Service Officer, Police Service Technician, Code Enforcement Officer, Community Service Officer, Police Assistant, and any other employee required to do so in writing by the department head or Human Resources Officer.
- 3) The boot allowance is paid for the purchase and use of safety boots for city-related work. The employee shall be responsible for purchasing and maintaining such safety boots at or above the minimum standards set by the CITY. Failure to wear safety boots as required shall result in disciplinary action. Wearing of such safety boots purchased with the CITY boot allowance shall be limited to CITY work hours.
- 4) The annual boot allowance shall be one-hundred (\$100.00) dollars payable the first pay period of each calendar year. If necessity warrants, an allowance for a second pair of boots may be requested by the employee. With the pre-authorization of the department head and upon

submittal of a receipt verifying the purchase of the second pair of safety boots, the employee may be reimbursed up to an additional one-hundred (\$100.00) dollars in any one fiscal year.

- 5) Newly appointed employees in positions so affected will be paid the annual allowance at the time of hire into the position. If the initial payment is received less than six (6) months prior to the regular boot allowance payment date, the employee will not receive an allowance until the regular payment date of the following year.
- 6) If an employee separates within six (6) months of receiving the annual boot allowance, the employee will be required to reimburse the CITY for half of the allowance received.

E. MILEAGE ALLOWANCE

- 1) An employee required to use his/her personal vehicle in the performance of duties as an employee of the City shall receive compensation for use of his/her personal automobile at the established IRS rate for mileage reimbursement. Such rate shall be reviewed periodically and adopted by administrative policy.
- 2) Such reimbursements will be made upon presentation of proper documentation which shall indicate to the satisfaction of the Department Head the number of miles traveled for which reimbursement is sought, the date on or between which use was made, and the specific or general occasion or service which necessitated such use.

F. BONDS AND NOTARIAL COMMISSION

- 1) When the CITY requires in writing that an employee maintain a bond or a notary commission as part of his/her duties, the employee shall be compensated for the cost of such.
- 2) However, if the employee allows such designation to lapse and as a result must complete education, training or other requirements to reestablish the bond or commission, the employee shall bear the full cost of such reinstatement.
- 3) Failure to maintain such bond or commission as required shall be cause for disciplinary action.

G. SPECIAL PAYS

- 1) Special pays shall be processed as part of the employee's regular bi-weekly paycheck and shall be paid in the pay period following the approval of the special pay request, unless otherwise determined by the CITY. This includes, but is not limited to: SDI reimbursement, bilingual pay, acting pay, vacation and other leave pay-offs.
- 2) **SPECIAL ONE-TIME BUY-BACK OPTIONS:** From time-time the City may at the City's initiation allow employees to cash in leave balances for pay. Such option shall be pensionable and no employee shall be required to participate in such option. These special one-time buy-back opportunities shall be processed as part of the regular bi-weekly payroll and will follow the employee's direct deposit and W-4 selections.

ARTICLE 3. WORK SCHEDULES

SECTION 1. REGULAR SCHEDULES

A. City Hall shall maintain a 9/80 employee work schedule as determined by the CITY:

- 1) During the city's regular two-week pay period, each employee shall be scheduled to work a total of nine (9) days for a total of eighty (80) hours work with either a Monday or a Friday off (9/80 day-off) on the shorter of the two weeks in the pay period.
- 2) By mutual agreement, a department head and respective department employee may establish any other alternative work schedule (e.g., 5/40, 4/10, etc.). The alternative work schedule must maintain or improve the current level of service and must not have an adverse effect on the functional operations of the department or the city as a whole.

SECTION 2. CITY HALL HOURS OF OPERATION

- A.** City Hall hours of operation will be determined by the CITY to ensure practical levels of service to the community. The working hours of individual employees may be adjusted as necessary to ensure such service to the community within a 9/80 work schedule, subject to the following:
 - 1) City management and GMEA agree to work together in good faith to resolve any issues that may arise from the 9/80 schedule.
 - 2) Except as directed by the City Council, employee work-schedules shall be adjusted as necessary to ensure that City Hall will not be closed for more than four (4) consecutive days, inclusive of any day that City Hall is closed in observance of an approved holiday.
- B.** If an employee is required to adjust his/her regular day off in order to provide adequate staff coverage for city operations, the employee will be credited with Floating Holiday Compensation (FC) on an hour-for-hour basis for the actual hours worked.
 - 1) FC will be shown on the employee's paystub and must be used during the fiscal year within which it is earned, otherwise it will be forfeited.

SECTION 3. REST PERIODS

- A.** Every employee will be permitted a fifteen (15) minute paid rest period approximately in the middle of the first half of the scheduled workday and a fifteen (15) minute paid rest period approximately in the middle of the second half of the scheduled workday.
 - 1) It is understood and agreed by the parties hereto that these rest periods are granted on a portal-to-portal basis; that is, from the time the employee leaves the work station until employee returns to it, ready to continue work, the total time of employee's absence shall not exceed fifteen (15) minutes.

ARTICLE 4. SUPPLEMENTAL BENEFITS

SECTION 1. EDUCATIONAL REIMBURSEMENT

- A.** The CITY encourages and supports educational programs which provide employees the opportunity for personal career development and directly benefit the CITY by increasing the technical and managerial competency of its staff. Toward this end, the CITY offers reimbursement of the cost of required tuition, text, certain materials and fees for approved courses that are directly related to the employee's present position or promotion within the City. Courses must be from an accredited college, university, Certificate or credentialing program that is of benefit to the City.

In addition, the City shall have the sole discretion to approve reimbursement for required curriculum coursework towards a job-related certificate or credentialing program. Attendance at conferences and seminars are excluded from reimbursement.

- B.** Eligibility for educational reimbursement is limited to full-time permanent City employees and shall be requested and approved according to standard procedures established by the Human Resources Officer.
- b.** The maximum reimbursement per employee per fiscal year shall be two-thousand five hundred dollars (\$2,500.00).

SECTION 2. RETIREMENT

A. CALPERS CONTRACT: The CITY shall contract with the state California Public Employees Retirement System (CalPERS) to provide retirement benefits. The cost of CalPERS Retirement benefits is based on formulas set by CalPERS and includes two rates:

- 1) The Employer Contribution Rate, paid entirely by the CITY, unless there is an agreement to cost-share. CalPERS reviews the Employer rates yearly and may adjust rates based on actuarial valuation.
- 2) The Member (employee) Contribution Rate, paid entirely by the employee through payroll deduction. The full Member (employee) Contribution Rate shall be set by CalPERS.
- 3) Each Member through a payroll deduction shall pay the Member (employee) Contribution Rate as set by CalPERS and an additional retirement contribution percentage, as outlined in *Article 2, Section 1, B. Salary Adjustments*, as cost sharing. The cost sharing contribution shall be paid by the employee on a pre-tax basis up to the extent permitted by the law.

B. The PUBLIC EMPLOYEE PENSION REFORM ACT (PEPRA) implemented new benefit formulas and final compensation period, as well as new member contribution requirements for new employees hired on or after January 1, 2013 who meet the definition of "new member" under PEPRA.

- 1) CALPERS ENROLLMENT DATE: Whenever a new employee is hired by the City their status as a "Classic Member" or "PEPRA Member" will be determined by CalPERS.
- 2) As defined by PEPRA, a new member includes:
 - a) A member who joined CalPERS prior to January 1, 2013, who, on or after January 1, 2013 is hired by a different CalPERS employer following a break in service of more than six months.
 - b) A new hire who joined CalPERS for the first time on or after January 1, 2013, and who has no prior membership in another California public retirement system.
 - c) A new hire who joins CalPERS for the first time on or after January 1, 2013, and who was a member of another California public retirement system prior to that date, but who is not subject to reciprocity upon joining CalPERS.
- 3) "Pensionable Compensation" (PC), as established by PEPRA, delineates the pay categories that must be reported to CalPERS as income that contributes to the calculations of the employee's retirement benefit. PC must be reported when earned and paid on the employee's regular paycheck. Should the payment of any benefit negotiated herein conflict with this, the CITY shall notify GMEA prior to modifying how the benefit is to be paid. (§20160, §20636 G.C.)

C. CLASSIC CALPERS MEMBERS

- 1) This classification is a CalPERS determination and shall be applied according to their definition.
- 2) "Classic" Miscellaneous Membership benefits per the CITY's contract with CalPERS shall be as follows as applicable by law:
 - a) Miscellaneous Member "2.0 at 55" formula (§21354 G.C.).
 - b) 1959 Survivor Benefit Level 3 (§21570 et seq. G.C.).
 - c) One Year Final Compensation (§20042 G.C.).
 - d) Unused Sick Leave Conversion (§20965 G.C.).
 - e) Member (Employee) Contribution Rate as set by CalPERS (§7522.30 G.C.).

D. PEPRA CALPERS MEMBERS

- 1) This classification is a CalPERS determination and benefits shall be provided according to the PEPRA definition.

- 2) A new CalPERS member's initial member contribution rate will be at least fifty percent (50%) of the total normal cost rate for their defined benefit
 - a) Miscellaneous Member "2.0% at 62" formula (§7522.20 G.C.).
 - b) 1959 Survivor Benefit Level 3 (§21570 et seq. G.C.).
 - c) Three Year Final Compensation (§7522.32 G.C.).
 - d) Unused Sick Leave Conversion (§20965 G.C.).
 - e) Member (Employee) Contribution Rate based on Pensionable Compensation (§7522.30 G.C.).

E. TRANSIT EMPLOYEES

- 1) Transit employees hired prior to January 1, 2013 shall be classified as "Classic Members".
- 2) Transit employees hired on or after January 1, 2013 through December 29, 2014 shall be classified as "Classic Members" and will retain their classic membership benefits for this period of time. Transit employees hired on or after December 30, 2014 shall be classified as "PEPRA Members".

SECTION 3. HEALTH INSURANCE

A. COMPREHENSIVE HEALTH PLAN

- 1) The CITY shall provide a comprehensive health benefit plan, including medical, hospitalization, dental, optical, and prescription, to all affected employees and their dependents.
- 2) The CITY shall meet and confer with GMEA prior to implementing benefit changes in the approved plan.

B. TRUST ACCOUNT

- 1) The CITY shall maintain an ISFH trust account for all premiums due and payable on a monthly basis by the CITY and employee contributions made pursuant to this MOU. All interest income produced by the ISFH trust account balance shall remain in the account and available for this exclusive use.
- 2) No CITY administration costs will be charged against the fund. Only charges relating to the provision of health benefits, payment of reinsurance costs and third-party administration costs shall be made against the trust.

C. COST OF HEALTH INSURANCE

- 1) The CITY will pay the two-party premium for coverage of affected full-time permanent employee plus one (1) dependent based on the City's self-funded health insurance plan rate. This amount will be paid to the approved health insurer or into the ISFH trust account for exclusive use in the ISFH program.
- 2) Employees with family coverage (i.e. two or more dependents) shall make co-payments through payroll deduction to cover any differential in premium costs to the CITY for such coverage. The CITY shall maintain a "Section 125" plan allowing employees to utilize pre-tax dollars for their contributions. Coverage will cease upon non-payment of premium or if payment is not received in a timely manner. The City will provide affected employees with sixty (60) days' notice and grace period to cure prior to exercising the discretion to terminate coverage. Premiums may be paid from available catastrophic leave donations.
- 3) Employees who are on an approved, protected leave will receive CITY-paid health benefit as outlined above in Item C.1. Employer-paid health coverage will cease upon exhaustion of protected leave and employee is on unprotected, unpaid leave of absence.

D. POST RETIREMENT HEALTH INSURANCE COVERAGE

- 1) **TIER 1:** Employees hired before July 1, 2002 and meet the minimum requirements listed below shall receive, and continue to receive after the termination of this MOU, paid health insurance benefits based on the formula set forth below:
 - a) Any affected employee who is at least fifty-five (55) years of age, and elects a service retirement from the City, shall receive paid health insurance coverage for the retired employee and his or her dependent up to the City's self-funded health insurance plan rate for two-party premium if the employee completed thirteen (13) years of full-time service with the City, was enrolled in any of the City's health insurance plans for a total of thirteen (13) years of service, and actually commences to receive CalPERS retirement benefits.
- 2) **TIER 2:** Employees hired on or after July 1, 2002 and meet the minimum requirements listed below shall receive, and continue to receive after the termination of this MOU, paid health insurance benefits based on the formula set forth below:
 - a) Any affected employee who is a Classic CalPERS employee, who is at least fifty-five (55) years of age, and elects a service retirement from the City, shall receive paid health insurance coverage for the retired employee up to the City's self-funded health insurance plan rate for single party premium if the employee completed twenty (20) years of full-time service with the City, was enrolled in any of the City's health insurance plans for a total of twenty (20) years, and actually commences to receive CalPERS retirement benefits. Such Classic employee shall bear any differential premium cost of coverage for an additional party (i.e. spouse). The differential is the difference between the one-party and two-party premium) compared to the prior plan year.
 - b) Any affected employee who is a PEPR CalPERS employee, who is at least sixty-two (62) years of age, and elects a service retirement from the City, shall receive paid health insurance coverage for the retired employee up to the City's self-funded health insurance plan rate for single party premium if the employee completed twenty (20) years of service with the City, was enrolled in any of the City's health insurance plans for a total of twenty (20) years, and actually commences to receive CalPERS retirement benefits. Each PEPR employee shall bear any differential premium cost of coverage for an additional party (i.e. spouse). The differential is the difference between the one-party and two-party premium. The year the employee retires will be the base year in which the rate differential described above is established, the rate after the base year is established shall be adjusted downward or upward by half the City's rate change (difference between one-party and two-party premium) compared to the prior plan year.
- 3) **TIER 3:** Employees hired on or after July 1, 2021 who meet the minimum requirements listed below shall receive the allotted health insurance coverage for the retired employee based on the City's self-funded health insurance plan rate for single party premium.
 - a) Twenty (20) years of full-time service with the City receives seventy-five percent (75%) of the single party rate; or
 - b) Twenty-five (25) years of full-time service with the City receives one-hundred percent (100%) of the single party rate; and
 - c) Enrollment in any of the health insurance plans offered by the City for the minimum required years of service; and
 - d) Age fifty-five (55) years or sixty-two (62) years for full CalPERS service retirement; and
 - e) Tier 3 retiree coverage shall terminate upon the date retiree becomes Medicare eligible or death of the retiree, whichever occurs first.
- 4) Years of Service

a) Premium Split Option Participants – The time an employee participates in the Premium Split Option Plan will not count towards time required to meet ‘years of full-time service with the City’.

b) Waiving Health Coverage – A full-time employee who waives health coverage and does not have the ability to participate in the Premium Split Option Plan, will have the opportunity to have their service time count towards ‘years of full-time service with the City’ for the purpose of Post-Retirement Health Insurance Coverage benefit.

5) The amount of the City’s contribution shall be set at the same level as the amount for active employees unless the retiree is Medicare eligible in which case the City’s contribution, if applicable, shall be at the Medicare rate. Upon the effective date of Medicare coverage, the City’s health insurance plan coverage would be the secondary benefits payor and Medicare would be the primary benefits payor to the extent permitted in the City’s Plan Document and Summary Plan Description.

Any required premiums and/or co-payment for active employees will also be required for non-Medicare eligible retirees. When applicable, this benefit shall accrue to the spouse upon death of the employee who is insured under this provision.

E. MEDICARE: Tier 1 and Tier 2 retired employee who becomes eligible for coverage under Medicare and/or comparable governmental program shall thereupon no longer receive the full benefits available under the City’s Health Insurance Plan but instead shall receive, at the CITY’s expense, supplemental health insurance coverage equal to the difference between the coverage available under the City’s Plan and the coverage available through Medicare and/or comparable governmental program. Failure to enroll in Medicare upon eligibility shall result in loss of post-retirement health insurance coverage.

F. COBRA: Any covered employee who retires from the city, or otherwise separates from city service with less than the minimum requirements specified in Section D. of this Section shall be offered the opportunity to continue his/her participation in their group health insurance in effect at the time of such separation as provided for in the Consolidated Omnibus Reconciliation Act (COBRA). The cost of such participation by such separated employee shall be borne by the employee and paid directly to the health insurance carrier.

G. HEALTH SAVINGS ACCOUNT: During the term of this MOU, the City and GMEA shall work towards the establishment of a Health Savings Account for full-time and part-time employees.

SECTION 4. LIFE INSURANCE

A. The CITY shall provide a total of forty-thousand dollars (\$40,000) of life insurance coverage for each full-time, regular employee under the following policies:

- 1) Term Life Insurance, including Accidental Death and Dismemberment (AD&D) coverage, in the amount of twenty-thousand dollars (\$20,000) for all eligible employees; and
- 2) Group Life Insurance in the amount of twenty-thousand dollars (\$20,000) as part of the City’s Health Insurance Plan for full-time employees enrolled in a health plan offered by the City.

SECTION 5. EMPLOYEE SICK LEAVE

A. SICK LEAVE EARNED: Ten (10) hours of paid sick leave shall be earned for each calendar month or major fraction thereof of employment by all full-time probationary and permanent employees and shall be credited to the employee based on the employee’s pay rate at the time the sick leave is earned.

B. SICK LEAVE USED: Sick leave used (i.e., days off work on sick leave status) shall be at the employee’s rate of pay at the time the sick leave is used. The employee shall continue to accrue sick leave at his/her rate of pay at the time that the sick leave is earned.

C. CONVERSION OF SICK LEAVE: All unused sick leave shall accrue from year to year on an unlimited basis except that after five (5) years of continued service, an employee may convert unused sick leave to cash or time off, subject to the following conditions:

- 1) Conversion, whether to cash or "time off," shall be on the basis of one half (½) day for each full day of unused sick leave. The "time off" option shall be at the employee's option with the approval of his/her department. Conversion to cash shall be at the employee's current pay step, plus any applicable Senior Pay Bonus, at the time of cash out.
- 2) No conversion shall be made until the employee has accrued more than ninety-six (96) hours unused sick leave; nor shall any conversion be permitted which will reduce the number of hours accrued below ninety-six (96) hours.
- 3) Any employee who meets the above conditions may convert not more than eight (8) sick leave days in any one calendar year, January to December.
 - a) Employees who have used only one scheduled work day or less of sick leave in any 12-month period and meet the above conditions may convert not more than ten (10) sick leave days in any one year.
 - b) The exception to the annual conversion shall be termination, retirement, or death.

D. CONVERSION OF SICK LEAVE AT TIME OF SEPARATION:

- 1) Upon separation from the City and completion of at least five (5) years of service, employees may be paid for accrued sick leave hours up to a maximum of fifty percent (50%) of seven-hundred and twenty (720) hours. Employees shall be denied sick leave payoff when leaving the City, only if he/she was either:
 - a) Terminated for cause, or
 - b) Resigned in lieu of termination
- 2) Such payment shall be made at the employee's pay step, plus any applicable Senior Pay Bonus, at the time of separation. That is:
 - a) If an employee has seven-hundred and twenty hours (720) or more accrued, payment shall be for three-hundred and sixty (360) hours.
 - b) If an employee has less than seven-hundred and twenty hours (720) accrued, payment shall be at half of the employee's accrual at the time of separation.
- 3) **Conversion at Retirement:** Upon simultaneous retirement from the City and from CalPERS, an employee shall have the option of applying unused sick leave to his/her CalPERS account up to the limits set by CalPERS. The conversion rate will be at the employee's pay rate, plus any applicable Senior Pay Bonus, at the time of retirement.
- 4) **Reinstatement:** Any permanent, full-time employee who is reinstated pursuant to the City's Personnel Rules and Regulations shall be entitled to have restored to his/her previously earned and unused sick leave not previously paid for pursuant to this MOU. Such reinstatement shall be at the rate of pay at the time of separation.

SECTION 6. FAMILY MEDICAL LEAVE ACT (FMLA) AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)

- A. The City will adhere to State and Federal regulations protecting FMLA and CFRA leave rights.

SECTION 7. BEREAVEMENT (DEATH IN FAMILY) LEAVE

- 1) In the event of a death of a member of the immediate family, immediately after such death has occurred an employee may be absent without loss of pay for five (5) consecutive workdays based on the employee's regular work schedule.
- 2) Immediate family shall be defined for this purpose to include the employee's spouse, child, father, mother, brother, sister, grandfather, grandmother, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, legal guardian or registered domestic partner.
- 3) If family circumstances necessitate, the employee may request in writing that Bereavement Leave be deferred to a subsequent date. The employee shall submit the request to the department head stating the reason such accommodation is needed (i.e., to accommodate out of state services for the deceased or other circumstances related to the loss of the family member).
- 4) If needed and approved by the department head, five (5) additional leave days chargeable to sick leave may be taken along with the scheduled bereavement leave.
- 5) At the earliest time possible considering the circumstances, the employee shall submit to the department head the name of the deceased, date of death and relationship to the employee. Unless otherwise requested by the employee, the Human Resources Officer shall see that the deceased family member is remembered in memoriam at the closing of the next City Council meeting.

SECTION 8. STATE DISABILITY BENEFITS (SDI)

- A. If an employee sustains a non-job-related injury, he or she may, at his/her option, utilize any accumulated sick leave and vacation leave to supplement any monies received from State Disability Insurance up to the amount of the employee's base pay including any Senior Pay Bonus.

SECTION 9. WORKERS' COMPENSATION

- A. The City will pay eighty-five percent (85%) of full salary in lieu of temporary disability payments for all full-time employees for leave of absence due to injury arising out of or in the course of employment to a maximum of twelve (12) months. This compensation shall be paid through the City's payroll system as Injured-on-Duty (IOD) Pay. An employee is in a paid status while receiving IOD Pay.
- B. An employee may be entitled to receive Total Temporary Disability benefits up to an additional twelve (12) months, as required by state law.
- C. An employee who is out on workers' compensation leave shall also be placed on leave under the Family and Medical Leave Act (FMLA) if the employee qualifies for FMLA leave. Leave under FMLA cannot exceed twelve (12) weeks. Workers' compensation leave and leave under the FMLA shall run concurrently.
- D. An employee who schedules a medical treatment appointment during work hours after he/she is determined permanent and stationary, or returned to full or modified duty, shall not be entitled to charge such appointment time to IOD Pay.

SECTION 10. CATASTROPHIC LEAVE AND LEAVE DONATION

- A. The CITY will maintain a Catastrophic Leave and Leave Donation policy to assist employees who have exhausted leave balances, and due to catastrophic circumstances require additional time off prior to returning to city service.
- B. The CITY will meet and confer with GMEA prior to making any changes to this policy.

SECTION 11. HOLIDAYS

- A. Except for employees working in the Police Department, any permanent, provisional, or probationary employee who has worked a shift or who is on a scheduled paid leave the scheduled day prior to and/or immediately after a holiday will receive a day's pay for that holiday.

B. Unscheduled Absences

- 1) An employee who calls out (unscheduled absence) on a holiday, on the day immediately prior to the holiday, or on the day immediately after the holiday will be entitled to be paid for that holiday for the first occurrence in a rolling two-year period.
- 2) An employee who calls out (unscheduled absence) on a holiday, on the day immediately prior to the holiday, or on the day immediately after the holiday will **not** be paid for that holiday for a second occurrence in a rolling two-year period. Employees may replace any lost paid holiday with appropriate leave accruals, if available. The replacement of lost holiday pay shall be on a "one for one" basis.
- 3) Employees who are scheduled to work on a holiday must work the entire scheduled shift in order to receive pay for that holiday.
- 4) In emergency circumstances, the Department Head has the discretion to allow for a paid holiday for any unscheduled absence.

For example, employees will not be paid for a holiday under the following circumstances:

- 1) Employee is scheduled to be off on December 24 and December 25. If Employee has a second unscheduled absence in a rolling two-year period on December 23, then Employee will not be paid for December 24. If Employee also has an unscheduled absence on the December 26, then Employee would also not be paid for December 25.
 - 2) Employee is scheduled to be off on December 24 and December 25. Employee has a first unscheduled absence on December 23. This is their first unscheduled absence in a rolling two-year period. Employee will be paid for December 24. Then, Employee is scheduled to work on July 4. Employee has an unscheduled absence on July 4. Employee will not be paid for July 4 because this was the second unscheduled absence in a rolling two-year period.
 - 3) Employee is scheduled to work on Thanksgiving. The employee has an unscheduled absence on Thanksgiving. This is the first unscheduled absence in a rolling two-year period. The employee will be paid for Thanksgiving. Then, Employee is scheduled to be off work Saturday, July 3, Sunday, July 4, and Monday, July 5 (which is when the July 4th holiday is observed). Employee has an unscheduled absence on Friday, July 2, which is the day immediately prior to a holiday. This employee will not be paid for July 5 because this was the second unscheduled absence in a rolling two-year period.
- C. Subject to Section 12(B) above, Bus Operators shall be paid for all City holidays in addition to time actually worked.
- D. Employees working in the Police Department shall, based on the employee's regular work hours, earn one regular day off per month or major fraction thereof, for a total of twelve (12) days per year, plus an additional twenty (20) hours per year of floating holiday time. These days off (hereinafter referred to as holidays) are in lieu of legal or other holidays.
- 1) Employees may take up to four (4) holidays in advance of the time actually earned during the calendar year. If the employee separates from city service, the employee must repay any used but unearned holiday time or shall be paid for any earned but unused time. Use of such holidays shall be in increments of full workdays.
 - 2) Up to four (4) holidays not used during the calendar year may be carried over into the next year. Any additional holidays not used during the calendar year will not carry over into the next year and will not be paid for. These holidays shall be scheduled at the convenience of the employee with the approval of the department head.

- E.** All affected regular, full-time employees covered by this MOU shall have the following paid holidays off:
- 1) New Year's Day: January 1 or the first regular City Hall workday of the year;
 - 2) Martin Luther King Jr. Birthday: Third Monday of January;
 - 3) Presidents Day: Third Monday of February;
 - 4) Memorial Day: Last Monday of May;
 - 5) Independence Day: July 4;
 - 6) Labor Day: First Monday of September;
 - 7) Veterans Day: November 11;
 - 8) Thanksgiving Day: Fourth Thursday of November;
 - 9) Friday after Thanksgiving Day;
 - 10) Christmas Eve: December 24;
 - 11) Christmas Day: December 25; and
 - 12) New Year's Eve: December 31.
- F.** The CITY shall publish an annual calendar listing all Holidays on which City Hall will be closed. If a Holiday falls on Saturday or Sunday, the CITY shall designate a normal working day (Monday – Friday) to be observed as the official City Holiday.
- G.** If a Holiday falls on an employee's 9/80 day-off, the employee will be credited with Floating Holiday Time in an amount equal to regular City Hall work hours for that day. Based on the City Hall schedule of nine (9) hours Monday – Thursday and eight (8) hours on Friday, Floating Holiday will be credited as follows:
- 1) If the holiday falls on a Monday, Tuesday, Wednesday or Thursday, nine (9) hours of Floating Holiday will be credited;
 - 2) If the holiday falls on a Friday, eight (8) hours of Floating Holiday will be credited.
 - 3) Should the City Hall schedule be changed, the number of hours of Floating Holiday credited will be adjusted accordingly so that the credited amount will be equal to the scheduled hours for City Hall operations.
 - 4) Floating Holiday Time earned because of the employee's 9/80 day-off must be used within the fiscal year earned or it will be forfeited.
- H.** Additionally, each affected employee shall receive twenty (20) hours of Floating Holiday to be credited January 1st of each year. Floating Holiday shall be scheduled at the convenience of the employee with the approval of the department head but must be used within the calendar year earned or it shall be forfeited.

SECTION 12. VACATIONS

A. VACATION ACCRUALS AND USE

- 1) After the first year of completed service, vacation shall accrue based on an eighty-hour (80) pay period, regardless of the employee's work schedule and shall accrue to all regular full-time employees per the following:

Effective on Employee's Anniversary Date of Completed Service	Hours Earned Per Month	Hours Earned Annually
From Date of Hire (DOH)	8	96
5 years of service	10	120
10 years of service	12	144
15 years of service	14	168
20 years of service	16	192
25 years of service	18	216

- 2) Vacation accrual shall be capped at a maximum of four-hundred and thirty-two (432) hours. Affected employees shall not accrue vacation above four-hundred and thirty-two (432) hours. Effective July 1, 2022, if the maximum accrual amount is reached, the affected employee shall cease to accrue vacation hours until such bank is reduced below the maximum accrual amount of four-hundred and thirty-two (432) hours.
 - a) Effective the first full pay period after July 1, 2022, vacation accruals shall be capped at the amount specified above. Employees will make an effort to use down the hours over 432 during the first year of the contract. The City will buy-back the value to the excess vacation accruals over 432 at 100% value as a cash out or conversion to 457 plan, at the rate of pay as of June 30, 2022.
- 3) No vacation time or pay is vested for a probationary employee during his/her probationary period of employment. If a probationary release occurs, the affected employee shall not be entitled to payment of any vacation time that has not vested.
- 4) In the event of resignation or discharge of a non-probationary employee, all accumulated vacation credits shall be paid in full at the time of termination of employment. This shall likewise apply in the case of death, in which event the amount shall be paid to the legally recognized beneficiary of the estate of the deceased.
- 5) Periods of absence from work because of sickness or other reasons mutually agreed upon during the employment term shall be considered as time worked in computation of the vacation credit, provided the employee given such leave shall return to work not later than the expiration of said leave for at least ninety (90) days. Holidays off with pay shall be considered as time worked. An eligible employee may defer into the succeeding calendar year an amount of paid vacation equal to the total amount of vacation leave accrued during the prior calendar year.
- 6) Vacations shall be taken at a time mutually agreed upon by the CITY and the employee. In the event of conflict between two or more employees' vacation requests within a department or a classification, the principle of seniority shall govern.
- 7) It shall be the employee's responsibility to monitor personal leave accruals and to maintain such accruals within the limits set forth in this MOU.
- 8) No employee shall be paid for or allowed to take as leave any excess vacation accrual if it is determined that the accruals were credited to the employee in error or are the result of a violation of the City's Personnel Rules and Regulations, MOU or a signed agreement between the employee and the City that provides otherwise.
- 9) The maximum vacation accrual pay-off upon separation from the City effective July 1, 2021 through June 30, 2022 shall be five-hundred (500) hours. Effective, July 1, 2022 the maximum vacation accrual pay-off upon separation from the City shall be four-hundred and thirty-two (432) hours.

ARTICLE 5. LAY-OFFS AND RECALL PROCEDURES

SECTION 1. REDUCTION IN WORKFORCE

A. Whenever, in the judgment of the City Council, a reduction in workforce is necessary for economic or operational reasons, any employee may be laid off. The City will consider layoffs across all Departments and all bargaining units. However, due to the unpredictable nature of the circumstances that would give rise to this decision, the City has the discretion to reduce the workforce in a manner that best meets its economic and operational needs.

B. Designating Positions for Layoff. The City shall designate the positions for layoff by classification and Department.

C. Order of Layoff. The Order of Layoff within each classification and Department shall be the employees with the least amount of seniority first. Seniority is defined in Article 2, Section 2, for all employees other than Bus Operators; and in Article 7, Section 3, for Bus Operators.

In the event of a tie, the City will review the employees' most recent annual performance evaluations. The employee with the lower overall rating on the most recent annual performance evaluation shall be laid off first. If the overall ratings are equal, then the City will go to the next most recent annual performance evaluation. If all the ratings are equal, then the Department Head will have the discretion to designate the employee for layoff after a review of the employees' performance evaluations.

D. Positions that are Exempt from Layoff.

- 1) Positions listed in the GMEA MOU Section 4 of the PREAMBLE shall be exempt from layoffs.
- 2) The following classifications may be exempt from layoffs: Community Service Counselors, Planning Assistants, Associate Engineers, Engineering Technicians and Engineering Aides.

E. Notice to Layoff. Employees to be laid off will be given 15 days' notice of layoff. Notice will begin when the employee designated for layoff is handed a letter or sent an email, by the Human Resources Department, City Manager, or his/her designee notifying him/her that he/she may be laid off fifteen (15) days from the date layoff notice was issued.

SECTION 2. BUMPING RIGHTS

A. Eligibility. An employee who is subject to layoff shall be eligible to exercise bumping rights, unless:

- 1) The employee is on a Performance Improvement Plan at the time of the layoff; or
- 2) The employee has received discipline of suspension or higher within the last two years; or
- 3) The employee is a probationary employee.

B. Positions into Which Employee May Bump. An employee may exercise the right to bump into a lower classification represented by GMEA if:

- 1) He or she has more seniority than the incumbent in the lower classification. If an employee exercises this right, this employee bumps the employee with the least seniority in that lower classification.
- 2) Meets the minimum qualifications for that position. GMEA must be able to provide valid support to document the member bumping has the education, experience, knowledge, qualifications, and proficiency for the position, based on past work experience.

Positions listed in the GMEA MOU Section 4 of the Preamble are exempt from the bumping procedure, and an employee may not exercise his or her right to bump into those positions.

C. Notice to Exercise Bumping Right. An employee who is eligible and wishes to exercise his or her bumping right must do so in writing to the Human Resources Manager within five (5) calendar days of receiving the notice of layoff.

D. Employees who are displaced as a result of this bumping procedure may themselves exercise bumping rights, if they are eligible and in accordance with the procedures above.

SECTION 3. REHIRING OF LAID-OFF WORKERS

- A. **Recall List.** Any employee who is laid off or who bumps into a lower classification shall be placed on a Recall List for a period of two years.
- B. **Order of Recall.** If the City is able to rehire into a position that was previously designated for layoff, the CITY shall rehire those employees who are the Recall List and who previously held the position into which the City is rehiring. The City shall rehire the employee with the most seniority at the time of layoff first.
- C. **Recall Notice.** The City shall send a Recall Notice to employees on the Recall List who are eligible to be rehired. The Recall Notice to an employee who has been laid off shall be made by email to the last known email address of the employee. It is the employee's responsibility to keep the City updated with his or her most current contact information.
- D. **Responding to Recall Notice.** An employee must respond within 10 calendar days receiving the Recall Notice by email in order to be rehired into his or her previously held position. An employee rehired into the position that he or she previously held prior to layoff shall assume the same salary step and seniority that he or she held at the time of layoff.

Failure to respond, unless due to actual illness or accident (the City may require proof of illness or accident), will cause the employee to be removed from the Recall List.
- E. If there are no employees on the Recall List that are eligible to be rehired into a vacant position, then the City will conduct an open recruitment to fill the position.

ARTICLE 6. GRIEVANCE PROCEDURES AND FACT-FINDING

SECTION 1. SCOPE AND LIMITATIONS

- A. **Employee Protection:** Employees shall be assured of freedom from reprisal for using these grievance procedures.
- B. The procedures set forth in this section shall not apply to any matter involving the initiation or renewal of memoranda of understanding, the resolution of impasses or any other matter that is beyond the scope of representation.

SECTION 2. PROCEDURE

A. Employee Responsibility

- 1) In any instance of grievance, the employee or employees concerned shall first make every effort to resolve such grievance with his/her immediate supervisor.
- 2) In the event such efforts as specified above are not productive of a mutually satisfactory solution, the employee aggrieved, or the Steward, may reduce his complaint to writing. Said complaint shall set forth all the facts necessary to the understanding of the issues involved.
- 3) The complaint shall be signed by the employee or the employee and the Steward, and shall be submitted in three (3) copies to the employee's immediate supervisor. The supervisor shall forward all three copies to his department head.

B. Investigation and Fact-Finding

- 1) The department head shall hold a meeting with the aggrieved employee and/or the Steward and the immediate supervisor.
- 2) The department head will make such investigation of the facts and issues as deemed necessary and upon reaching a conclusion, but in any event within five (5) working days of receipt of the grievance statement, the department head shall reply in writing, stating his determination. Three (3) copies of such reply shall be made, one copy of which shall be transmitted to the employee, one to the Steward, and the other one retained by the department head.

- 3) The use of the fact-finding step by GMEA shall be elective and may be bypassed if GMEA desires to do so.

C. Submission of the Complaint to Human Resources Officer

- 1) If the employee wishes to process the grievance further, the employee or the Steward shall, within ten (10) working days of the receipt of the department head's determination, so notify the department head in writing. The department head shall immediately submit to the Human Resources Officer two (2) copies of the original grievance complaint and the department head's determination.
- 2) The Human Resources Officer shall, without delay, arrange a meeting with the GMEA Representative. At such meeting, discussion shall be limited to the issues raised in the grievance complaint, and an earnest effort shall be made to arrive at a satisfactory resolution of the issue.
- 3) Such notes and memoranda as the Human Resources Officer deems required, shall be made of the substance of the issues and conclusions and findings of the meeting.
- 4) The conclusions and findings of this meeting shall be reduced to writing and shall be final, except that in cases which involve the alleged violation of the MOU of Understanding, Personnel Ordinance, Classification Plan, or the Personnel Rules and Regulations, GMEA may, by written notification to the Human Resources Officer, within ten (10) working days, request submission of the issue to an impartial arbitrator who shall ascertain the facts and make a recommendation which shall not be binding on either party.

D. Submission of Complaint to an Arbitrator

- 1) The fees and expenses of the arbitrator shall be borne equally by the parties with the arbitrator selected as follows:
 - a) GMEA may request a panel of five (5) arbitrators from the California State Conciliation and Mediation Service.
 - b) Upon receipt of the names, the first party to strike a name shall be determined by lot; thereafter each party shall alternately strike names until only one (1) name remains; that individual shall be the arbitrator.
1. The arbitrator shall determine the facts in a manner mutually agreed upon and shall, within thirty (30) days, submit his or her findings and recommendations to the parties.
2. Within ten (10) days of the receipt by the parties of the arbitrator's findings and recommendations, the City Manager shall review the grievance in its entirety and render his determination to GMEA. Should his determination not satisfy the GMEA, the grievance may then be referred to the City Council for final determination in accordance with this Article.

E. Submission of the Complaint to the City Council

- 1.) A complaint which is requested to be submitted to the City Council shall be submitted by the Human Resources Officer at the next regularly scheduled City Council meeting.
- 2.) The decision of the City Council shall be final.

ARTICLE 7. TRANSPORTATION DEPARTMENT EMPLOYEES (GTRANS)

The terms and conditions of this MOU shall apply to full-time employees of the Transportation Department unless other terms and conditions are set forth in this Article as specifically applicable to full-time classifications of the Transportation Department as indicated below.

SECTION 1. COMPENSATION

A. OVERTIME: Bus Operators and Equipment Mechanics shall be paid overtime (time and one-half regular hourly rate) in accordance with the "hours worked" provisions of the Fair Labor Standards Act.

- 1) If any Bus Operator works a sixth (6th) or seventh (7th) day in any one work week and such sixth (6th) or seventh (7th) day is worked on a regular bus run, such time worked by the driver on such regular run shall be compensated at time-and-one-half (1½) the base hourly rate plus any applicable Senior Pay Bonus.
- 2) Compensation for training time shall be paid in accordance with the Fair Labor Standards Act. The following situations or time spent by employees in required training is considered to be non-compensable: training which is required for certification of the employee by law of a higher level of government (e.g., where State, County, or Federal law imposes a training obligation on City employees does not constitute compensable hours of work)
- 3) Bus Operators and Para-Transit Drivers will be paid one-and-one-half (1½) times their straight time hours for all work they perform in excess of eight (8) hours per day or forty (40) hours per week, on a regular run with the exception of spread time, guarantee time, or incidental overtime.

B. TRAINER/INSTRUCTOR (TSI) PAY: Bus Operators that are Certified Transportation Safety Institute (TSI) instructors will be paid an additional two dollars (\$2.00) per hour during their performance of behind the wheel training of a Bus Operator.

C. BUS OPERATOR DAILY LOG: An Operator Daily Log shall be submitted any time a Bus Operator is on duty twelve (12) or more hours in a 24-hour period, as required by law, or when the completion of an Operator Daily Log is determined to be operationally necessary.

Operators shall be paid a flat rate of eight dollars (\$8.00) for accurately completing and timely submitting each required Operator Daily Log. Operator Daily Logs are to be submitted at the end of the Operator's shift, but in no case shall be submitted more than 24 hours after the end of the Operator's shift. Late submittals or incorrectly completed Operator Daily Logs may delay payment of the allowance.

D. ACCIDENT/INCIDENT REPORT PAY: Bus Operators involved in an accident/incident must submit a completed Accident/Incident Report by the end of the shift. The Accident/Incident Report must be completed prior to leaving the bus yard on the same day the accident/incident occurred. Bus Operators will be paid for twenty (20) minutes, at time and a half, to timely complete an Accident/Incident Report prior to leaving work. Such payment is subject to the following exceptions:

All or a portion of the time completing a report may be calculated at time and a half depending on the total hours worked. (Report time is added to any work performed. If the total hours worked exceed eight (8) hours in a day for full-time Operators and/or 40 hours in a week for part-time Operators, then any time beyond that threshold will be paid at time and a half.)

If a full-time Operator is relieved early (before meeting the 8-hour guarantee) due to an accident/incident, then the report time will not result in overtime pay.

In the event the Accident/Incident Report is submitted later than the end of the shift in which the accident/incident occurred, then time spent completing the report will not qualify for overtime.

The Accident/Incident Report should include comprehensive information about the accident/incident including but not limited to: date and time of the accident/incident; exact location of the accident/incident; description of the accident/incident including any photographs or sketches of the scene; the operator's name, address and contact information; the operator's driver's license number; vehicle description information and license plate numbers; and report of any injuries or damages.

SECTION 2. CALL-IN SCHEDULING AND PAY

A. Call-In Procedure

- 1) The call in procedure for leave purposes for all transit employees shall require the employee to call into the primary or other designated telephone line and speak directly to a supervisor on duty.
- 2) If the employee's immediate supervisor is not on duty at the time, any supervisor on duty may accept the call and will report the information to the employee's direct supervisor in accordance with department protocol.
- 3) Employees shall call Dispatch for reporting absence.

SECTION 3. BUS OPERATORS

A. SENIORITY

- 1) Seniority is defined under Article 2, Section 2(C) and shall be accorded appropriate consideration in the assignment of regular runs, commuter runs and, whenever possible, emergency overtime.

B. WORK SCHEDULE

- 1) The normal workweek for regular full-time Bus Operators is five (5) days per week, eight (8) hours per day or forty (40) hours per week.
- 2) Full-time Bus Operators will be paid one and one-half (1½), on a regular run, their straight time hours for all work they perform that is in excess of eight (8) hours per day, or forty (40) hours per week, with the exception of spread time, guarantee time, or incidental overtime.

C. FULL-TIME (FT) EXTRA BOARD (XB)

- 1) The role of FT-XB Operators was created to assist with the daily covering of assignments. FT-XB Operators will be paid for spread time as stated in Article 6, Section 3(E)(1) only if the Operator complete an assignment/run in its entirety and the assignment/run contains spread time as defined at the time of the shake-up.
- 2) FT-XB Operators will not be paid for any spread time in excess of ten (10) hours if they are assigned an assignment/run(s) that are composed of multiple pieces of work, including but not limited to multiple pieces of run/work that may have been broken apart as originally scheduled at the shake-up, Trippers, standby part-time assignment, training, etc.

For example, part of Run #1X1 (04:38a-09:00a) & part of Run #201 (09:40a-12:15p) & part of Run #211 (Tripper) (12:35p-16:21p) would not receive spread time.

D. RUN ASSIGNMENTS (SHAKE-UP)

- 1) Run assignments will be posted four times yearly: First week of February; Third week of June; Second week of September; and First week of December.
- 2) Said shake-up will occur thirty (30) days later.
- 3) Should a run become vacant due to an employee going on a leave of absence without pay for a period of sixty (60) days or more, the assignment/run shall be assigned to the Extra Board (XB). Employees returning to work after a "leave of absence without pay" would return to their previous bid assignment/run. If the employee did not bid for an assignment/run, then the employee will be assigned to the Extra Board (XB).

E. SPREAD TIME

- 1) A "spread" refers to the difference from the time a Bus Operator reports for duty until the time the assignment is completed. All work performed in excess of a spread of ten (10) hours will be paid for at the rate of time and one-half (1½).

F. GUARANTEE TIME

- 1) Full-time Bus Operators are guaranteed eight (8) hours work per day and forty (40) hours work per week. Because some runs are operated less than eight (8) hours, Operators are paid a daily guarantee of eight (8) hours. Part-time Bus Operators, Relief Bus Operators and Trainees shall not receive guarantee time for performing any work.

G. MISSOUTS

- 1) Bus Operators must report for their assignment at a scheduled time and place or they will be charged with a MISSOUT unless they notify whoever is in charge at GTrans at least two (2) hours before the start of their regular shift of their inability to report due to illness or emergency.
- 2) When a Bus Operator is prevented from reporting to work on time due to an illness or emergency, the dispatcher/supervisor will review the Bus Operator's personal situation and the work assignments for that day to determine if a new report time will be requested by the dispatcher/supervisor. In the event a new report time is requested, and the employee agrees to the new report time, failure of the Bus Operator to report to the new assignment on time will result in a second MISSOUT for that day.
- 3) When a Bus Operator is prevented from reporting to work on time due to an emergency and later presents proof of said emergency satisfactory to the Transportation Director, he/she may waive the charge of a MISSOUT on a Bus Operator's record. Waiver of any MISSOUT is considered on a case-by-case basis.
- 4) The failure of a bus operator to report in person, ready for work at the assigned time will be considered a MISSOUT.
 - a) First MISSOUT in a thirty (30) day period will result in the loss of one (1) day's work without pay.
 - b) Second MISSOUT in a sixty (60) day period will result in the loss of two (2) days' work without pay (the one-day missed, plus a one-day suspension).
 - c) Third MISSOUT in a ninety (90) day period may be grounds for termination.
 - d) The cumulative record of MISSOUTS will be taken into consideration in any disciplinary action taken.

H. UNIFORMS

- 1) All Bus Operators must report for work in City-approved uniform, together with all necessary equipment required to perform their duties throughout the day.
- 2) The City will purchase uniforms for new employees upon graduation from the training program.
- 3) All uniforms purchased by the City must be returned upon termination from the City. The CITY will furnish the following uniforms:
 - a) Five (5) pair of trousers;
 - b) Four (4) short-sleeved shirts;
 - c) Four (4) long-sleeved shirts;
 - d) One (1) belt;
 - e) One (1) tie;
 - f) One (1) jacket; and
 - g) One (1) cap (if requested by employee).

- 4) Bus operators will be provided one uniform cleaning per week, or given a cleaning allowance of one-hundred fifty dollars (\$150.00) annually, at the discretion of the City.
- 5) When an article of uniform is worn out, a Bus Operator will turn in the item and will be given an order to purchase a like item at a uniform company.

I. SMART CLASS TRAINING

- 1) A transit employee who is required to attend a SMART class (i.e., training program) conducted by the CITY shall be deemed to be on "school time" during such classes and shall be paid at the employee's regular rate of pay for such time.

J. SIGN-ON PREPARTORY TIME: Each Bus Operator shall be granted an allowance of thirteen (13) minutes report time for the purpose of preparing equipment for pull-out. Preparatory activities to be conducted prior to each pull-out includes checking the Operator Bulletin Board and conducting a full vehicle pre-trip inspection. Split-run operators shall also be granted thirteen (13) minutes preparatory time for reporting to the Transportation facility to take out the second part of their run, for a total of twenty-six minutes for assignments requiring to pull out a bus twice.

K. EXTRA WORK

- 1) The City and GMEA agree to encourage and promote all extra work and recognize that extra work is required by Bus Operators to ensure GTrans provides scheduled and special event services to its customers.
- 2) **Assignment of Extra Work:** The assignment of extra work shall first be given to the Extra Board Operators, who will be required to perform this work as part of their regular duties. If the Extra Board is exhausted, Bus Operators will be assigned extra work in the following sequence:

(For the purpose of this section only, seniority shall be measured from the employee's most recent date of hire.)

- a) Bus Operators that have completed their shift on a regular workday that will provide additional service on a volunteer basis on that workday;
 - b) Relief Bus Operators that have requested to work their regular day or days off;
 - c) Part-time Bus Operators that have requested to work their regular day or days off;
 - d) Full-time Bus Operators that have requested to work their regular day or days off;
 - e) Relief Bus Operators that are required to work their regular day off, in reverse seniority order;
 - f) Part-time Bus Operators that are required to work their regular day off, in reverse seniority order;
 - g) Full-time Bus Operators that are required to work their regular day off, in reverse seniority order.
- 3) If there are an insufficient number of Extra Board to perform the extra work, the City will assign regular Bus Operators to perform the extra work. Regular Bus Operators will be selected from a list that has been signed by them on a voluntary basis, indicating that they are willing and available to perform this work and such selections being made on a rotational basis in accordance to seniority and availability.
 - 4) Any operator who has volunteered for extra work and cannot be reached at their primary contact phone number on file will be passed and the next available Bus Operator will be contacted. A Bus Operator that could not be reached at their primary contact phone number under the above circumstances is not eligible for any compensation for the unassigned extra work.
 - 5) A Bus Operator that requests to volunteer for extra work will submit a "Volunteer to Work on Day Off" slip during the bid/selection process to be effective at the start of the shake-up. Bus

Operators may also volunteer for extra work after the bid/selection process by submitting the slip to the dispatcher by Friday of each week prior to 10:00 a.m. to be effective that Saturday. If a Bus Operator should request to be added onto the volunteer list after the shake-up commences, they will not be placed in the order of seniority but will be added to the bottom of the volunteer list according to the order in which their slips were submitted.

- 6) A Bus Operator may request to be removed from the volunteer list by submitting a request in writing during the bid/selection process to be effective at the start of the shake-up. Bus Operators may also request to be removed from the volunteer list by submitting the slip to the dispatcher by Friday of each week prior to 10:00 a.m. to be effective that Saturday.
- 7) If a Bus Operator has volunteered to work on their regular day off and the remaining work to be assigned will not leave that Bus Operator available for their regular run due to rest period requirements, they shall be passed and another Bus Operator who has volunteered for work on their regular day off will be assigned if that work leaves them available to work their regular assignment. When such Bus Operator have been passed in making assignments on account of unavailability, they shall be considered as the next in turn for the first unfilled assignment for which they are qualified, and which signs on after expiration of their proper rest period.
- 8) If a Bus Operator that has volunteered for extra work fails to report on time for that assignment, they will be charged with a MISSOUT as provided in subparagraph G of this Section.
- 9) **Mandatory Extra Work:** If Bus Operators are required to report for extra work, a mandatory report list will be posted by Friday at 1:00 p.m. for the upcoming week. Open work assignments on the mandatory report list will first be filled in the following order:
 - a) Relief Bus Operators that are required to work their regular day off, in reverse seniority order;
 - b) Part-time Bus Operators that are required to work their regular day off, in reverse seniority order;
 - c) Full-time Bus Operators that are required to work their regular day off, in reverse seniority order.
 - d) The rotational order will be reset to the bottom of each seniority list every time the list has been exhausted.
- 10) If a Bus Operator that is required to report for extra work fails to report on time for that assignment, they will be charged with a MISSOUT as provided in subparagraph G of this Section.
- 11) **Payment for Extra Work:**
 - a) **Voluntary** extra work shall be compensated at the appropriate rate of pay (i.e., overtime rate will apply if the employee has met the overtime threshold).
 - b) An employee who is **required** to perform extra work shall be paid at the rate of one-and-one-half the regular rate of pay for all hours actually worked.
 - (i) Bus Operators **required** to work on their regular day off shall receive not less than two (2) hours' work or two (2) hours' pay at one-and-one-half (1½) times the employee's regular rate of pay.

SECTION 4. OPERATIONS SUPERVISOR TRAINING PROGRAM - See Exhibit "B"

SECTION 5. MEAL AND REST PERIODS FOR BUS OPERATORS

- A. This Section is intended to be in lieu of any standards regulating meal and rest break periods included in the Industrial Welfare Commission Wage Order 9 as an exception provided for under the Wage Order.
- B. Bus Operators on standby, modified duty or other work assignments in which the Bus Operator's ability to take a meal/rest break is not physically restricted due to operating a bus are excluded from the provisions of this Section.
- C. For straight runs, split runs and tripper combinations, scheduled recovery time in the run assignment shall be considered cumulatively as the Bus Operator's meal and rest break periods through a cumulative 50-minute recovery time in a regular eight (8) hour workday.
- D. Meal/rest periods in the Bus Operator's recovery time shall be computed as time worked. There is no meal/rest period due for an assignment with a total daily work period of less than three-and - one-half (3½) hours. On split runs, there is no requirement to provide the cumulative 50-minute total meal/rest period where the length of the work pieces do not warrant.
- E. For any straight run scheduled with less than a total of fifty (50) minutes meal/rest time, a Bus Operator who works that entire run shall be paid a premium pay of sixty (60) minutes per day for that run paid at the employee's regular rate of pay.
- F. In the event a Bus Operator believes a specific run assignment has inadequate recovery time on a consistent basis, a Schedule Adherence Form may be submitted to the Transportation Director, or designee, indicating the specific trip, day and time to be reviewed. After review by the Transportation Department, the Bus Operator will be informed of the findings of the review. In the event the findings are valid, adjustments to the run assignment will be made no later than two (2) shakeup periods from the period of review.
- G. Circumstances beyond the control of management (e.g., traffic accidents, incidents, road construction, start of school semester, detours, special events, railroad crossing delays, inclement weather delays, Bus Operator behavior, etc.) will not be considered as valid circumstances for schedule changes.

SECTION 6. TRANSIT LABOR/MANAGEMENT MEETINGS AND RE-OPENER

- A. Labor Management meetings in the Transportation Department shall be held each quarter, unless otherwise scheduled by the parties.
- B. The following issues if not already resolved through Labor Management meetings with the Transportation Department, shall be addressed through meet and confer at the reopeners set forth in this MOU, Article 8, Section 12.
 - 1) Bid for open runs due to vacancy from promotions or employment separations;
 - 2) The use of video and audio recordings on buses no later than December 1, 2021.
 - 3) Other issues as they develop over the term of this MOU and introduced by GMEA or the CITY.

SECTION 7. RELIEF BUS OPERATOR

- A. Relief Bus Operators hired at training salary shall not be eligible to test for full-time Bus Operator until they have satisfactory service for a period of one (1) year from appointment to Step 1. Relief Bus Operators who, at the time of hire have a Class B license, will be placed on a Step appropriate with their experience and shall be eligible for testing for full-time Bus Operator immediately following their appointment.
- B. The Relief Bus Operator position is not intended to supplant the position of full-time Bus Operator.
 - 1) As of July 1, 2015, the percentage of regular schedule runs filled by full-time Bus Operators is sixty percent (60%).

- 2) At each future shake-up, the CITY shall provide documentation to GMEA that full-time Bus Operators assignments represent at least sixty percent (60%) of all combined full-time, part-time, and Relief Bus Operator assignments.

ARTICLE 8. PART-TIME EMPLOYEES AND APPRENTICESHIP PROGRAM

The terms and conditions set forth in Article 7 specifically apply to part-time employees. Any provisions not specifically set forth in this Article may be applicable to part-time employees subject to any restrictions and/or limitations as provided in the MOU.

SECTION 1. PART-TIME EMPLOYEE DEFINED

- A. Any employee who is not guaranteed scheduled work hours of eighty (80) hours per pay period is considered a part-time employee and shall receive benefits as described in this Article.
- B. Student Workers and Student Interns constitute a unique classification and shall earn NO Sick Leave and or Vacation credit or other fringe benefits.
- C. Part-time employees shall be hired, scheduled for work and terminated at-will based on the work needs of the Department.

SECTION 2. PART-TIME EMPLOYEE ADVANCEMENT IN PAY RATE

- A. Each part-time employee as defined in this MOU shall be entitled to receive and shall be paid at the applicable rate or rates of compensation as prescribed for the class in which his/her position is designated in the current Classification and Compensation Plan.
- B. Advancement of part-time employees from the minimum to the maximum rate of compensation for the respective job classification shall be based on attaining minimum time in service as listed below:
 - 1) The first step, Step 1, is a minimum rate and will normally be the hiring rate for each position within the classification plan.
 - 2) Step 2, upon satisfactory completion of twelve (12) months of service at Step 1 within the classification.
 - 3) Step 3, upon satisfactory completion of twelve (12) months of service at Step 2 within the classification.
 - 4) Step 4, upon satisfactory completion of twelve (12) months of service at Step 3 within the classification.
 - 5) Step 5 upon satisfactory completion of twelve (12) months of service at Step 4 within the classification.
 - 6) Step 6 upon satisfactory completion of twelve (12) months of service at Step 5 within the classification.
- C. Seasonal employees shall be considered for rehire at a Step based on total hours of previous service to the City.

SECTION 3. PART-TIME EMPLOYEE OVERTIME

- A. All time worked by a part-time employee in excess of forty (40) hours in a defined workweek shall be compensated at the rate of time-and-one-half (1½) the employee's regular rate of pay.
- B. Part-Time Bus Operators, Relief Bus Operators and Trainees

- 1) Current part-time Bus Operators will maintain the current overtime pay practice of receiving the rate of time-and-one-half (1½) the employee's regular rate of pay for all work performed in excess of eight (8) hours per day or forty (40) hours per week with the exception of spread time or incidental overtime.
- 2) All part-time Bus Operators, Relief Bus Operators and Trainees hired on or after July 1, 2021 shall not receive daily overtime and shall only be paid overtime for all hours worked in excess of forty (40) hours in a defined workweek.

SECTION 4. HOLIDAY PAY

- A. Part-time employees, other than seasonal, scheduled to work on a City observed holiday shall be paid the rate of time-and-one-half (1½) the employee's base rate of pay for all time actually worked on the holiday.

SECTION 5. PART-TIME EMPLOYEE BILINGUAL PAY

- A. Part-time employees, who provide or are available to provide bilingual assistance, may be eligible to receive Bilingual Bonus Pay. To qualify, a part-time employee must work a minimum of forty (40) hours within a pay period.
- B. Bilingual Bonus Pay shall be in the amount of eleven-dollars and fifty-five cents (\$11.55) for each pay period in which the employee qualifies for the bonus. Part-time employees must qualify and remain eligible for Bilingual Bonus Pay by following the same testing and certification procedures as full-time employees.

SECTION 6. PART-TIME EMPLOYEE BENEFITS

A. SICK LEAVE AND VACATION LEAVE

- 1) Sick Leave Accruals: Part-time employees shall be credited with twenty-four (24) hours of sick leave upon date of hire and every twelve (12) months thereafter. Sick leave credited on an annual basis shall be forfeited at the end of each year and shall not be subject to cash out. Upon six (6) months after the annual credit of sick leave, part-time employees shall accrue four (4) hours sick leave per month if the total hours actually worked are at least sixty (60) hours for each pay period in the month.
- 2) Vacation Accruals: Part-time employees shall accrue four (4) hours vacation leave per month if the total hours actually worked are at least sixty (60) hours for each pay period in the month.
- 3) With the exception of crediting sick leave on the date of hire, employees credited with less than sixty hours (60) per pay period shall earn NO Vacation and/or Sick Leave credit for such period.
- 4) When on leave, a Part Time Bus Operator or Para-Transit Operator will receive pay at a flat rate of 6.5 hours in lieu of calculating the Average Work Day (AWD), assuming the employee has enough leave accruals for use at the time the leave takes place.

B. RETIREMENT BENEFITS

- 1) Part-time employees represented by GMEA shall be enrolled in the Public Agency Retirement System (PARS) upon date of hire unless the employee was previously enrolled in the California Public Employees' Retirement System (CalPERS). Employee contributions to PARS shall be paid through payroll deduction and the contribution rate shall be set by PARS. Upon completing one-thousand (1,000) work hours, the employee will be enrolled in CalPERS at the appropriate tier and subject to the contribution provisions set forth in Article 4, Section 2 of this MOU.

C. HEALTH INSURANCE BENEFITS

- 1) The City shall provide a comprehensive health benefit plan at cost to the employee upon eligibility. A part-time employee becomes eligible for health insurance if the employee worked an average of thirty (30) hours or more per week over the last twelve (12) months of service, upon review.

D. EXEMPTIONS FROM OTHER BENEFITS

- 1) Part-time employees shall be exempted from all other benefits provided by the CITY except as specifically stated in this section or required by law.

SECTION 7. APPRENTICESHIP PROGRAM FOR MECHANICS

- A. GMEA and the CITY have jointly agreed to establish an internship program for Transit Mechanics and Equipment Mechanics in order to train and qualify mechanics for future full-time employment.
- B. The qualifications and procedures for the Apprenticeship Program have been mutually agreed upon by GMEA and the CITY. Should the CITY desire to amend the program as initially designed and agreed to, the CITY shall meet and confer with GMEA prior to implementing any changes.
- C. Individuals classified as an "apprentice" shall be paid in accordance with Steps 1-3 of salary schedule 39 unless amended hereafter by the City.

ARTICLE 9. MISCELLANEOUS

SECTION 1. MINIMUM QUALIFICATIONS: CLASS A OR B COMMERCIAL DRIVER'S LICENSE

- A. City employees who are required to maintain a Class A or Class B Commercial Driver's License as part of the minimum qualifications of their classification will have ninety (90) calendar days to renew their license from the date of expiration. Failure to renew within the ninety (90) day period will result in employment separation. If an employee cannot renew their license due to a serious medical condition, the City will toll the ninety (90) day period until all protected leave and reasonable accommodation process have been exhausted.

SECTION 2. PENDING POST-ACCIDENT DRUG TEST RESULTS

- A. Employees who are required to submit to a drug and alcohol test following a preventable or non-preventable accident shall be compensated for their scheduled work hours, or the average workday of a part-time Bus Operator, during such time that test results are pending a final disposition. This provision shall be applicable to post-accident testing under either the authority of the Federal Transportation Agency (FTA), Federal Motor Carrier Safety Administration (FMCSA), or the City's Anti-Drug and Alcohol Abuse Policy.

SECTION 3. DISTRACTED DRIVING POLICY – See Exhibit "C"

SECTION 4. TIME-OFF FOR GMEA REPRESENTATIVES

- A. The following activities shall be considered Association activities and shall be subject to the release time provisions set forth below: investigating potential or existing grievances, or otherwise enforcing a collective bargaining agreement or memorandum of understanding; meeting and conferring with representatives of the public employer on matters within the scope of representation; testifying or appearing as the designated representative of the exclusive representative in conferences, hearings or other proceedings before the Public Employment Relations Board or civil court in matters relating to a charge filed by the exclusive representative

against the public employer or by the public employer against the exclusive representative; testifying or appearing as the designated representative of the exclusive representative in matters before the governing body of the public employer or an arbitrator or hearing officer; and serving as a representative of the exclusive representative for new employee orientation.

- B. GMEA shall annually provide to the Human Resources Officer in writing a list of GMEA officers and stewards and shall as necessary notify the Human Resources Officer of any changes therein. GMEA representatives shall be given reasonable time off with no loss of pay when attending Association activities, as determined by the Human Resources Officer, and as defined above. With the exception of attending labor negotiations or attending GMEA board meetings, the City limits only one (1) GMEA representative (shop steward) to attend meetings related to employee representation matters in addition to the GMEA President (or his/her designee) and GMEA Business Representative. When meetings regarding employee representation matters are held during the GMEA representative's scheduled work hours, release time will be provided for the representative. If such, meetings, as described above, are held during the bargaining unit representatives work hours, the representative shall be compensated for the time spent at the meeting with no loss of pay. Meetings held at times outside of the representative's regular work shift or outside of his/her scheduled split work shift are not compensable. However, if an association meeting is scheduled during a regular split shift of a GMEA Board member, the additional for the split will still be paid.
- C. Release time from regular work duties for GMEA business shall be pre-approved by the employee's supervisor and whenever possible shall be requested by the employee at least forty-eight (48) hours in advance so as to allow the department to make any necessary adjustments for work coverage. The CITY shall not unreasonably withhold such release time, and GMEA and its representatives shall make every effort to schedule regular meetings and all GMEA business at a time and place that is least disruptive to CITY operations. Furthermore, employees who do not return to work at the end of each authorized release time shall not be compensated for the additional time off.
- D. With the prior consent of the employee's supervisor, duly authorized representatives of GMEA shall have the right to contact employees at work, with respect to interpretation or application of this MOU, the Gardena Municipal Code, Personnel Rules and Regulations, or the Salary and Compensation Plan, it being understood and agreed that such contacts shall be limited to grievance handling and shall not include solicitation of GMEA membership, collection of dues, or conduct of GMEA business. It is further agreed that such contact shall not interfere with work in progress or in any way disrupt normal city operations.
- E. The CITY shall make available at least one time per month a meeting room with telephone for the use of the GMEA representatives for the purpose of maintaining liaison with its membership.
- F. GMEA shall notify the Human Resources Officer in writing at least fourteen (14) days in advance of the scheduled meeting date, time and location for the conduct of regular GMEA business. The Human Resources Officer shall then notify department heads of the time and location of such meeting so that employees may be released from normal work assignments to attend said meeting.

SECTION 5. COMMUNICATIONS FOR GMEA BUSINESS

The CITY will establish a computer use policy that will allow the appropriate use of the e-mail system for GMEA business communication, similar to telephone and mail systems. The CITY and GMEA agree to meet and confer to discuss any changes to said policy.

SECTION 6. LABOR-MANAGEMENT MEETINGS

The CITY and GMEA agree to a Labor-Management meeting process to discuss any and all issues confronting either side. Either party may request such meeting. The involved department head

and/or other pertinent management personnel will attend such meetings along with the GMEA Board or its designated representative.

SECTION 7. CITY RIGHTS

- A.** Except to the extent expressly abridged by a specific provision of this MOU, the City's Personnel Rules and Regulations, the Classification and Compensation Plan, and the Gardena Municipal Code, and other applicable legislation, the CITY reserves and retains, solely and exclusively, all of its inherent rights to manage its operations, as such rights existed prior to the execution of this or any previous MOU or agreement with GMEA or any other union or association.
- B.** Without limiting the generality of the foregoing, the sole and exclusive rights of the CITY which are not abridged by this MOU include, but are not confined to, the right to determine the mission of its constituent departments, commissions, and boards; set standards of service; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; contract out any such operations, services, or work; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.
- C.** The CITY has the legal obligation to insure the health, welfare and safety of its citizens, which necessitates the prompt and uninterrupted continuation of its functions. Thus, city officials have the right to exercise the administrative initiative necessary to carry out these responsibilities

SECTION 8. FINANCIAL IMPACT

In recognition of mutual benefit and interest, the CITY and GMEA agree to meet and confer if any condition arises that substantially impacts the City's continued financial stability and to work together to ensure the continuous delivery of quality public services while protecting employee salaries and benefits to the highest degree possible.

SECTION 9. NON-DISCRIMINATION

No employee shall be discriminated against for exercising his or her rights as enumerated in this MOU, the City's Personnel Rules and Regulations, or other applicable policies, rules and regulations.

SECTION 10. NO STRIKE - NO LOCKOUT

- A.** GMEA agrees that there will be no strike, stoppage, slowdown, "sick-in," sit down, refusal to perform work, or other interference with operations, nor any picketing or refusal to enter upon the City's premises, on any account, or in connection with any grievance or dispute and the CITY agrees that it will engage in no lockouts during the term of this MOU.
- B.** The foregoing undertaking of GMEA is binding upon its officers, agents, stewards, committee members, and other representatives, who are obligated not to cause or condone any of the prohibited activity and who are obligated to take affirmative steps to prevent or halt any such activity on the part of any employee. Failure of any such representative who is an employee to carry out his obligation shall subject him to dismissal or other disciplinary action on that account. Participation by any other employee in any of the prohibited activity will be just cause for dismissal or other disciplinary action.

SECTION 11. CONFLICT OF MOU AND RESOLUTION

- A.** It is understood and agreed that there exists within the City, in written form, certain personnel rules, policies, practices and benefits, generally contained in the City's Personnel Rules and Regulations, which will continue in effect, except as modified herein with respect to the employees covered by this MOU.
- B.** In the event of proposed changes to the City's Personnel Rules and Regulations, GMEA shall be advised, for the purpose of enabling the CITY and GMEA to meet and confer as soon as possible with respect to any such proposed changes. The CITY shall afford GMEA's views due consideration but shall not be obligated to conform to such views in effecting such changes.

SECTION 12. VALIDITY OF MOU

- A.** Should any portion of this MOU or any provision herein contained be rendered or declared invalid by reason of any existing or subsequent enacted legislation or by any decree of a court of competent jurisdiction, such invalidation or such portion of this MOU shall not invalidate the remaining portions hereof, and they shall remain in full force and effect.
- B.** The parties hereto mutually agree, during the term of this MOU, not to seek to meet and confer for the purpose of modifying any provision contained in this MOU unless the parties mutually agree in writing to do so. Should the parties agree to meet and confer during the term of this MOU, neither party shall be obliged to add to, subtract from, or otherwise modify the terms herein, but if it is the desire of both parties to institute such changes, such changes shall not be precluded by this or any other provision of this MOU.
- C.** Nothing contained in this MOU shall be interpreted to preclude the parties from meeting and conferring during the term hereof with respect to the interpretation and/or application of the provisions of this MOU, the City's Personnel Rules and Regulations, Classification and Compensation Plan or the provisions of the Gardena Municipal Code which deal with personnel matters, insofar as these documents affect the members of GMEA.

SECTION 13. TERM OF MOU AND RE-OPENERS

- A.** The term of this MOU shall be for the period of July 1, 2021 to June 30, 2025.
- B.** During this term, the CITY and GMEA will meet and confer to negotiate classification equity adjustments, certification pay and performance evaluation forms. The CITY and GMEA further agree to meet and discuss any issues that arise related to union/association release time.
 - 1) The CITY and GMEA agree to a Re-Opener July 2023, to revise Performance Evaluation forms.
 - 2) The CITY and GMEA agree to meet and confer over Grievance and Disciplinary Procedure, with the intent to incorporate into the City's Personnel Rules and Regulations, by September 2023.
 - 3) The CITY and GMEA agree to meet and confer over Uniforms Standards & Policy by September 2023. In addition to a Reopener for the Equity & Certification Pay, by September 2023 if the Classification Study is completed. The results of the Classification Study will be factored into the consideration of Equity and Certification.

SECTION 14. OTHER ITEMS

- A.** Other issues within the scope of bargaining, including, but not limited to, determination of appropriate survey cities, merit increases and incentive options, leave schedules, salary surveys, retirement options and other benefits shall be negotiated separate from the terms of this MOU.

- B. Should the parties subsequently agree to additional language changes on any matter that will further future negotiations, such language shall be adopted as an addendum to the ratified MOU and incorporated into the MOU at the appropriate time.
- C. Such addendum shall be subject to ratification of GMEA members and the approval of the City Council of the City of Gardena and shall be implemented upon such approval.

SECTION 15. BINDING UPON SUCCESSORS

- A. This MOU shall be binding upon any other employee organization or union that, during the term of this MOU, succeeds GMEA as the recognized employee organization to represent the employees covered by this MOU.

SECTION 16. AGENCY SHOP LANGUAGE

A. GMEA will provide the CITY with notice of GMEA members who have provided written authorization for payroll dues deductions to GMEA. The CITY agrees to deduct from the net amount due each pay day the monthly dues of each employee in the list. If there are any changes to the list, GMEA will provide the CITY with an updated list. B. GMEA shall indemnify, defend and hold the City harmless from any and all claims, demands, or suits, or other action arising from the organizational security provisions contained herein, including, claims for deductions made in reliance on GMEA's representations and certifications regarding valid written employee dues deduction authorizations.

ARTICLE 10. IMPLEMENTATION

SECTION 1. ADOPTION OF RESOLUTION

Following approval of this MOU by the City Council, its terms and conditions shall be implemented by appropriate resolution or other lawful action.

RESTATED AND EXECUTED by and between the parties on the 12th day of October 2021, at Gardena, California.

CITY OF GARDENA

By: _____
TASHA CERDA, Mayor

GARDENA MUNICIPAL EMPLOYEES ASSOCIATION

By: _____
FRED G. QUIEL, GMEA Business Representative

By: _____
JEREMY BASTIAN, GMEA President

ATTESTED:

By: _____
MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

By: _____
CARMEN VASQUEZ, City Attorney

EXHIBIT “A”**SENIOR PAY BONUS - MONTHLY RATES**

	* 5 - 9 *	* 10 - 14 *	* 15 - 19 *	* 20 - 24 *	* 25 - 29 *	* 30-34 *	* 35-39 *	* 40+*
A	65.00	145.00	245.00	345.00	445.00	545.00	645.00	745.00
B	67.00	147.00	247.00	347.00	447.00	547.00	647.00	747.00
C	69.00	149.00	249.00	349.00	449.00	549.00	649.00	749.00
D	71.00	151.00	251.00	351.00	451.00	551.00	651.00	751.00
E	73.00	153.00	253.00	353.00	453.00	553.00	653.00	753.00
F	75.00	155.00	255.00	355.00	455.00	555.00	655.00	755.00
G	77.00	157.00	257.00	357.00	457.00	557.00	657.00	757.00
H	79.00	159.00	259.00	359.00	459.00	559.00	659.00	759.00
I	81.00	161.00	261.00	361.00	461.00	561.00	661.00	761.00
J	83.00	163.00	263.00	363.00	463.00	563.00	663.00	763.00
K	85.00	165.00	265.00	365.00	465.00	565.00	665.00	765.00
L	87.00	167.00	267.00	367.00	467.00	567.00	667.00	767.00
M	89.00	169.00	269.00	369.00	469.00	569.00	669.00	769.00
N	91.00	171.00	271.00	371.00	471.00	571.00	671.00	771.00
O	93.00	173.00	273.00	373.00	473.00	573.00	673.00	773.00
P	95.00	175.00	275.00	375.00	475.00	575.00	675.00	775.00
Q	97.00	177.00	277.00	377.00	477.00	577.00	677.00	777.00
R	101.00	201.00	301.00	401.00	501.00	601.00	701.00	801.00
S	103.00	203.00	303.00	403.00	503.00	603.00	703.00	803.00
T	106.00	206.00	306.00	436.00	536.00	636.00	736.00	836.00
U	108.00	223.00	338.00	458.00	578.00	703.00	803.00	903.00
V	110.00	225.00	340.00	460.00	580.00	705.00	805.00	905.00
W	112.00	227.00	342.00	462.00	582.00	707.00	807.00	907.00
X	114.00	234.00	354.00	474.00	594.00	719.00	819.00	919.00
Y	116.00	236.00	356.00	476.00	596.00	721.00	821.00	921.00
Z	118.00	238.00	358.00	538.00	620.00	722.00	822.00	922.00



EXHIBIT "B"

July 2021

TRANSIT OPERATIONS SUPERVISOR TRAINING PROGRAM

The Operations team has been working on development of a training program that would provide GTrans bus operators a path for future promotion to Transit Operations Supervisor. The goal of the program is to develop a pool of skilled and talented candidates eligible for promotion while also improving staff morale through the provision of training opportunities.

The program is designed to be a 12-month Supervisor Training Program. As discussed in further detail below, the program is broken down into two major parts, 14 weeks of Supervised hands- on job training and 38 weeks of actual performance of the job.

The proposed details of program development are outlined in the following sections, with details of the training program content included as Attachment A.

Applicant Criteria

The criteria to be used in consideration for acceptance into the Supervisor Training Program would include the following:

- Must have been a GTrans Bus Operator for a minimum of three (3) years (FT or PT) (Relief Operator time counts)
- Must not have received any written reprimands, suspensions or other disciplinary action during the past 12 months.
- Must not have had more than 2 miss-outs during the past 12 months.
- Must not have had more than 9 unscheduled absences during the past 12 months.
- Must have worked a minimum of 1800 hours during the past 12 months.
- A written statement detailing the reasons an applicant would like to be accepted into the program.
- An oral interview conducted by Transit Operations Manager, Training and Safety Supervisor and other GTrans staff as appropriate.
- The final selection will be based on a combination of performance record and oral interview.

Pay Rates

It is recommended that during Supervisor Training Program trainees receive the following compensation:

- During the supervised portion of the Training program (approx. 14 weeks) they receive a **(\$2 increase) from their current Step.**
- During the unsupervised portion of the Training Program (approx. 38 weeks) they receive **(Step 1 of Salary Schedule 117.**
- After successful completion of the Training Program (12 months) we would create a **LEAD OPERATOR PREMIUM of \$3.00. Operators who maintain in good standing and who are called upon to perform Supervisory duties will get the \$3.00 per hour, for hours worked.**

The Training Program

The program is broken down into two major parts, approximately 14 weeks of Supervised hands-on job training and approximately 38 weeks of actual performance of the job.

Supervised portion of the Training program:

1st Module- Intro to Transit Supervision
2nd Module- Dispatch/Hands On Training
3rd Module- Road Supervision/Hands On Training
4th Module- Training and Coaching-Complaint Investigation/Evaluations

Unsupervised portion of the Training Program:

5th Module- Actually performing the full duties of a Supervisor (Road, Dispatch, Admin etc...)

Evaluation Criteria

At the conclusion of each training module we propose that trainees receive an evaluation prior to proceeding to the next module. It is recommended that an evaluation criteria be used in determining whether a trainee will move to the next module and their acceptable performance in the program will be based on the listing of specific Transit Operations Supervisor shift duties. These daily job duties will be used to develop an evaluation sheet that program instructors will use to assess competence in core job tasks associated with each training module.

Failure to adhere to City or department procedures may result in disciplinary action and/or ending of the Training program at Managements discretion.

Instructors

We propose using a combination of instructors: City Staff, GTrans Management Team, Operations Supervisors, and our Training and Safety Supervisor as the primary instructors for the program. Given some of the topics that the trainees will cover, we also would recommend having other staff from Human Resources and Gardena PD participate in the program. There may be opportunities for participation by some outside staff from other local transit agencies if they have expertise in particular disciplines.

Activities After Completion of Training Program (LEAD OPERATOR PREMIUM)

After the successful completion of the training program, trainees would return to the Bus Operator classification and resume their scheduled work assignments. However, given the experience gained from the training program, program graduates would be available to be used to supplement the existing Transit Operations Supervisor staff as needed. This could include their usage in situations such as being scheduled to work as supervisors periodically with regular assignments on pre-scheduled days (i.e., on Mondays or Fridays), for special assignments, during special events, or due to the absence of an existing supervisor.

This provides the opportunity to continue their growth and experience in undertaking the duties of an Operations Supervisor, provide refresher opportunities and to strengthen their ability to compete if a new Operations Supervisor position were made available for recruitment.

The Transportation Department reserves the full right to control the amount of Trainees in the program, determine the necessity to use Lead Bus Operators after completion of the Training Program.

An outline of the training program setup and topics is listed in Attachment A.

EXHIBIT “B”

ATTACHMENT A

TRANSIT OPERATIONS SUPERVISOR TRAINING PROGRAM

MODULE I – INTRODUCTION TO TRANSIT ROUTE SUPERVISION (3 WEEKS)

Welcome to GTrans Transit Supervisor Orientation

Agency orientation

- Agency history
- Mission, goals and objectives
- Reporting structure/chain of command
- Services/system familiarization
- Service area/routes/schedules

Role of a Transit Supervisor

- Transit Operations Supervisor Role - the position and its role at GTrans
 - Teacher - train new supervisors
 - Coach - provide bus operators an understanding of policies and procedures
 - Monitor - safety, security, compliance, service performance
 - Leader - exhibit supervisory/leadership skills towards GTrans mission and values
 - Spokesperson - representative for rule enforcement, police intervention, court proceedings
 - Facilitator - lead task team, give oral presentations, motivate, guide, support
 - Evaluator - bus operator performance, written evaluations, adherence to policy
- Supervisor Shift Duties/Responsibilities

Transit Facilities

- Inspection of transit facilities
- Identification of yard and shop hazards
- Parking instructions/restrictions
- Movement of vehicle in the yard
- Shop
- Service pits/bays
- Lift areas
- Wash bay
- Fueling facility
- Vaulting
- Emergency shut-off systems

Customer Service/Interpersonal Skills

- Identification of GTrans Customers

Customers within the GTrans Organization

- Operations
- Maintenance
- Administrative
- City Council members

- o City Manager's Office
- o Human Resources
- o Risk Management
- o Information Technology

External Customers

- o Transit riders
 - o Non-riders residents of the City of Gardena
 - o Emergency responders
 - o Media
 - o Community groups/support groups
 - o Advisory groups/legislative boards
 - o School groups
 - o Regulatory/DOT
 - o Labor unions
- Leadership/Communication
 - Problem solving and decision making
 - Conflict Management/De-Escalation
 - Recognition of signs of violent behavior
 - Communication with people with special needs
 - Awareness of cultural/language and diversity issues
 - o Title VI/LEP Plan

GTrans Policies

- Employee Handbook
- Attendance policy
- Performance standards
- Employee code of conduct
- Required safety meetings
- Violence in the Workplace
- Emergency communication procedures
- Employee Assistance Programs (EAP)
- Return to work/Light duty programs
- Performance Evaluation Process

Federal and State Regulations

- Drug/Alcohol Awareness
 - o Conditions for Testing (DOT/Non-DOT)
 - o Reasonable Suspicion
- ICS/NIMS certification
- SSPP - System Safety Program Plan
- SSEPP - System Security Emergency Preparedness Plan
- FMCSR
- Medical requirements
- Vehicle regulations/laws
- Blood-borne Pathogens
- Spill containment and reporting

- ADA - Compliance & Responsibility
 - Stop/route announcement requirement
 - Boarding/alighting & securement
 - Signage
- FLSA
- Hours and wages
- FMLA- Basic requirements of the law
- HIPPA- Basic requirements of the law
- EEOC
- Harassment policies
- Non-Discrimination policies
- NTD - Reporting requirements
- California Highway Patrol inspections
- CalTIP

Labor Relations

- Policies, procedures and workplace rules
- Labor agreements
- Progressive discipline
- Grievance process

MODULE II – DISPATCH (4 WEEKS)

Communication Systems Technology

- Communication protocol
- Telephone/cell phone policy and usage
- Radio usage procedures
- Hand-held radio procedures
- On-board intelligent vehicle technologies
- Public address system
- Desktop/laptop computer and productivity software
- Monitor and maintain security infrastructure
- Security alarms
- Closed circuit television
- AVL/CAD Dispatching

Window Dispatch Administrative Functions

- Forms/Reports
 - Daily Dispatch Sheet (DDS)
 - Employee Leave
 - Record of Contact (ROC)
- Activities
 - Uniform checks
- Customer Complaint Investigation
- Accident Reports
- Incident Reports
- On-the-Job Injury Reports
- Emergency Communication Procedures

MODULE III – ROAD SUPERVISION (4 WEEKS)

On-Street Operations

- Monitor and enforce compliance with rules and Standard Operation Procedures
- Fleet start-up, pull out and pull in procedures
- Safe driving/defensive driving skills
- Local area navigational skills
- Checking on-time performance
- DVIR checks
- Investigating bus operator and customer service issues
- Making route adjustments
- Schedule/headway adjustments
- Detours
- Special Events
- Emergencies
- Minor vehicle troubleshooting
- Writing ROC citations
- Evaluation of bus stops and amenities
- Supervisor transport of customers
- Identify and mitigate safety and security issues
- Inspect and process lost and found items

Mechanical Emergencies/Equipment Failures

- Vehicle warning indicators
- Fuel and fluid leaks and containment
- Brake, steering, and acceleration failure
- Tire Failure
- Stalled vehicle
- Roadway/highway
- Railroad crossings
- Warning devices

Medical Emergencies

- Identification and assessment
- Response procedures and reporting
- Bloodborne pathogens issues

Incident Emergencies

- On board incidents
- Boarding and alighting
- Collisions
- Pedestrians/cyclists
- Rollovers

Incident and Emergency Response

- Hazard recognition and response
- Secure and stabilize incident scene and equipment
- Interview witnesses
- Documentary photography

- Identify, secure and preserve evidence
- Investigate, analyze and prepare collision/incident reports
- Initiate/expedite drug and alcohol testing
- Coordination with law enforcement
- Crowd management
- First Aid/CPR/AED
- Crime and terrorism prevention

Security Emergencies

- Threats, robberies and assaults
- Other weapons (guns/knives/mace)
- Suspicious behavior/packages
- Bombs and weapons of mass destruction
- Hijacking

Vehicle Evacuations

- When, where and how
- Special situation considerations (fire, bomb, collision)
- Customer considerations/special needs

Vehicle Fires

- Types of fires
- Use of fire extinguisher
- Systems shut off

MODULE IV – TRAINING AND COACHING (3 WEEKS)

Training, Coaching and Mentoring

- Written communication skills
- Grammar
- Oral communication (person to person)
- Understanding your audience
 - "Think before you talk"
 - Body language
 - Eye contact
 - Tone of voice
 - Active listening
- Giving direction and instructions
 - Leading by example
 - Attitude matters
 - Courtesy and patience
 - Being firm, fair and consistent
 - Appearance matters
 - Reliability
 - Attentiveness
 - Availability
- Teaching and Evaluation skills (one on one)
 - Performance evaluations
- Group presentation skills

- Performance coaching
- Performance counseling
- Investigative skills

Training and Presentation Aids

- Classroom set-up
- Audio-visual and multimedia equipment
- Administering skills tests and evaluations
- Training program evaluation
- Curriculum development/instructional design
- Specialized training technologies

Training Documentation

- Hours and elements of training
- Classroom
- Behind the wheel
- Equipment certification
- Rules, policies and procedures

Bus Operator Instruction

- Defensive driving
- Collision prevention
- Bus Operator "Ride-Alongs"

MODULE V – WORK EXPERIENCE (38 WEEKS)

- Trainee is included in regular Operations Supervisor weekly schedule rotation and participation in SMART and quarterly training sessions, as well as special training programs (i.e., new fareboxes, new bus technology, changes in operational procedures)

EXHIBIT “C”

Revised 6/15/21

DISTRACTED DRIVING POLICY

1. PURPOSE

To establish a policy to ensure a safe environment for employees and the public while operating City-owned vehicles and equipment. This policy sets forth the City of Gardena’s rules and limitations on the use of electronic devices while operating a vehicle or equipment.

2. APPLICABILITY

This policy applies to all Gardena Municipal Employees Association classifications.

3. DEFINITIONS

- a. **Electronic Device** – For the purpose of this policy, an electronic device is any device that makes or receives phone calls, leaves messages, sends, or receives text messages, e.g., SMS/MMS/iMessage or similar yet to be developed technology or alerts, accesses the internet, receives or sends a global positioning system (GPS) signal, allows for uploads or downloads of data, text or images, or requires any user action to operate. These include but are not limited to mobile cellular phones, tablets, laptops, global positioning systems (GPS), gaming devices, electronic book devices, MP3 players, televisions, radios, video players, smart watches or other wearable interactive devices, as well as any similar or future devices known by different names, whether or not the device is company issued.

Use of an electronic device includes, but is not limited to: viewing or listening to any media; playing any games; checking the time or notifications; communicating with another person or another device, such as phone calls, text messages or emails; accessing the internet; using any software applications; taking pictures or videos; recording audio, or any other interaction with a device not listed above.

- b. **Distracted Driving** – For the purpose of this policy, distracted driving means any driving activity a person engages in while using an electronic device when operating a motor vehicle and equipment. Such activities have the potential to distract the person from the primary task of driving and increase the risk of crashing and injury to self, others and City property and vehicles.
- c. **Passenger-Vehicle** – A vehicle that is available to the general public and there is a reasonable expectation of carrying passengers that directly pay fares. Passenger vehicles also include vehicles operated in ‘free fare’ service and vehicles that are intended to transport relief employees to and from a vehicle. Examples of passenger vehicles include, but are not limited to; bus, paratransit vehicles, relief vehicles, passenger vans and any other vehicles used by departments to transport public passengers.

- d. **Non-Passenger Vehicle** – A vehicle that assists in maintenance construction, inspection or other functions that support the operations of the City. They are not intended to transport public passengers but may do so in certain special circumstances such as emergencies and abnormal operating conditions. Examples of non-passenger vehicles include, but are not limited to, administrative vehicles, forklifts, golf carts, street sweepers, tractors, and other maintenance vehicles. Non-passenger vehicles transporting public passengers for any reason must adhere to the passenger vehicle restrictions.
- e. **Hands-Free Device** – An attachment, add-on, built-in feature or addition to an electronic device that, when used, allows for the free use of hands for other actions. This includes a hands-free device that requires the use of hands to initiate or terminate a telephone call or to turn the device on or off. Examples include, but are not limited to, Bluetooth devices, headsets (wired or wireless), and speakerphones. These devices can be installed or portable. A smart watch or other wearable interactive devices are **not** considered a hands-free device.

4. POLICIES AND PROCEDURES

a. No Use of Electronic Devices While Operating Passenger Vehicles

- i. Bus Operators, Transit Mechanics, Sr. Transit Utility Specialist, and Transit Equipment Utility Workers I and II are prohibited from using or interacting with an electronic device while operating a passenger vehicle.
- ii. Bus Operators, Transit Mechanics, Sr. Transit Utility Specialist, Transit Equipment Utility Workers I and II may use an electronic device only after the vehicle has been properly stopped and secured and only in one of the following conditions:
 - 1. while they are on break;
 - 2. when they reach the end of the line;
 - 3. while stationary on a Stage bus;
 - 4. while waiting to be relieved by a relief Operator; or
 - 5. while waiting for assistance as a result of a mechanical breakdown, or accident.
 - 6. while in “Out of Service” as dictated by the Operators paddle or authorized by a Supervisor.

b. Limited Use of Electronic Devices While Operating Non-Passenger Vehicles

- i. Employees are prohibited from using an electronic device while operating a non-passenger vehicle, except in the following circumstances:
 - 1. Employees may use a hands-free device while operating a non-passenger vehicle.

2. GPS units in non-passenger vehicles are permitted. However, physical interaction with the device is only permitted while the vehicle is stopped and secured. Directions or other options on a GPS must be submitted prior to operating the vehicle.
3. Use of one-way radios or monitoring installed AM/FM radios or similar devices are permitted in non-passenger vehicles, as long as the volume and interaction is kept at a minimum to avoid distraction.
4. Employees operating portable or mobile City-issued two-way radio equipment (e.g., walkie-talkie, bus or car radios) are permitted to use and must be used in safe manner at all times.
5. While operating a non-passenger vehicle, employees may use an electronic device while they are on a break, or stopped for City business, but only after the vehicle has been properly stopped and secured. Once the break, or before the vehicle is put in motion again, the employee must put the electronic device away.

c. Use of Electronic Devices in Emergency Circumstances

- i. Pursuant to the California Vehicle Code, employees may use a cell phone (without a hands-free device) while driving in the course and scope of their employment with the City for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity. In case of an emergency, the employee will attempt to make sure the vehicle is secured as soon as practicable.
- ii. In case of an emergency where on-board communication equipment is inoperable on a passenger vehicle, the employee may use electronic device to contact emergency services once the vehicle has been stopped and secured in a safe location.

5. Enforcement

Anytime the City receives a complaint, suspects a violation, or observes an employee violating this policy, the City may seek to verify the action by requesting the employee provide information from their personal electronic devices for the time frame in question:-

6. Discipline (excluding at-will employees)

- a. The first violation of this policy while operating a passenger vehicle will result in discipline up to a seven-day suspension without pay or, at the City's discretion, a reduction in pay equivalent to the suspension. A reduction in pay will be administered over a maximum of 3 months.

- i. Any post-disciplinary appeal of a suspension up to seven days, or the equivalent reduction in pay, as described above will be heard by the Human Resources Officer in accordance with Section 16.6(a) of the City's Personnel Rules and Regulations.
 - ii. The City is not precluded from seeking greater discipline, up to and including termination, if the employee violates other City policies and procedures. If greater discipline is imposed, then any post-disciplinary appeal will be heard in accordance with Section 16.6(b) of the City's Personnel Rules and Regulations.
- b. The second violation of this policy while operating a passenger vehicle within seven years of the first violation will result in termination.
- c. Violation of this policy while operating a non-passenger vehicle may result in discipline.
- d. When administering discipline under this policy, supervisors and managers must comply with the procedural requirements for imposing discipline under the applicable collective bargaining agreement for represented employees.

EXHIBIT "D"

AUTOMOTIVE SERVICE EXCELLENCE CERTIFICATION PROGRAM September, 2021

I. PURPOSE

The Automotive Service Excellence (ASE) Certification Program is a program implemented to enhance and measure the knowledge and skills of individual mechanics and technicians. ASE offers computer-based testing at various dates and locations throughout the year. Upon passing a test and having two years of hands-on working experience, mechanics and technicians are credited with an ASE certificate. Mechanics and technicians who pass the prescribed exams in a specialty area earn an ASE Master Technician status. Certificates are valid for two, four, or five years depending on certification type and level.

II. ORGANIZATIONAL UNITS AFFECTED

This policy applies to represented City of Gardena employees who fall into the following job classifications: Transit Equipment Mechanic, and Equipment Mechanic, and Lead Mechanic, ONLY.

III. POLICY

The City of Gardena offers skill differential pay to ASE Certified employees.

IV. DEFINITIONS

Not applicable.

V. PROCEDURE

A. Recognized ASE tests for applicable employees in the ASE Certification Program

1. Transit Equipment Mechanic, Lead Mechanic - Transit Bus Certification (H1 – H8)

- a.** H1: CNG Engines
- b.** H2: Diesel Engines
- c.** H3: Drive Train
- d.** H4: Brakes
- e.** H5: Suspension and Steering
- f.** H6: Electrical/Electronic Systems
- g.** H7: Heating, Ventilation and Air Conditioning (HVAC)
- h.** H8: Preventive Maintenance Inspection (PMI)

2. Transit Equipment Mechanic, Lead Mechanic - Electronic Diesel Engine Diagnosis Specialist

- a.** L2: Electronic Diesel Engine Diagnosis Specialist.

3. Equipment Mechanic – Automobile & Light Truck Certification Tests (A1 – A8)

- a. A1: Engine Repair
- b. A2: Automatic Transmission/Transaxle
- c. A3: Manual Drive Train & Axles
- d. A4: Suspension & Steering
- e. A5: Brakes
- f. A6: Electrical/Electronic Systems
- g. A7: Heating & Air Conditioning
- h. A8: Engine Performance

4. Equipment Mechanic – Advanced Engine Performance Specialist

- a. L1: Advanced Engine Performance Specialist

B. Program Guidelines

1. ASE tests may be taken in any order, except for ASE Certifications L1 and L2. In order to receive skill differential, pay for ASE Certifications L1 or L2 ASE Master Technician status must be active.
2. Effective July 1, 2021, to receive hourly skill differential pay, City of Gardena will recognize the following ASE Certifications Series for Transit Equipment Mechanic and Equipment Mechanic.
 - Transit Equipment Mechanic recognized ASE Certifications are Transit Bus H1 – H8 and L2 Electronic Diesel Engine Diagnosis Specialist.
 - Equipment Mechanic recognized ASE Certifications are Automobile & Light Truck Certification A1 – A8 and L1 Advanced Engine Performance Specialist for Equipment Mechanic.
 - ASE Certifications cannot be mixed matched, (i.e., 4 Transit certs and 4 Equipment certs or any other combination).
3. ASE certification will be treated as an hourly skill differential pay and will be in addition to the base pay thus applying to hours worked and not worked (example: vacation, personal holidays and sick).
4. There will be a 30-day grace period for renewal upon expiration of each test.
5. Failure to provide updated certification information will result in the loss of ASE skill differential pay after the 30-day grace period according to test/certification expiration.
6. No retroactive skill differential pay will be paid for lapse in test certification updates or failure to notify Manager of successfully passing a test or achieving a certification. (Notification must be in writing).
7. Employee will only receive ASE skill differential pay for their recognized ASE Certifications Series. (Transit Equipment Mechanics will not get additional premium pay for taking courses that apply to Equipment Mechanics or vice versa).
8. Certification pay shall begin the first pay period following the time the submittals are turned in.
9. The City of Gardena will make every effort to honor request(s) from employees for time off to take ASE test(s). Employee(s) must use their own leave accruals to take time off to take tests.

10. The City of Gardena will maintain recognized ASE Series Study Guides available to employees. ASE Study Guides and practice test are available on the National Institute for Automotive Service Excellence website.

C. Recognized ASE Hourly Skill Differential Pay Scale

1. Transit Equipment Mechanic, Lead Mechanic:

a. H1: CNG Engines	\$0.25
b. H2: Diesel Engines	\$0.25
c. H3: Drive Train	\$0.25
d. H4: Brakes	\$0.25
e. H5: Suspension and Steering	\$0.25
f. H6: Electrical/Electronic Systems	\$0.25
g. H7: Heating, Ventilation and Air Conditioning (HVAC)	\$0.25
h. H8: Preventive Maintenance Inspection (PMI)	\$0.25
i. L2: Electronic Diesel Engine Diagnosis Specialist.	\$1.00

2. Equipment Mechanic:

a. A1: Engine Repair	\$0.25
b. A2: Automatic Transmission/Transaxle	\$0.25
c. A3: Manual Drive Train & Axles	\$0.25
d. A4: Suspension & Steering	\$0.25
e. A5: Brakes	\$0.25
f. A6: Electrical/Electronic Systems	\$0.25
g. A7: Heating & Air Conditioning	\$0.25
h. A8: Engine Performance	\$0.25
i. L1: Advanced Engine Performance Specialist	\$1.00

3. The above represents a total of two dollars (\$2.00) that an employee could receive per hour upon successful completion of the recognized ASE Certification Series, as well as one dollar (\$1.00) that an employee could receive per hour upon successful completion of the recognized L Series. For clarity purposes, no one employee can receive more than \$3.00 total, reference section B1 for L Series).

D. Guidelines for Reimbursement of Registration, Test Fees, and Study Guide.

1. All employees may be reimbursed for educational expenses in accordance with Article 4, Section 1 of the GMEA labor agreement.
2. In an effort to promote the enhancement of knowledge of maintenance employees, City of Gardena will reimburse registration and test fees for any Transit Equipment Mechanic or Equipment Mechanic who has successfully passed tests in the ASE Automotive, Transit Bus, School Bus, Alternate Fuels, or Medium/Heavy Truck series. No hourly skill differential will be paid on any certification outside of the tests recognized for the employee's respective classification (reference section B.2)
3. New hires must pass probation before qualifying for skill differential pay.
4. Employees are required to submit an Educational Reimbursement Pre-Approval Form before taking the course. Once the employee has obtained the certification the employee

must submit an Educational Reimbursement Request Form and a copy of the ASE Certification or letter of notification of passing.

5. Employees will be responsible for recertification and use the same Educational Reimbursement Pre-Approval Form to submit updated information and Educational Reimbursement Request Form as well as the ASE Certification or letter of notification of passing the recertification.
6. A copy of ASE certificate or letter of notification of passing must be submitted with the Educational Reimbursement Request Form and all reimbursements receipts.
7. All employees will give the City of Gardena access to their myASE Account.

E. Responsibilities

1. The Manager or designee will coordinate the administration of the ASE Certification Program. Manager will verify the validity of certificates or letters of notification of passing then approve and process employees' ASE submittals. A database of ASE certified employees will be maintained, and employee reimbursements will be tracked.

VI. EXCEPTIONS

Not applicable.

VII. PROVISIONS AND CONDITIONS

ASE certification courses are subject to change at City Managements full discretion.

**CITY OF GARDENA
CLASSIFICATION AND COMPENSATION PLAN
AS OF OCTOBER 12, 2021**

Contract Increase due to Gardena Municipal Employees Association 2021-2025 contract. Adjustment to Schedule 339

3 Work Experience Minimum Wage

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	-	-	-	-	-	-
MONTHLY	-	-	-	-	-	-
BI-WEEKLY	-	-	-	-	-	-
HOURLY	0.0000	-	-	-	-	-

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STEP	*4*	*5*	*6*
ANNUAL	28,488.00	29,916.00	31,416.00
MONTHLY	2,374.00	2,493.00	2,618.00
BI-WEEKLY	1,095.69	1,150.62	1,208.31
HOURLY	13.6962	14.3827	15.1038

**5 Assistant Site Manager I
5 Geriatric Aide**

STEP	*4*	*5*	*6*
ANNUAL	27,816.00	29,208.00	30,672.00
MONTHLY	2,318.00	2,434.00	2,556.00
BI-WEEKLY	1,069.85	1,123.38	1,179.69
HOURLY	13.3731	14.0423	14.7462

**6 Clerical Aide I
6 Police Aide**

STEP	*4*	*5*	*6*
ANNUAL	28,524.00	29,952.00	31,452.00
MONTHLY	2,377.00	2,496.00	2,621.00
BI-WEEKLY	1,097.08	1,152.00	1,209.69
HOURLY	13.7135	14.4000	15.1212

**7 Peer Advocate Counselor II
7 Storeroom Aide**

STEP	*4*	*5*	*6*
ANNUAL	27,852.00	29,244.00	30,708.00
MONTHLY	2,321.00	2,437.00	2,559.00
BI-WEEKLY	1,071.23	1,124.77	1,181.08
HOURLY	13.3904	14.0596	14.7635

**8 Assistant Site Manager II
8 Community Aide I**

STEP	*4*	*5*	*6*
ANNUAL	28,560.00	29,988.00	31,488.00
MONTHLY	2,380.00	2,499.00	2,624.00
BI-WEEKLY	1,098.46	1,153.38	1,211.08
HOURLY	13.7308	14.4173	15.1385

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STEP		*4*	*5*	*6*
ANNUAL		27,876.00	29,268.00	30,732.00
MONTHLY		2,323.00	2,439.00	2,561.00
BI-WEEKLY		1,072.15	1,125.69	1,182.00
HOURLY		13.4019	14.0712	14.7750

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STEP		*4*	*5*	*6*
ANNUAL		28,572.00	30,000.00	31,500.00
MONTHLY		2,381.00	2,500.00	2,625.00
BI-WEEKLY		1,098.92	1,153.85	1,211.54
HOURLY		13.7365	14.4231	15.1442

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STEP		*4*	*5*	*6*
ANNUAL		27,888.00	29,280.00	30,744.00
MONTHLY		2,324.00	2,440.00	2,562.00
BI-WEEKLY		1,072.62	1,126.15	1,182.46
HOURLY		13.4077	14.0769	14.7808

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STEP		*4*	*5*	*6*
ANNUAL		28,584.00	30,012.00	31,512.00
MONTHLY		2,382.00	2,501.00	2,626.00
BI-WEEKLY		1,099.38	1,154.31	1,212.00
HOURLY		13.7423	14.4288	15.1500

13 Assistant Site Manager III
13 Certified Nursing Assistant

STEP		*3*	*4*	*5*	*6*
ANNUAL		27,900.00	29,292.00	30,756.00	32,292.00
MONTHLY		2,325.00	2,441.00	2,563.00	2,691.00
BI-WEEKLY		1,073.08	1,126.62	1,182.92	1,242.00
HOURLY		13.4135	14.0827	14.7865	15.5250

14 Pool Cashier
14 Recreation Leader I

STEP		*3*	*4*	*5*	*6*
ANNUAL		28,608.00	30,036.00	31,536.00	33,108.00
MONTHLY		2,384.00	2,503.00	2,628.00	2,759.00
BI-WEEKLY		1,100.31	1,155.23	1,212.92	1,273.38
HOURLY		13.7538	14.4404	15.1615	15.9173

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STEP		*2*	*3*	*4*	*5*	*6*
ANNUAL		27,924.00	29,316.00	30,780.00	32,316.00	33,936.00
MONTHLY		2,327.00	2,443.00	2,565.00	2,693.00	2,828.00
BI-WEEKLY		1,074.00	1,127.54	1,183.85	1,242.92	1,305.23
HOURLY		13.4250	14.0942	14.7981	15.5365	16.3154

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STEP	*1*
ANNUAL	31,548.00
MONTHLY	2,629.00
BI-WEEKLY	1,213.38
HOURLY	15.1673

17 Clerk Typist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	27,936.00	29,328.00	30,792.00	32,328.00	33,948.00	35,640.00
MONTHLY	2,328.00	2,444.00	2,566.00	2,694.00	2,829.00	2,970.00
BI-WEEKLY	1,074.46	1,128.00	1,184.31	1,243.38	1,305.69	1,370.77
HOURLY	13.4308	14.1000	14.8038	15.5423	16.3212	17.1346

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STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	28,632.00	30,060.00	31,560.00	33,144.00	34,800.00	36,540.00
MONTHLY	2,386.00	2,505.00	2,630.00	2,762.00	2,900.00	3,045.00
BI-WEEKLY	1,101.23	1,156.15	1,213.85	1,274.77	1,338.46	1,405.38
HOURLY	13.7654	14.4519	15.1731	15.9346	16.7308	17.5673

19 FCC Program Assistant I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	29,352.00	30,816.00	32,352.00	33,972.00	35,676.00	37,464.00
MONTHLY	2,446.00	2,568.00	2,696.00	2,831.00	2,973.00	3,122.00
BI-WEEKLY	1,128.92	1,185.23	1,244.31	1,306.62	1,372.15	1,440.92
HOURLY	14.1115	14.8154	15.5538	16.3327	17.1519	18.0115

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STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	30,084.00	31,584.00	33,168.00	34,824.00	36,564.00	38,388.00
MONTHLY	2,507.00	2,632.00	2,764.00	2,902.00	3,047.00	3,199.00
BI-WEEKLY	1,157.08	1,214.77	1,275.69	1,339.38	1,406.31	1,476.46
HOURLY	14.4635	15.1846	15.9462	16.7423	17.5788	18.4558

21 Police Assistant**21 Police Cadet**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	30,840.00	32,388.00	34,008.00	35,712.00	37,500.00	39,372.00
MONTHLY	2,570.00	2,699.00	2,834.00	2,976.00	3,125.00	3,281.00
BI-WEEKLY	1,186.15	1,245.69	1,308.00	1,373.54	1,442.31	1,514.31
HOURLY	14.8269	15.5712	16.3500	17.1692	18.0288	18.9288

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	31,608.00	33,192.00	34,848.00	36,588.00	38,412.00	40,332.00
MONTHLY	2,634.00	2,766.00	2,904.00	3,049.00	3,201.00	3,361.00
BI-WEEKLY	1,215.69	1,276.62	1,340.31	1,407.23	1,477.38	1,551.23
HOURLY	15.1962	15.9577	16.7538	17.5904	18.4673	19.3904

23 Community Aide II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	32,400.00	34,020.00	35,724.00	37,512.00	39,384.00	41,352.00
MONTHLY	2,700.00	2,835.00	2,977.00	3,126.00	3,282.00	3,446.00
BI-WEEKLY	1,246.15	1,308.46	1,374.00	1,442.77	1,514.77	1,590.46
HOURLY	15.5769	16.3558	17.1750	18.0346	18.9346	19.8808

24

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	33,216.00	34,872.00	36,612.00	38,448.00	40,368.00	42,384.00
MONTHLY	2,768.00	2,906.00	3,051.00	3,204.00	3,364.00	3,532.00
BI-WEEKLY	1,277.54	1,341.23	1,408.15	1,478.77	1,552.62	1,630.15
HOURLY	15.9692	16.7654	17.6019	18.4846	19.4077	20.3769

25

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	34,044.00	35,748.00	37,536.00	39,408.00	41,376.00	43,440.00
MONTHLY	2,837.00	2,979.00	3,128.00	3,284.00	3,448.00	3,620.00
BI-WEEKLY	1,309.38	1,374.92	1,443.69	1,515.69	1,591.38	1,670.77
HOURLY	16.3673	17.1865	18.0462	18.9462	19.8923	20.8846

26 Pool Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	34,896.00	36,636.00	38,472.00	40,392.00	42,408.00	44,532.00
MONTHLY	2,908.00	3,053.00	3,206.00	3,366.00	3,534.00	3,711.00
BI-WEEKLY	1,342.15	1,409.08	1,479.69	1,553.54	1,631.08	1,712.77
HOURLY	16.7769	17.6135	18.4962	19.4192	20.3885	21.4096

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STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	35,772.00	37,560.00	39,444.00	41,412.00	43,488.00	45,660.00
MONTHLY	2,981.00	3,130.00	3,287.00	3,451.00	3,624.00	3,805.00
BI-WEEKLY	1,375.85	1,444.62	1,517.08	1,592.77	1,672.62	1,756.15
HOURLY	17.1981	18.0577	18.9635	19.9096	20.9077	21.9519

28 Recreation Leader III

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	36,672.00	38,508.00	40,428.00	42,444.00	44,568.00	46,800.00
MONTHLY	3,056.00	3,209.00	3,369.00	3,537.00	3,714.00	3,900.00
BI-WEEKLY	1,410.46	1,481.08	1,554.92	1,632.46	1,714.15	1,800.00
HOURLY	17.6308	18.5135	19.4365	20.4058	21.4269	22.5000

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	37,584.00	39,468.00	41,436.00	43,512.00	45,684.00	47,964.00
MONTHLY	3,132.00	3,289.00	3,453.00	3,626.00	3,807.00	3,997.00
BI-WEEKLY	1,445.54	1,518.00	1,593.69	1,673.54	1,757.08	1,844.77
HOURLY	18.0692	18.9750	19.9212	20.9192	21.9635	23.0596

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

	1	*2*	*3*	*4*	*5*	*6*
ANNUAL	38,520.00	40,452.00	42,480.00	44,604.00	46,836.00	49,176.00
MONTHLY	3,210.00	3,371.00	3,540.00	3,717.00	3,903.00	4,098.00
BI-WEEKLY	1,481.54	1,555.85	1,633.85	1,715.54	1,801.38	1,891.38
HOURLY	18.5192	19.4481	20.4231	21.4442	22.5173	23.6423

31 Paratransit Driver

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	39,480.00	41,460.00	43,536.00	45,708.00	47,988.00	50,388.00
MONTHLY	3,290.00	3,455.00	3,628.00	3,809.00	3,999.00	4,199.00
BI-WEEKLY	1,518.46	1,594.62	1,674.46	1,758.00	1,845.69	1,938.00
HOURLY	18.9808	19.9327	20.9308	21.9750	23.0712	24.2250

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

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	40,464.00	42,492.00	44,616.00	46,848.00	49,188.00	51,648.00
MONTHLY	3,372.00	3,541.00	3,718.00	3,904.00	4,099.00	4,304.00
BI-WEEKLY	1,556.31	1,634.31	1,716.00	1,801.85	1,891.85	1,986.46
HOURLY	19.4538	20.4288	21.4500	22.5231	23.6481	24.8308

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	41,472.00	43,548.00	45,720.00	48,012.00	50,412.00	52,932.00
MONTHLY	3,456.00	3,629.00	3,810.00	4,001.00	4,201.00	4,411.00
BI-WEEKLY	1,595.08	1,674.92	1,758.46	1,846.62	1,938.92	2,035.85
HOURLY	19.9385	20.9365	21.9808	23.0827	24.2365	25.4481

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

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	42,504.00	44,628.00	46,860.00	49,200.00	51,660.00	54,240.00
MONTHLY	3,542.00	3,719.00	3,905.00	4,100.00	4,305.00	4,520.00
BI-WEEKLY	1,634.77	1,716.46	1,802.31	1,892.31	1,986.92	2,086.15
HOURLY	20.4346	21.4558	22.5288	23.6538	24.8365	26.0769

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

	1	*2*	*3*	*4*	*5*	*6*
STEP						
ANNUAL	43,572.00	45,756.00	48,048.00	50,448.00	52,968.00	55,620.00
MONTHLY	3,631.00	3,813.00	4,004.00	4,204.00	4,414.00	4,635.00
BI-WEEKLY	1,675.85	1,759.85	1,848.00	1,940.31	2,037.23	2,139.23
HOURLY	20.9481	21.9981	23.1000	24.2538	25.4654	26.7404

36 Intermediate Clerk Typist						
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	44,664.00	46,896.00	49,236.00	51,696.00	54,276.00	56,988.00
MONTHLY	3,722.00	3,908.00	4,103.00	4,308.00	4,523.00	4,749.00
BI-WEEKLY	1,717.85	1,803.69	1,893.69	1,988.31	2,087.54	2,191.85
HOURLY	21.4731	22.5462	23.6712	24.8538	26.0942	27.3981

37 Nutrition Services Coordinator

37 Police Records Technician II

37 Relief Bus Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	45,780.00	48,072.00	50,472.00	52,992.00	55,644.00	58,428.00
MONTHLY	3,815.00	4,006.00	4,206.00	4,416.00	4,637.00	4,869.00
BI-WEEKLY	1,760.77	1,848.92	1,941.23	2,038.15	2,140.15	2,247.23
HOURLY	22.0096	23.1115	24.2654	25.4769	26.7519	28.0904

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	46,920.00	49,272.00	51,732.00	54,324.00	57,036.00	59,892.00
MONTHLY	3,910.00	4,106.00	4,311.00	4,527.00	4,753.00	4,991.00
BI-WEEKLY	1,804.62	1,895.08	1,989.69	2,089.38	2,193.69	2,303.54
HOURLY	22.5577	23.6885	24.8712	26.1173	27.4212	28.7942

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	48,096.00	50,496.00	53,016.00	55,668.00	58,452.00	61,380.00
MONTHLY	4,008.00	4,208.00	4,418.00	4,639.00	4,871.00	5,115.00
BI-WEEKLY	1,849.85	1,942.15	2,039.08	2,141.08	2,248.15	2,360.77
HOURLY	23.1231	24.2769	25.4885	26.7635	28.1019	29.5096

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	49,296.00	51,756.00	54,348.00	57,060.00	59,916.00	62,916.00
MONTHLY	4,108.00	4,313.00	4,529.00	4,755.00	4,993.00	5,243.00
BI-WEEKLY	1,896.00	1,990.62	2,090.31	2,194.62	2,304.46	2,419.85
HOURLY	23.7000	24.8827	26.1288	27.4327	28.8058	30.2481

41 Permit/Licensing Technician I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	50,532.00	53,064.00	55,716.00	58,500.00	61,428.00	64,500.00
MONTHLY	4,211.00	4,422.00	4,643.00	4,875.00	5,119.00	5,375.00
BI-WEEKLY	1,943.54	2,040.92	2,142.92	2,250.00	2,362.62	2,480.77
HOURLY	24.2942	25.5115	26.7865	28.1250	29.5327	31.0096

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	51,792.00	54,384.00	57,108.00	59,964.00	62,964.00	66,108.00
MONTHLY	4,316.00	4,532.00	4,759.00	4,997.00	5,247.00	5,509.00
BI-WEEKLY	1,992.00	2,091.69	2,196.46	2,306.31	2,421.69	2,542.62
HOURLY	24.9000	26.1462	27.4558	28.8288	30.2712	31.7827

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	53,088.00	55,740.00	58,524.00	61,452.00	64,524.00	67,752.00
MONTHLY	4,424.00	4,645.00	4,877.00	5,121.00	5,377.00	5,646.00
BI-WEEKLY	2,041.85	2,143.85	2,250.92	2,363.54	2,481.69	2,605.85
HOURLY	25.5231	26.7981	28.1365	29.5442	31.0212	32.5731

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	54,420.00	57,144.00	60,000.00	63,000.00	66,156.00	69,468.00
MONTHLY	4,535.00	4,762.00	5,000.00	5,250.00	5,513.00	5,789.00
BI-WEEKLY	2,093.08	2,197.85	2,307.69	2,423.08	2,544.46	2,671.85
HOURLY	26.1635	27.4731	28.8462	30.2885	31.8058	33.3981

45 Street Sweeper Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	55,776.00	58,560.00	61,488.00	64,560.00	67,788.00	71,172.00
MONTHLY	4,648.00	4,880.00	5,124.00	5,380.00	5,649.00	5,931.00
BI-WEEKLY	2,145.23	2,252.31	2,364.92	2,483.08	2,607.23	2,737.38
HOURLY	26.8154	28.1538	29.5615	31.0385	32.5904	34.2173

46 Heavy Equipment Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	57,168.00	60,024.00	63,024.00	66,180.00	69,492.00	72,972.00
MONTHLY	4,764.00	5,002.00	5,252.00	5,515.00	5,791.00	6,081.00
BI-WEEKLY	2,198.77	2,308.62	2,424.00	2,545.38	2,672.77	2,806.62
HOURLY	27.4846	28.8577	30.3000	31.8173	33.4096	35.0827

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	58,596.00	61,524.00	64,596.00	67,824.00	71,220.00	74,784.00
MONTHLY	4,883.00	5,127.00	5,383.00	5,652.00	5,935.00	6,232.00
BI-WEEKLY	2,253.69	2,366.31	2,484.46	2,608.62	2,739.23	2,876.31
HOURLY	28.1712	29.5788	31.0558	32.6077	34.2404	35.9538

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	60,060.00	63,060.00	66,216.00	69,528.00	73,008.00	76,656.00
MONTHLY	5,005.00	5,255.00	5,518.00	5,794.00	6,084.00	6,388.00
BI-WEEKLY	2,310.00	2,425.38	2,546.77	2,674.15	2,808.00	2,948.31
HOURLY	28.8750	30.3173	31.8346	33.4269	35.1000	36.8538

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	61,560.00	64,644.00	67,872.00	71,268.00	74,832.00	78,576.00
MONTHLY	5,130.00	5,387.00	5,656.00	5,939.00	6,236.00	6,548.00
BI-WEEKLY	2,367.69	2,486.31	2,610.46	2,741.08	2,878.15	3,022.15
HOURLY	29.5962	31.0788	32.6308	34.2635	35.9769	37.7769

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	63,096.00	66,252.00	69,564.00	73,044.00	76,692.00	80,532.00
MONTHLY	5,258.00	5,521.00	5,797.00	6,087.00	6,391.00	6,711.00
BI-WEEKLY	2,426.77	2,548.15	2,675.54	2,809.38	2,949.69	3,097.38
HOURLY	30.3346	31.8519	33.4442	35.1173	36.8712	38.7173

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	64,668.00	67,896.00	71,292.00	74,856.00	78,600.00	82,536.00
MONTHLY	5,389.00	5,658.00	5,941.00	6,238.00	6,550.00	6,878.00
BI-WEEKLY	2,487.23	2,611.38	2,742.00	2,879.08	3,023.08	3,174.46
HOURLY	31.0904	32.6423	34.2750	35.9885	37.7885	39.6808

52 Administrative Support Services Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	66,288.00	69,600.00	73,080.00	76,740.00	80,580.00	84,612.00
MONTHLY	5,524.00	5,800.00	6,090.00	6,395.00	6,715.00	7,051.00
BI-WEEKLY	2,549.54	2,676.92	2,810.77	2,951.54	3,099.23	3,254.31
HOURLY	31.8692	33.4615	35.1346	36.8942	38.7404	40.6788

53 Code Enforcement Officer**53 FCC Education Coordinator****53 Park Maintenance Lead****53 Public Works Lead****53 Transit Operations Training Coordinator**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	67,944.00	71,340.00	74,904.00	78,648.00	82,584.00	86,712.00
MONTHLY	5,662.00	5,945.00	6,242.00	6,554.00	6,882.00	7,226.00
BI-WEEKLY	2,613.23	2,743.85	2,880.92	3,024.92	3,176.31	3,335.08
HOURLY	32.6654	34.2981	36.0115	37.8115	39.7038	41.6885

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	69,648.00	73,128.00	76,788.00	80,628.00	84,660.00	88,896.00
MONTHLY	5,804.00	6,094.00	6,399.00	6,719.00	7,055.00	7,408.00
BI-WEEKLY	2,678.77	2,812.62	2,953.38	3,101.08	3,256.15	3,419.08
HOURLY	33.4846	35.1577	36.9173	38.7635	40.7019	42.7385

55 Electrical/Signal Technician II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	71,388.00	74,952.00	78,696.00	82,632.00	86,760.00	91,104.00
MONTHLY	5,949.00	6,246.00	6,558.00	6,886.00	7,230.00	7,592.00
BI-WEEKLY	2,745.69	2,882.77	3,026.77	3,178.15	3,336.92	3,504.00
HOURLY	34.3212	36.0346	37.8346	39.7269	41.7115	43.8000

56 Assistant Engineer**56 FCC Program Coordinator**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	73,176.00	76,836.00	80,676.00	84,708.00	88,944.00	93,396.00
MONTHLY	6,098.00	6,403.00	6,723.00	7,059.00	7,412.00	7,783.00
BI-WEEKLY	2,814.46	2,955.23	3,102.92	3,258.00	3,420.92	3,592.15
HOURLY	35.1808	36.9404	38.7865	40.7250	42.7615	44.9019

57 Senior Accountant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,000.00	78,756.00	82,692.00	86,832.00	91,176.00	95,736.00
MONTHLY	6,250.00	6,563.00	6,891.00	7,236.00	7,598.00	7,978.00
BI-WEEKLY	2,884.62	3,029.08	3,180.46	3,339.69	3,506.77	3,682.15
HOURLY	36.0577	37.8635	39.7558	41.7462	43.8346	46.0269

	58					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	76,872.00	80,712.00	84,744.00	88,980.00	93,432.00	98,100.00
MONTHLY	6,406.00	6,726.00	7,062.00	7,415.00	7,786.00	8,175.00
BI-WEEKLY	2,956.62	3,104.31	3,259.38	3,422.31	3,593.54	3,773.08
HOURLY	36.9577	38.8038	40.7423	42.7788	44.9192	47.1635

	59					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	78,792.00	82,728.00	86,868.00	91,212.00	95,772.00	100,560.00
MONTHLY	6,566.00	6,894.00	7,239.00	7,601.00	7,981.00	8,380.00
BI-WEEKLY	3,030.46	3,181.85	3,341.08	3,508.15	3,683.54	3,867.69
HOURLY	37.8808	39.7731	41.7635	43.8519	46.0442	48.3462

	60					
STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	80,760.00	84,804.00	89,040.00	93,492.00	98,172.00	103,080.00
MONTHLY	6,730.00	7,067.00	7,420.00	7,791.00	8,181.00	8,590.00
BI-WEEKLY	3,106.15	3,261.69	3,424.62	3,595.85	3,775.85	3,964.62
HOURLY	38.8269	40.7712	42.8077	44.9481	47.1981	49.5577

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	82,776.00	86,916.00	91,260.00	95,820.00	100,608.00	105,636.00
MONTHLY	6,898.00	7,243.00	7,605.00	7,985.00	8,384.00	8,803.00
BI-WEEKLY	3,183.69	3,342.92	3,510.00	3,685.38	3,869.54	4,062.92
HOURLY	39.7962	41.7865	43.8750	46.0673	48.3692	50.7865

62 Information Technology Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	84,840.00	89,088.00	93,540.00	98,220.00	103,128.00	108,288.00
MONTHLY	7,070.00	7,424.00	7,795.00	8,185.00	8,594.00	9,024.00
BI-WEEKLY	3,263.08	3,426.46	3,597.69	3,777.69	3,966.46	4,164.92
HOURLY	40.7885	42.8308	44.9712	47.2212	49.5808	52.0615

90 Bus Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	52,332.00	54,948.00	57,696.00	60,576.00	63,600.00	66,780.00
MONTHLY	4,361.00	4,579.00	4,808.00	5,048.00	5,300.00	5,565.00
BI-WEEKLY	2,012.77	2,113.38	2,219.08	2,329.85	2,446.15	2,568.46
HOURLY	25.1596	26.4173	27.7385	29.1231	30.5769	32.1058

Specialty - 5%	218.05	228.95	240.40	252.40	265.00	278.25
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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
134 Transit Operations 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	2,074.24	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	172,620.00	181,248.00	190,308.00	199,824.00	209,820.00	220,308.00
MONTHLY	14,385.00	15,104.00	15,859.00	16,652.00	17,485.00	18,359.00
BI-WEEKLY	6,639.23	6,971.08	7,319.54	7,685.54	8,070.00	8,473.38
HOURLY	82.9904	87.1385	91.4942	96.0692	100.8750	105.9173

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



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13.B
Section: DEPARTMENTAL
ITEMS - ELECTED &
ADMINISTRATIVE OFFICES
Meeting Date: October 12, 2021

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

AGENDA TITLE: DISCUSSION AND CONSIDERATION REGARDING RESUMING IN-PERSON MEETINGS OF THE GARDENA CITY COUNCIL AND ITS LEGISLATIVE BODIES AND CONSIDERATION OF RESOLUTION NO. 6534 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH NEWLY ADOPTED GOVERNMENT CODE SECTION 54953(E) (AB 361)

COUNCIL ACTION REQUIRED:

Staff Recommendation: It is recommended that the City Council discuss and consider the following options regarding the manner in which public meetings will be conducted:

1. **Option 1:** Commencing October 26, 2021, return to in person public meetings.
2. **Option 2:** Commencing October 26, 2021, conduct public meetings virtually for meetings of all public bodies subject to the Brown Act in accordance with the requirements of AB 361; and adopt Resolution No. 6534, which will require reauthorization every 30 days.
3. **Option 3:** Other as directed by the City Council.

RECOMMENDATION AND STAFF SUMMARY:

BACKGROUND

On September 16, 2020, Governor Gavin Newsom (the "Governor") signed Assembly Bill (AB) 361, which authorizes local agencies to continue to hold public meetings remotely under modified teleconferencing requirements set forth in the Brown Act (Government Code Section 54953(b)(3)) during a state-declared emergency, as that term is defined, and when either state or local health officials have imposed or recommended measures to promote social distancing, or in situations when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees. AB 361 went into effect immediately and sunsets on January 1, 2024.

Key requirements of AB 361

Modified Brown Act requirements under AB 361, include, among other provisions, that:

- Members of the public must be allowed to address the body and offer comments in real-

time during the meeting.

- In the event of a technical disruption, the public agency cannot take any further action on the agenda until the issue is resolved.
- Public agencies may not require public comments be submitted in advance (this is still a permissible option but cannot be a requirement).
- Members of the public must be given a reasonable time to register to provide public comment and agencies that provide a timed public comment period shall not close the public comment period until that timed period has expired.

DISCUSSION

Following the signing of AB 361 and as the state of the pandemic evolves, it is prudent for the City Council to discuss and provide direction to staff on the manner in which public meetings by the City Council and its legislative bodies (Commissions, Committees and Boards) will be conducted.

Option 1 - Elect to return to in-person meetings, follow traditional Brown Act requirements and follow safety protocols.

Should the City Council elect to return entirely to in-person meetings, COVID-19 infection protocols, as set forth by the Federal Government, State of California, County of Los Angeles and any local rules put in place would be followed. The most recent County of Los Angeles Department of Public Health - Health Officer Order, would continue to be implemented and adhered to. Currently, these protocols require all individuals, regardless of vaccination status, to wear facemasks.

Option 2 - Elect to hold remote meetings and follow modified Brown Act requirements under AB 361.

Should the City Council wish to hold remote meetings under AB 361, the City Council would need to adopt the attached Resolution No. 6534.

Initial findings and conditions: Under AB 361, legislative bodies of the City can meet remotely during a declared state of emergency by the Governor that includes the jurisdictional boundaries of the City, if the legislative body determines that one of the following is also true:

1. State or local officials have imposed or recommended social distancing; **or**
2. To determine, by a majority vote, whether to hold remote meetings as a result of the state of emergency, because meeting in person would present imminent risks to the health or safety of attendees: **or**
3. The legislative body holds a meeting having already determined by a majority vote to hold remote meetings.

If the above conditions are met, then the City can conduct meetings remotely via Government Code §§54953(e), et seq. For the first and second conditions, the City Council must

determine, by majority vote and by adoption of a resolution, the grounds for electing to continue with remote meeting procedures.

For an agency's legislative body to meet virtually, it must provide for the following to ensure that members of the public may access and participate in such meetings:

1. Provide notice and post agendas.
2. Conduct the virtual meetings in a manner that protects the statutory and constitutional rights of the parties and the public.
3. Provide members of the public access to the meeting and an opportunity to address the body directly.
4. Provide members of the public the opportunity to comment in real time.
5. Suspend further action on items in the meeting agenda in the event that there is a disruption in the ability of the meeting to be broadcast to members of the public or in the ability for members of the public to comment.
6. Avoid closing any timed public comment period until such time has lapsed.

Renewal of emergency findings: Once the initial authorizing resolution is adopted, **ongoing authorization every thirty (30) days is required by majority vote**. If the legislative body desires to continue using the teleconference exception, it must confirm the circumstances of the state of emergency thirty days after the first teleconference meeting and every thirty days thereafter.

CONCLUSION

Staff recommends the City Council consider the options outlined in this staff report for the conduct of public meetings and either:

1. Option 1: Commencing October 26, 2021, return to in person public meetings.
2. Option 2: Commencing October 26, 2021, conduct public meetings virtually for meetings of all public bodies subject to the Brown Act in accordance with the requirements of AB 361; and adopt Resolution No. 6534, which will require reauthorization every 30 days.
3. Option 3: Other as directed by the City Council.

FINANCIAL IMPACT/COST:

N/A

ATTACHMENTS:

[RESO No 6534.pdf](#)

APPROVED:

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

Clint Osorio, City Manager

RESOLUTION NO. 6534

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA MAKING THE LEGALLY REQUIRED FINDINGS FOR CONTINUED USE OF TELECONFERENCING IN ACCORDANCE WITH ASSEMBLY BILL 361 FOR MEETINGS OF THE GARDENA CITY COUNCIL AND OTHER COMMISSIONS, COMMITTEES AND BOARDS SUBJECT TO STATE OPEN MEETING LAWS

THE CITY COUNCIL OF THE CITY OF GARDENA DOES HEREBY RESOLVE
AS FOLLOWS:

WHEREAS international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named “SARS-CoV-2,” and the disease it causes has been named “coronavirus disease 2019,” abbreviated COVID-19, (“COVID-19”); and

WHEREAS, on March 4, 2020, the Governor of the State of California, Gavin Newsom declared a State of Emergency in California to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for broader spread of COVID-19; and

WHEREAS, on March 4, 2020, the Los Angeles County Board of Supervisors and Department of Public Health declared a local emergency and local public health emergency to aid the regional healthcare and governmental community in responding to COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency due to the continue spread and the effects of COVID-19; and

WHEREAS, on March 16, 2020 the City Manager, as the City’s Director of Emergency Services, did proclaim the existence of a local emergency as authorized by Government Code section 8630 and Gardena Municipal Code Chapter 2.56.060; and

WHEREAS, the Governor’s March 4, 2021 declaration of a state of emergency based on the COVID-19 pandemic remains in place; and

WHEREAS, the Proclamation of Existence of a Local Emergency issued by the City Manager, as the City’s Director of Emergency Services on March 16, 2020, has been ratified by the City Council via Resolution 6441 on March 19, 2020 and reaffirmed by Resolution No. 6454 on May 12, 2020, Resolution No 6469 on July 14, 2020, Resolution No. 6478 on September 8, 2020, Resolution No. 6483 on October 27, 2020, Resolution

No. 6489 on December 15, 2020, Resolution No. 6495 on February 9, 2021, Resolution No. 6503 on March 23, 2021, Resolution No. 6512 on May 11, 2021, Resolution No. 6521 on June 22, 2021, Resolution No. 6526 on August 10, 2021 and Resolution No. 6533 on September 28, 2021, with the result that the proclamation of a local emergency based on the COVID-19 pandemic remains in place; and

WHEREAS, Paragraph 3 of Executive Order N-29-20, issued by the Governor on March 17, 2020, among other things, suspended the Brown Act requirements for teleconferencing, provided that notice and accessibility requirements were met, the public was allowed to observe and address the legislative body at the meeting, and the legislative body had a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, specifying that this suspension would remain in place during the period in which state or local public health officials have imposed or recommended social distancing measures; and

WHEREAS, paragraph 42 of Executive Order N-08-21, issued by the Governor on June 11, 2021, withdrew and replaced paragraph 3 of Executive Order N-29-20's suspension of the Brown Act requirements for teleconferencing with a similar suspension of those requirements that it specified would remain in place only through September 30, 2021; and

WHEREAS, on September 16, 2021, the Governor signed into law Assembly Bill No. 361 ("AB 361"), which, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing or when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 requires legislative bodies that hold teleconferenced meetings under its abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to

attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body; and

WHEREAS, AB 361 requires the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored; and

WHEREAS, AB 361 prohibits the legislative body from requiring public comments to be submitted in advance of the meeting and specifies that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time; and

WHEREAS, AB 361 prohibits the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified; and

WHEREAS, when there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, AB 361 requires a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under AB 361's abbreviated teleconferencing procedures; and

WHEREAS, in light of the continuing State and local declarations of emergency resulting from the COVID-19 pandemic, the continuing recommendation by Los Angeles County Public Health officials of measures to promote social distancing, and the imminent risks to the health of safety of attendees at meetings conducted in person, the City Council desires to make the findings required by AB 361 to allow the City Council and all other City Commissions, Committees and Boards, to continue to meet under AB 361's abbreviated teleconferencing procedures.

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

SECTION 1. The City Council finds that the State and local declarations of emergency resulting from the COVID-19 pandemic remain in place.

SECTION 2. The City Council finds that local officials, namely, the Los Angeles County Department of Public Health, has continued to recommend measures to promote social distancing.

SECTION 3. The City Council finds that, as a result of the emergency resulting from the COVID-19 pandemic, in-person meetings of the City Council, or other City Commissions, Committees or Boards, would present imminent risks to the health and safety of attendees, including in particular, members of the public attending such meetings.

SECTION 4. As a result of the findings in Sections 1 through 3 above, the City Council and all City Commissions, Committees and Boards are authorized to conduct meetings under AB 361's abbreviated teleconferencing procedures, without complying with the requirements set forth in Government Code Section 54953(b)(3), subject to compliance with the requirements set forth in Government Code Section 54953(e)(2).

SECTION 5. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have passed this Resolution and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Resolution would be subsequently declared invalid or unconstitutional.

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

Passed, approved, and adopted this _____ day of October, 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. 15.A
Section: DEPARTMENTAL
ITEMS - PUBLIC WORKS
Meeting Date: October 12, 2021

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

AGENDA TITLE: AWARD ENGINEERING DESIGN SERVICES CONTRACT FOR THE LOCAL STREET IMPROVEMENTS FISCAL YEARS 2020-2022 PROJECT.&NBSP;

COUNCIL ACTION REQUIRED:

Staff Recommendation: Award Engineering Design Services Contract to DMS Consultants, Inc. in the amount of \$149,650 for the Local Street Improvements Project Fiscal Years 2020-2022, JN 987 & 994.

RECOMMENDATION AND STAFF SUMMARY:

The Local Streets Improvements Project is part of the annual Capital Improvement Program (CIP) to treat street surfaces to extend pavement life, asphalt overlay to increase structural pavement, or reconstruct pavements where the life-cycle has maximized. The project is to primarily utilize the Pavement Management Program (PMP) report, record of public request, and field inspections to identify the streets. Street improvements typically also consist of replacement of access ramps to comply with ADA regulations, traffic striping and signing, and replacement of cross gutter, damaged curb & gutter, and sidewalk.

The design services is to develop the final project list and prepare improvement plans, specifications, and cost estimates that consist of; research and data collection, utility coordination, design survey, base mapping, centerline ties, bid and construction assistance, as-built constructed plans, etc.

Staff extended a Request for Proposal for Engineering Design Services to four (4) on-call consultants. However, only two (2) consultants, DMS Consultants, Inc. and Kreuzer Consulting Group responded to the request by the deadline of Sept. 2, 2021. After reviewing each proposal, staff is recommending that the City Council award the Engineering Design Services contract to DMS Consulting, Inc. based on their understanding of the project, qualification that includes past Gardena projects and lower fee by \$24,020.

DMS Consulting, Inc. is one of five City on-call Civil Engineering Design consultants approved by the Council on August 19, 2019. The City's On-call agreement requires any services exceeding \$100,000 to be approved by the City Council. DMS Consulting, Inc. is currently providing Civil Engineering Design Services to public agencies in City of Diamond Bar, City of Fountain Valley, City of Fullerton, City of La Mirada, City of Newport Beach, and City of San

Dimas. The consulting firm was established in 1994 and is staffed with qualified engineers, ensuring the project will adhere to all engineering standards. DMS Consultants, Inc. will augment the capacity of the Public Works Engineering Division in performing design engineering for the project.

FINANCIAL IMPACT/COST:

Approved Budget Amount:	\$2,445,047
Actual Expenditures Project to Date:	\$0
Approved Budgeted Amount Remaining:	\$2,445,047
Amount Requested for Approval:	\$149,650
Funding Source :	SB-1 and Measure M

ATTACHMENTS:

[DMS Proposal.pdf](#)

[JN 987 & 994 Local Street Improvements_PMP Forecasted List.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio".

Clint Osorio, City Manager

PROFESSIONAL CIVIL ENGINEERING SERVICES

Proposal For

Local Streets Improvement 2020-2022 JN 987/994

Presented To:

City of Gardena

Public Works/Engineering Department
1717 West 162nd Street
Gardena, California 90247

Attn: Jun De Castro
Associate Engineer

Presented By:

DMS Consultants, Inc.

12371 Lewis Street, Suite 203
Garden Grove, California 92840
714.740.8840

September 2, 2021

Revised: September 20, 2021



September 2, 2021

Revised: September 20, 2021

Jun De Castro
Associate Engineer
Public Works/Engineering Department
City of Gardena
1717 West 162nd Street
Gardena, California 90247

SUBJECT: Local Streets Improvement 2020-2022, JN 987/994

Dear Mr. De Castro:

DMS Consultants, Inc. is pleased to present this proposal to provide civil engineering design services for the subject project per RFP received via email dated August 12, 2021.

Mr. Surender Dewan, President of DMS Consultants, Inc., would be assigned as the Project Manager of this project. As such, Mr. Dewan would be responsible for the overall scheduling and budget control and would be available to meet with the City to discuss the project as required.

I hope that our experience, record of performance and sincere interest in working with the City of Gardena will result in a favorable consideration. We look forward to the opportunity of working with you and your staff.

Sincerely,
DMS Consultants, Inc.

A handwritten signature in blue ink, appearing to read "A. Dewan", is written over a horizontal line.

Surender Dewan, P.E.
President

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The City of Gardena intends to retain the services of a Consultant to provide civil engineering services to design and prepare improvement plans, specifications and cost estimates for mostly local streets and a few collector streets located in the City. Street improvements will be based on a recently completed PMP.

The City has a total budget of \$2.2 million which includes fee for design, construction and CMI. The project is funded by Measure M and SB1.

The scope of work for the project consists of the following:

- Project kickoff meeting and design progress meetings as necessary.
- Accumulation and review of existing plans and other available data. The City will provide all as-built plans available.
- Project survey. Survey sections not to exceed 25' shall include right-of-way, centerline, lot lines, curb and gutter, cross gutters, ADA ramps, sidewalks, surface features, appurtenances, sewer rim/inverts, storm drain rim/inverts, elevations, etc. All concrete work shall be shown on the plans in detail.
- Street reconstruction/construction (evaluate pavement condition and reconstruct/overlay/slurry/etc. as needed).
- Utility coordination.
- Removal and replacement of curbs, gutters, sidewalks, cross gutters, trees, ramps, etc. as necessary.
- Assist with questions during bid, construction, and closeout.
- Preparation of as-built plans after construction.

Services to be provided by the DMS Consultants, Inc. under this proposal will include the following:

- Research and data collection
- Utility coordination
- Design survey
- Base mapping
- Location of removals
- Improvement plans
- Project specifications
- Cost estimates
- Pre-construction corner records
- Assistance during bidding and construction phases
- As-built plans

DMS Consultants, Inc. is dedicated to technical excellence and high quality services. A team approach is taken to every project undertaken, with a project engineer directing, managing and acting as the central design figure in the work. Our firm strives to maintain a high level of communication with the client and jurisdictional agencies.

We are acutely aware of the value and importance of providing close individual attention to each project and to working within the constraints of time and budget. We also know that the success of our firm rests clearly on the management, competence, and expertise of our professional staff and team.

Established in 1994, our firm provides engineering and related services to municipalities, government entities, and private industries throughout Southern California. With a staff of registered civil engineers, designers, and surveyors, DMS Consultants, Inc. is uniquely qualified to respond to the diverse needs of our clientele.

DMS Consultants, Inc. presently provides on-call civil engineering design services to the City of Fountain Valley, City of Fullerton, City of Gardena, City of La Mirada, City of Newport Beach, and City of San Dimas.

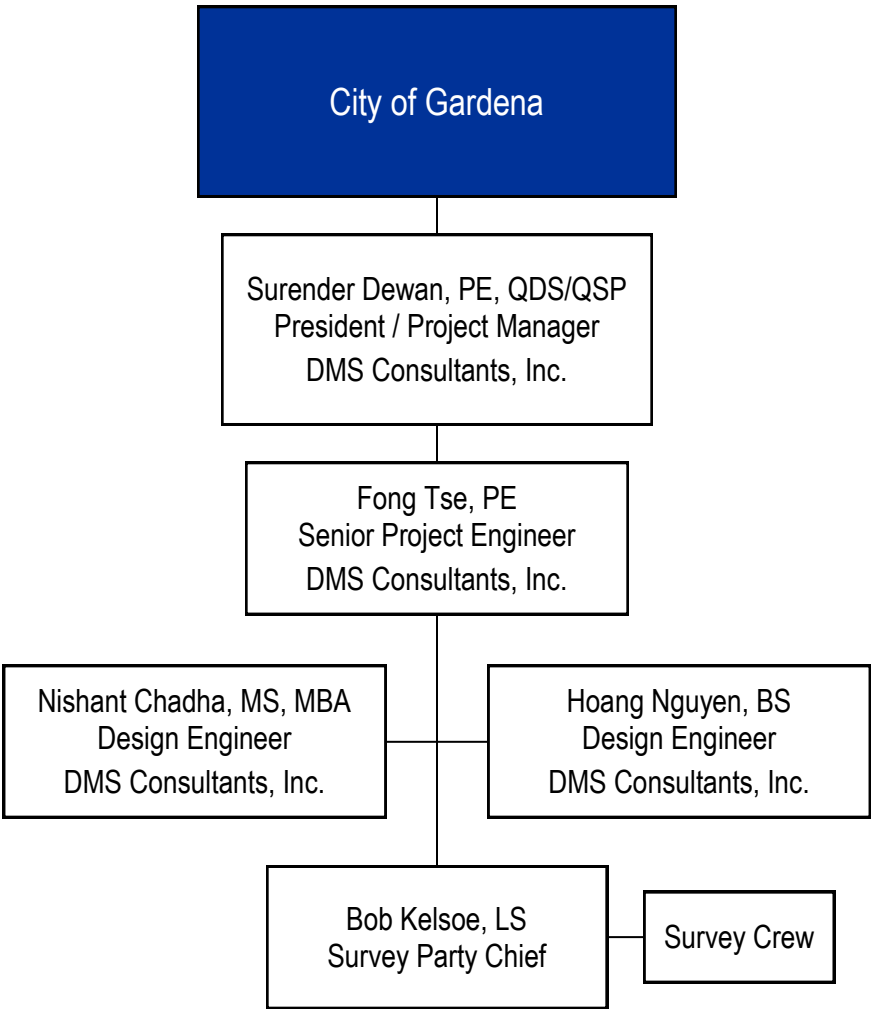
DMS Consultants, Inc. has the ability to provide services for Capital Improvement Projects in the following areas:

- Roadway Pavement Improvements
- Sewer Line Improvements
- Water Line Improvements
- Drainage Facility Improvements
- Sidewalk Improvements
- ADA Compliance Improvements
- Hydrology Studies

DMS Consultants, Inc. also has the capacity to sub-consult for services in the following areas:

- Median Landscape Improvements
- Parkway Landscape Improvements
- Public Park Facility Improvements
- Geotechnical Investigations
- Traffic Engineering

The most important element in the provision of professional services is the assignment of key personnel. Quality personnel and an effective management system combine to produce quality service. Accordingly, the following personnel will be assigned to this project.



AVAILABILITY OF STAFF

DMS Consultants, Inc. prides itself in performing the work on a short notice and in a timely manner. We will assign significant staff to complete the work on schedule and to the City’s satisfaction.

Surender Dewan, P.E., QSD/QSP
DMS Consultants, Inc.

President / Project Manager

EDUCATION: Bachelor of Science, Civil Engineering
Delhi University, 1970
Master of Science, Civil Engineering
University of Washington, 1978

REGISTRATION: Civil Engineer, California
RCE 34559
SWRCB Certified QSD 20924

Mr. Dewan, President of DMS Consultants, Inc., has over 35 years of professional experience in the design of Public Works projects. Mr. Dewan is responsible for performing and/or coordinating engineering design and other related technical services including project management; preparation of plans, specifications, estimates, design; preparation of WQMP's and SWPPP's; and evaluation of major municipal projects.

MUNICIPAL PROJECTS

- Alondra Boulevard Pavement Rehabilitation CIP 2018-02 - La Mirada
- Imperial Highway Pavement Rehabilitation CIP-2018-03 - La Mirada
- Concrete Alley and Street Replacement - Newport Beach
- Residential Roadway Rehabilitation City Quadrants D7, E1 and F1 - Fountain Valley
- Phase 6 Residential Street Rehabilitation CIP2018-08 - La Mirada
- Alley Rehabilitation CIP 7319, 7320 and 7321 - Brea
- 139th Street and Van Ness Avenue Street Improvements - Gardena
- Warner Avenue Rehabilitation from Brookhurst Street to Euclid Street - Fountain Valley
- Commonwealth Avenue and Raymond Avenue Reconstruction - Fullerton
- Marguerite Avenue and Hospital Road Pavement Rehabilitation - Newport Beach
- Euclid Street Roadway Improvements - Fountain Valley
- State College Boulevard Rehabilitation Project - Fullerton
- San Dimas Avenue Improvements - San Dimas
- Del Amo Boulevard Street Improvements - Cerritos
- Madonna Area Street, Sewer and Water Reconstruction - Fullerton
- Via Verde Reconstruction Project from Covina Hills Street to Puente Street - San Dimas
- Chapman Avenue Rehabilitation Project from Berkeley Avenue to Raymond Avenue - Fullerton
- Bastanchury / Valencia Mesa Bike Path - Fullerton
- FY 2014-15 Street Improvements, Sewer and Water Main Replacement - Fullerton
- Design of Caltrans Curb Ramp Construction Plans, Studebaker Road at State Route 91 - Cerritos
- MacArthur Boulevard Pavement Reconstruction - Newport Beach
- Placentia Avenue Reconstruction - Fullerton
- Big Canyon Reservoir Auxiliary Maintenance Yard - Newport Beach
- Grand Avenue Beautification Project - Diamond Bar

Fong Tse, P.E.

Senior Project Engineer

EDUCATION: California State University, Los Angeles - Civil Engineering
Cal Poly Pomona - Mechanical Engineering and Computer Science

REGISTRATION: Civil Engineer, California
RCE 56980

Mr. Tse has over 30 years of experience in the design and management of capital improvement projects. Mr. Tse worked for the City of Newport Beach from 1989 to 2019 in various capacities, including Assistant City Engineer in charge of capital improvements and special projects.

Nishant Chadha, M.S., M.B.A.

Design Engineer

Mr. Chadha has over 10 years of experience in civil engineering working on project for public agencies. Mr. Chadha has been responsible for preparation of street plans, sewer and storm drain improvement plans, grading plans, tract maps, lot line adjustments, legal descriptions and preparation of corner records. Mr. Chadha is a key figure at DMS Consultants, Inc. in coordinating design and carrying it through construction drawings.

Hoang Nguyen, B.S.

Design Engineer

Mr. Nguyen has over 25 years of civil engineering experience and has been responsible for preparation of street improvement plans, sewer, water and storm drain improvement plans.

Bob Kelsoe, L.S.

Survey Party Chief, LS 6957

Mr. Kelsoe has nearly 30 years of experience in all aspects of land surveying services. Mr. Kelsoe is a licensed land surveyor in the State of California and Nevada and has extensive experience in performing and supervising surveys for public agencies. Mr. Kelsoe has been responsible for reviewing and approving survey data; coordination of design work; managing and scheduling survey crews, and coordination with site superintendents and collection and analysis of field data.

139th Street and Van Ness Avenue Street Improvement Project

City of Gardena

The project area is 139th Street from Western Avenue to Van Ness Avenue and Van Ness Avenue from Marine Avenue to 135th Street. The project included rehabilitation of existing roadway, removal and reconstruction of damaged curb and gutter and sidewalk, signage and striping plans, project specifications, and estimate of probable costs.

Agency:	City of Gardena Jose Espinoza, Engineering Technician 310.217.9644 Jespinoza@cityofgardena.org
Construction Cost:	\$2.0 million
Project Status:	Design complete: 2021 Construction pending
Project Manager:	Surender Dewan, PE

Commonwealth Avenue and Raymond Avenue Reconstruction Project

City of Fullerton

The project area is Commonwealth Avenue from Balcom Avenue to Acacia Avenue and Raymond Avenue from Commonwealth Avenue to Chapman Avenue. The project included rehabilitation of existing roadway, removal and reconstruction of damaged curb and gutter and sidewalk, signage and striping plans, project specifications, and estimate of probable costs.

Agency:	City of Fullerton Jose Medina, Assistant Engineer 714.738.6863 JoseM@cityoffullerton.com
Construction Cost:	\$3.5 million
Project Status:	Design complete: 2020 Construction in progress
Project Manager:	Surender Dewan, PE

Warner Avenue Rehabilitation and Resurfacing Project

City of Fountain Valley

The project area was Warner Avenue from Brookhurst Street to Euclid Street. The project included reconstruction of roadway, reconstruction of median curb, ADA improvements, preparation of striping and signage plans, project specifications, and estimate of probable costs.

Agency:	City of Fountain Valley Regino DeAvila, Engineering Technician III 714.593.4515 Regino.DeAvila@fountainvalley.org
Construction Cost:	\$1.6 million
Project Status:	Design complete: 2020 Construction complete: 2020
Project Manager:	Surender Dewan, PE

Alondra Boulevard and Imperial Highway Rehabilitation Project

City of La Mirada

The project area is Alondra Boulevard from Valley View to Mottley Drive and Imperial Highway from Marquardt Avenue to Wicker Avenue. The project includes reconstruction of roadway, reconstruction of median curb, ADA improvements, preparation of striping and signage plans, median landscape improvements, project specifications and estimate of probable costs.

Agency:	City of La Mirada Eric Villagracia, Project Manager 562.902.2373 evillagracia@cityoflamirada.org
Construction Cost:	\$2.1 million
Project Status:	Design active Construction pending
Project Manager:	Surender Dewan, PE

CIP Project 7319, 7320 and 7321, Alley Reconstruction Project

City of Brea

The project includes design survey, preparation of alley improvement plans, project specifications, and estimate of probable costs.

Agency:	City of Brea Raymond Contreras, Associate Engineer 714.906.3741 RaymondC@ci.brea.ca.us
Construction Cost:	\$400,000
Project Status:	Design complete: 2020 Construction active
Project Manager:	Surender Dewan, P.E.

Residential Rehabilitation Project - Phase 6A and 6B

City of La Mirada

The project consists of approximately 16 miles of residential streets, including sewer and water construction. The project also included preparation of specifications and estimate of probable costs.

Agency:	City of La Mirada Eric Villagracia, Project Manager 562.902.2373 evillagracia@cityoflamirada.org
Construction Cost:	\$8.2 million
Project Status:	Design complete: 2020 Construction active
Project Manager:	Surender Dewan, P.E.

Marguerite Avenue and Hospital Road Pavement Rehabilitation Project **City of Newport Beach**

The project area was Marguerite Avenue from Santa Aqua Hills Road to 5th Avenue and Hospital Road from Superior Avenue to Placentia Avenue. The project included reconstruction of roadway, preparation of striping and signage plans, project specifications, and estimate of probable costs.

Agency:	City of Newport Beach Alfred Castanon, Project Manager 949.644.3314 acastanon@city.newport-beach.ca.us
Construction Cost:	\$1.6 million
Project Status:	Design complete: 2019 Construction complete: 2020
Project Manager:	Surender Dewan, PE

Residential Roadway Rehabilitation Project - City Quadrants D7, E1 and F1 **City of Fountain Valley**

The project consisted of rehabilitation of existing roadway, curb and gutter, driveways, and curb ramps. The project also included preparation of specifications and estimate of probable costs.

Agency:	City of Fountain Valley Regino DeAvila, Engineering Technician III 714.593.4515 Regino.DeAvila@fountainvalley.org
Construction Cost:	\$2.8 million
Project Status:	Design complete: 2019 Construction complete: 2020
Project Manager:	Surender Dewan, P.E.

State College Boulevard Rehabilitation Project **City of Fullerton**

The project area was State College Boulevard from 600 feet south of Orangethorpe Avenue to Kimberly Street. The project included rehabilitation of existing roadway, removal and reconstruction of damaged curb and gutter and sidewalk, signage and striping plans, project specifications, and estimate of probable costs.

Agency:	City of Fullerton Jose Medina, Assistant Engineer 714.738.6863 JoseM@cityoffullerton.com
Construction Cost:	\$1.5 million
Project Status:	Design complete: 2018 Construction complete: 2020
Project Manager:	Surender Dewan, PE

UNDERSTANDING OF PROJECT

The RFP indicates that the City has a total budget of \$2.2 million for the project which includes design, construction and construction management. Allowing for design, construction management and contingencies in our opinion, leaves an amount of \$1.6 million for street rehabilitation.

The PMP Report included in the RFI provides the PCI index for local and collector streets in the City.

PCI CLASSIFICATION					
CATEGORY	VERY POOR	POOR	FAIR	VERY GOOD	EXCELLENT
PCI Range	0-24	25-49	50-69	70-89	90-100

Based on the pavement condition index provided in the PCI Report and our preliminary estimate, the local streets and collector streets in the following tables, with a PCI rating under 70 can be rehabilitated within the \$1.6 million dollars.

LOCAL STREETS					
	NAME	FROM	TO	AREA	PCI RATING
1	132nd ST	PCC W/ ARDATH	WEST END	5,755	12
2	HOBART BLVD	180th ST	182nd ST	21,590	30
3	LA SALLE AVE	180th ST	182nd ST	21,590	35
4	HOBART BLVD	162nd ST	END	4,500	43
5	RUTHELEN ST	129th ST	132nd ST	23,946	45
6	CASSIDY AVE	NORMANDIE	CATALINA	43,072	48
7	163rd ST	NEW HAMPSHIRE	VERMONT	9,036	49
8	VAN BUREN AVE	137th ST	END	6,600	49
9	129th ST	WILTON	MANHATTAN BEACH BLVD	31,172	50
10	HARVARD BLVD	180th ST	182nd ST	21,590	51
11	NEW HAMPSHIRE AVE	163rd ST	164th ST	14,520	52
12	MANHATTAN PL	132nd ST	134th ST	34,340	54
13	PURCHE AVE	132nd ST	134th ST	29,285	54
14	HOBART BLVD	178th ST	180th ST	20,060	55
15	ARCTURUS AVE	MANHATTAN BEACH	REDONDO BEACH BLVD	50,796	56
16	MANHATTAN PL	129th ST	132nd ST	31,300	56
17	SPINNING AVE	139th ST	END	20,072	56
18	ARDATH AVE	135th ST	139th ST	41,664	57
19	BERENDO AVE	MARINE AVE	REDONDO BEACH BLVD	26,180	57
20	PURCHE AVE	149th ST	150th ST	9,960	58
21	ROSECRANS AVE (FRONTAGE)	END (600' E/ ARDATH AVE)	WEST CDS	28,400	58
22	133rd ST	ARDATH AV	END	13,950	59
23	133rd ST	BUDLONG	VERMONT	43,214	59
24	ARDATH AVE	139th ST	141st ST	21,220	59

LOCAL STREETS					
	NAME	FROM	TO	AREA	PCI RATING
25	BERENDO AVE	148th ST	MARINE AVE	28,728	59
26	GRAMERCY PL	129th ST	132nd ST	23,842	59
27	157th ST	MANHATTAN PL	END	6,800	60
28	HALLDALE AVE	132nd ST	134th ST	38,360	60
29	PURCHE AVE	129th ST	132nd ST	24,726	60
30	134th ST	ARDATH AV	END	11,336	61
31	160th ST	NORMANDIE	BUDLONG	33,693	61
32	EL SEGUNDO BLVD FRONTAGE	PURCHE	EAST END	16,987	61
33	MARIGOLD AVE	MANHATTAN BEACH	ARCTURUS	28,743	61
34	REDONDO BEACH BLVD FRONTAGE	WEST END (W/ ATKINSON)	EAST END	37,492	61
35	141st ST	ARDATH AV	END	11,336	62
36	144th ST	BUDLONG	END	26,272	62
37	172nd ST	HALLDALE	BRIGHTON WAY	26,272	62
38	ARDATH AVE	141st PL	ROSECRANS	7,968	62
39	BRIGHTON WAY	170th ST	173rd ST	25,476	62
40	MILLER AVE	147th ST	MARINE	36,600	62
41	145th ST	CATALINA	BERENDO AV	10,132	63
42	159th ST	NORMANDIE	BUDLONG	33,693	63
43	BERENDO AVE	TETON ST	END	22,672	63
44	132nd PL	ARDATH AV	END	13,950	64
45	BERENDO AVE	132nd ST	133rd ST	5,850	64
46	PURCHE AVE	EL SEGUNDO	129th ST	10,560	64
47	129th ST	ARDATH AV	END	14,100	65
48	135th PL	ARDATH AV	END	12,595	65
49	144th ST	VAN NESS	GRAMERCY	40,640	65
50	166th ST	NORMANDIE	BERENDO AV	30,834	65
51	166th ST	BERENDO AV	NORMANDIE	33,634	65
52	173rd ST	DALTON	BRIGHTON WAY	43,040	65
53	BERENDO AVE	CASSIDY ST	END	6,272	65
54	RAYMOND AVE	MARINE	REDONDO BEACH BLVD	28,900	65
55	171st ST	HALLDALE	BRIGHTON WAY	24,651	66
56	179th ST	EVELYN AVE	NORMANDIE	31,348	66
57	CATALINA AVE	145th ST	148th ST	33,000	66
58	CATALINA AVE	168th ST	END	22,100	66
59	PARRON DR	END - 156th	END	20,332	66
60	BUDLONG AVE	177th ST (NB ONLY)	182nd ST	28,500	67
61	PURCHE AVE	135th ST	ROSECRANS	65,390	67
62	ST ANDREWS PL	154th PL	RUTHELEN ST	40,664	67
63	WILKIE AVE	139th ST	END	15,522	67
64	129th PL	ARDATH AV	END	14,100	68
65	ELECTRIC ST	VERMONT	WEST END	26,220	68

LOCAL STREETS					
	NAME	FROM	TO	AREA	PCI RATING
66	HALLDALE AVE	EL SEGUNDO	132nd ST	75,656	68
67	HARVARD BLVD	178th ST	180th ST	20,060	68
68	WADKINS AVE	ROSECRANS	147th ST	31,720	68
69	141st ST	DAPHNE	PURCHE	6,880	69
70	DENKER AVE	178th ST	182nd ST	42,330	69
71	EL SEGUNDO BLVD FRONTAGE	WEST END	PURCHE AVE	41,530	69
72	MARIPOSA AVE	168th ST	170th ST	25,600	69
LOCAL STREETS TOTAL AREA:				1,830,918	

COLLECTOR STREETS					
	NAME	FROM	TO	AREA	PCI RATING
1	139th ST	ARDATH AV	PURCHE	32,064	39
2	164th ST	NORMANDIE	NEW HAMPSHIRE	89,880	44
3	HALLDALE AVE	ROSECRANS	145th ST	16,832	46
4	139th ST	PURCHE	VAN NESS	26,048	48
5	132nd ST	WILTON	MANHATTAN	31,296	52
6	BUDLONG AVE	135th ST	139th ST	41,882	56
7	HALLDALE AVE	147th ST	MARINE	28,330	56
8	WADKINS AVE	147th ST	MARINE	36,600	57
9	VAN NESS AVE	MARINE	154th ST	68,055	58
10	132nd ST	MANHATTAN	WESTERN	12,544	61
11	VAN NESS AVE	EL SEGUNDO	END PCC	10,405	61
12	HALLDALE AVE	145th ST	147th ST	28,782	62
13	166th ST	WESTERN (CONCRETE)	NORMANDIE	137,000	63
14	146th ST	WESTERN	DENKER	43,920	65
15	MARINE AVE	WESTERN	DENKER	55,798	65
16	168th ST	RAYMOND AVE	BERENDO	25,500	67
17	MARINE AVE	HALLDALE	NORMANDIE	26,460	67
18	MARINE AVE	NORMANDIE	BUDLONG	41,152	68
19	MARINE AVE	BUDLONG	BERENDO	21,780	68
20	ST ANDREWS PL	ROSECRANS	145th ST	15,625	68
21	BUDLONG AVE	ROSECRANS	146th ST	37,760	69
22	144th ST	WESTERN	DENKER	30,500	70
23	147th ST	CRENSHAW	DUBLIN	52,275	70
24	147th ST	DUBLIN	VAN NESS	52,890	70
25	168th ST	NORMANDIE	RAYMOND AVE	38,176	70
26	MARINE AVE	BERENDO	END AC (70' W/VERMONT)	16,038	70
27	NEW HAMPSHIRE AVE	170th ST	END	22,080	70
28	VAN NESS AVE	154th ST	156th ST	165,776	70
COLLECTOR STREETS TOTAL AREA:				1,205,448	

DMS Consultants, Inc. proposes to use high resolution orthophotos provided by the City and prepare plans at 1"=40' scale. The quality of imagery provided by the City is acceptable, though not very sharp when enlarged to 1"=40'.

A cursory review in the field indicates that almost all the streets except for a few collector streets can be rehabilitated with a combination of cold mill and ARHM overlay. Cul-de-sacs and street knuckles should be additionally reinforced with placement of 2-inch AC base course underneath. Rehabilitation of concrete streets will include placement of self adhesive pavement membrane.

Locations requiring full depth rehabilitation will consist of removal of existing AC and base, and replacement with full depth AC.

The RFP requires "Survey cross sections not to exceed 25' from right-of-way to right-of-way including sewer and storm drain inverts". Considering that mostly all of the streets will be rehabilitated with a combination of cold mill and overlay, our proposal assumes that street cross sections will not be required except at isolated locations with excessive cross slopes.

Our proposal also includes design survey for curb and gutter, sidewalk, and at curb returns where modifications to curb ramps may be required. This proposal assumes that design survey will be required at 45 cross gutters.

PROJECT APPROACH

DESIGN REVIEW MEETING

- In a consultation meeting with the City, the scope of work, procedure and precise limits of the project improvements will be reviewed.
- Obtain from the City address maps for the project area.

UTILITY COORDINATION

- Submit a project schedule to utility companies and request notification of any planned projects within project area to identify potential work that can be performed prior to start of project to minimize trenching within the newly rehabilitated streets.

FIELD SURVEY / LOCATE REMOVALS

- Perform field survey and locate all existing manholes, cleanouts, water valves and all other utilities.
- Identify portion of roadway requiring full depth rehabilitation.
- Perform design survey i.e., street cross sections at isolated locations with excessive cross slope in consultation with the City.
- Identify curb and gutter, sidewalk, cross gutters and curb ramps to be reconstructed.
- Identify existing trees to be removed and replaced.
- Prepare an inventory of all existing striping and signage.

DESIGN PHASE - 50% SUBMITTAL

- Prepare base maps at 1"=40' scale.
- Plot home addresses on base maps.
- Plans to identify:
 - Limits of cold mill and overlay
 - Location of curb and gutter, and sidewalk to be reconstructed by addresses.
 - Location of cross gutters to be reconstructed.
 - Location of tree removals by addresses.
 - Portions of street reconstruction, dig outs (if any).
 - Installation of curb ramps with type and case per Caltrans standards
 - Adjustment of utility valves and manholes
 - Striping and signage

DESIGN SURVEY

- Perform street cross sections at isolated locations as-needed to fix cross slopes.

DESIGN PHASE - 90% SUBMITTAL

- Prepare final street improvement plans. Final plans to include:
 - Title sheet will include:
 - Project title, vicinity and location map, plan sheet index and scale.
 - Utility and plan legends, utility notes, contact names and telephone numbers.
 - Standard signature and title blocks.
 - Plan sheets will include:
 - Topography between right-of-way and beyond as necessary.
 - Right-of-way limit lines.
 - Utility location plot.
 - Construction notes and quantity estimates.
 - Typical sections and details.
- Prepare project specifications.

FINAL DESIGN - 100% SUBMITTAL

- After approval of design submit final plans on mylar, project specifications and estimates to City.

CONSTRUCTION SUPPORT SERVICES

- Provide coordination during bidding process, including answering bidders questions.
- Prepare “As-Built” plans based on information provided by City.

CORNER RECORDS

- Locate all existing ties and monuments per tie notes provided by City.
- Set new ties outside the curb return of the existing ties are located in the curb return, since these ties will be disturbed during construction of curb ramps.
- Provide City with recorded copies of pre-construction corner records.
- Set centerline monuments upon completion of construction.
- Provide City with recorded copies of post construction corner records.

PROJECT SCHEDULE

Local Streets Improvement 2020-2022 JN 987/994

Task Description	October				November				December				January				February			
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Wk 18	Wk 19	Wk 20
Design Review Meeting																				
Utility Coordination																				
Field Survey/Locate Removals																				
Design Phase - 50% Submittal																				
City's Review of Plans																				
Design Phase - 90% Submittal																				
City's Review of Plans																				
Final Design - 100% Submittal																				
Corner Records																				
<div>▲ February 25, 2022 Design Complete</div>																				

- **David Grantham, P.E.**
Engineering Manager
City of Fullerton
303 W. Commonwealth Avenue
Fullerton, California 92832
714.738.6853
DGrantham@cityoffullerton.com
- **Shari Garwick, P.E.**
Director of Public Works
City of San Dimas
245 East Bonita Avenue
San Dimas, California 91773
909.394.6248
sgarwick@sandimasca.gov
- **Eric Villagrancia, P.E.**
Project Manager
City of La Mirada
15515 Phoebe Avenue
La Mirada, California 90638
562.902.2373
evillagrancia@cityoflamirada.org
- **Kanna Vancheswaran, P.E.**
Director of Public Works / City Engineer
City of Cerritos
18125 Bloomfield Avenue
Cerritos, California 90703
562.916.1220
kvancheswaran@cerritos.us

Local Streets Improvement 2020-2022 JN 987/994

1.	Kickoff Meeting/ Progress Meetings:.....	\$640.00
2.	Data Collection:.....	\$1,600.00
3.	Utility Coordination:	\$860.00
4.	Base Mapping:	\$45,400.00
5.	Design Survey for Cross Gutters (assume a total of 45 locations at \$650.00 each):.....	\$29,250.00
6.	Pre and Post Corner Records (assume a total of 50 intersections at \$600.00 each):	\$30,000.00
7.	PS&E - 50% Submittal:	\$24,950.00
8.	PS&E - 90% Submittal:	\$9,750.00
9.	PS&E - 100% Submittal:	\$2,800.00
10.	Bidding and Construction Support:.....	\$1,600.00
11.	As-Built Plans	\$1,800.00
12.	Reproductions	\$1,000.00
TOTAL DESIGN FEE:		\$149,650.00

FEE SCHEDULE

Project Manager.....	\$160.00
Project Engineer.....	\$125.00
Design Engineer.....	\$105.00
Two-Man Field Party	\$220.00
Three-Man Field Party	\$310.00
Survey Manager.....	\$115.00
Clerical	\$55.00

City of Gardena, CA
Forecast Maintenance Rehabilitation Report - FY 2021-2026

Sorted by Rank, FY, Name (A-Z)

FY	Branch ID	Sec ID	Name	From	To	Type	Lanes	Rank	Prop. C Funding	Zone	Length	Width	Area	PCI	PCI % Climate	PCI % Load	PCI % Other	Maint. Type	Total \$
Locals																			
2021-22	129 PL	5	129 th PL	ARDATH AV	END	AC	2	E		Area 1	431	26	14,100	68	42	46	12	Type II Slurry	\$5,640
2021-22	129 ST	10	129 th ST	ARDATH AV	END	AC	2	E		Area 1	436	26	14,100	65	27	70	3	AC Grind-Overlay	\$35,955
2021-22	129 ST	20	129 th ST	ARDATH AV	SPINNING	AC	2	E		Area 1	2,017	32	65,444	93	59	41	0	Stop Gap	\$1,963
2021-22	129 ST	30	129 th ST	HAAS AV	CIMARRON	AC	2	E		Area 1	448	32	15,236	97	86	0	14	Stop Gap	\$457
2021-22	129 ST	40	129 th ST	WILTON	MANHATTAN BEACH BLVD	AC	2	E		Area 1	946	32	31,172	50	28	58	14	AC Grind-Overlay	\$79,489
2021-22	130 ST	60	130 th ST	ARDATH AV	END	AC	2	E		Area 1	436	26	11,336	83	55	26	19	Type II Slurry	\$4,534
2021-22	131 ST	100	131 st ST	ARDATH AV	END	AC	2	E		Area 1	436	26	13,950	75	35	61	4	Type II Slurry	\$5,580
2021-22	132 PL	120	132 nd PL	ARDATH AV	END	AC	2	E		Area 1	436	26	13,950	64	44	50	6	AC Grind-Overlay	\$35,573
2021-22	132 ST	130	132 nd ST	ARDATH AV	PAVEMENT CHANGE	AC	2	E		Area 1	326	26	7,995	89	6	0	94	Stop Gap	\$240
2021-22	132 ST	140	132 nd ST	PCC W/ ARDATH	WEST END	PCC	2	E		Area 1	110	60	5,755	12	0	62	38	PCC Recon	\$103,590
2021-22	133 ST	210	133 rd ST	ARDATH AV	END	AC	2	E		Area 1	436	26	13,950	59	27	44	29	AC Grind-Overlay	\$35,573
2021-22	134 PL	230	134 th PL	ARDATH	WEST END	AC	2	E		Area 1	437	26	14,118	77	72	28	0	Type II Slurry	\$5,647
2021-22	134 PL	232	134 th PL	ARDATH	VAN NESS	AC	2	E		Area 1	1,775	32	57,850	93	94	0	6	Stop Gap	\$1,736
2021-22	134 PL	234	134 th PL	VAN NESS	EAST END	AC	2	E		Area 1	850	26	24,105	97	75	0	25	Stop Gap	\$723
2021-22	134 PL	240	134 th PL	WILTON	MANHATTAN BEACH BLVD	AC	2	E		Area 1	996	32	31,872	86	37	63	0	Type II Slurry	\$12,749
2021-22	134 ST	260	134 th ST	ARDATH AV	END	AC	2	E		Area 1	436	26	11,336	61	37	52	11	AC Grind-Overlay	\$28,907
2021-22	135 PL	290	135 th PL	ARDATH AV	END	AC	2	E		Area 1	436	26	12,595	65	46	49	5	Type II Slurry	\$5,038
2021-22	136 ST	340	136 th ST	ARDATH AV	PCC	AC	2	E		Area 1	255	26	7,030	97	67	0	33	Stop Gap	\$211
2021-22	136 ST	342	136 th ST	Begin PCC	END	PCC	2	E		Area 1	116	26	5,710	74	16	84	0	PCC Repair	\$857
2021-22	137 ST	350	137 th ST	ARDATH AV	END	AAC	2	E		Area 1	436	26	11,336	98	72	0	28	Stop Gap	\$340
2021-22	137 ST	360	137 th ST	WESTERN	END	AAC	2	E		Area 1	374	32	13,880	95	100	0	0	Stop Gap	\$416
2021-22	138 ST	380	138 th ST	ARDATH AV	END	AAC	2	E		Area 1	436	26	11,336	99	100	0	0	Stop Gap	\$340
2021-22	140 ST	470	140 th ST	ARDATH AV	END	AC	2	E		Area 1	436	26	11,336	73	58	16	26	Type II Slurry	\$4,534
2021-22	141 PL	490	141 st PL	FLOOD CHANNEL (END)	PURCHE	AC	2	E		Area 1	1,420	32	44,418	72	40	46	14	Type II Slurry	\$17,767
2021-22	141 ST	510	141st ST	ARDATH AV	END	AC	2	E		Area 1	436	26	11,336	62	51	29	20	AC Grind-Overlay	\$28,907
2021-22	141 ST	520	141st ST	ARCTURUS	PURCHE	AC	2	E		Area 1	230	26	6,898	100	35	65	0	Stop Gap	\$207
2021-22	141 ST	525	141st ST	DAPHNE	PURCHE	AC	2	E		Area 1	230	26	6,880	69	58	41	1	Type II Slurry	\$2,752
2021-22	ARCTU	1820	ARCTURUS AVE	129 TH ST	132 ND ST	AC	2	E		Area 1	955	26	24,830	90	75	0	25	Stop Gap	\$745
2021-22	ARCTU	1825	ARCTURUS AVE	132 ND ST	134 TH PL	AC	2	E		Area 1	975	26	25,350	86	71	0	29	Type II Slurry	\$10,140
2021-22	ARCTU	1830	ARCTURUS AVE	135 TH ST	139 TH ST	AC	2	E		Area 1	1,220	26	31,720	70	42	43	15	Type II Slurry	\$12,688
2021-22	ARCTU	1840	ARCTURUS AVE	139 TH ST	141 ST ST	AAC	2	E		Area 1	747	26	19,422	100	71	26	3	Stop Gap	\$583
2021-22	ARDATH	1870	ARDATH AVE	129 TH ST	132 ND ST	AC	2	E		Area 1	985	32	31,520	76	51	40	9	Type II Slurry	\$12,608
2021-22	ARDATH	1875	ARDATH AVE	132 ND ST	134 TH PL	AC	2	E		Area 1	993	32	31,776	77	40	60	0	Type II Slurry	\$12,710
2021-22	ARDATH	1880	ARDATH AVE	135 TH ST	139 TH ST	AC	2	E		Area 1	1,302	32	41,664	57	39	53	8	AC Grind-Overlay	\$106,243
2021-22	ARDATH	1885	ARDATH AVE	139 TH ST	141 ST ST	AC	2	E		Area 1	635	32	21,220	59	42	58	0	AC Grind-Overlay	\$54,111
2021-22	ARDATH	1890	ARDATH AVE	141 ST PL	ROSECRANS	AC	2	E		Area 1	249	32	7,968	58	34	66	0	AC Grind-Overlay	\$20,318
2021-22	CASIM	2330	CASIMIR AVE	129 TH ST	132 ND ST	AC	2	E		Area 1	955	26	24,830	91	93	0	7	Stop Gap	\$745
2021-22	CASIM	2335	CASIMIR AVE	132 ND ST	134 TH PL	AC	2	E		Area 1	975	26	25,350	84	78	22	0	Type II Slurry	\$10,140
2021-22	CASIM	2340	CASIMIR AVE	135 TH ST	139 TH ST	AC	2	E		Area 1	1,220	26	31,720	94	90	0	10	Stop Gap	\$952
2021-22	CASIM	2350	CASIMIR AVE	139 TH ST	END	AC	2	E		Area 1	598	26	15,548	72	63	37	0	Type II Slurry	\$6,219
2021-22	CIMARR	2490	CIMARRON AVE	EL SEGUNDO	132 ND ST	AC	2	E		Area 1	1,245	26	32,370	96	85	0	15	Stop Gap	\$971
2021-22	CIMARR	2500	CIMARRON AVE	135 TH ST	139 TH ST	AAC	2	E		Area 1	1,245	40	49,800	99	61	0	39	Stop Gap	\$1,494
2021-22	DALESI	2600	DALESDALE AVE	129 TH ST	132 ND ST	AC	2	E		Area 1	946	26	24,596	92	36	30	34	Stop Gap	\$738
2021-22	DAPHNE	2670	DAPHNE AVE	129 TH ST	132 ND ST	AC	2	E		Area 1	897	26	23,322	76	35	57	8	Type II Slurry	\$9,329
2021-22	DAPHNE	2680	DAPHNE AVE	134TH PL	N END	AC	2	E		Area 1	185	26	4,810	93	57	0	43	Stop Gap	\$144
2021-22	DAPHNE	2690	DAPHNE AVE	135 TH ST	139 TH ST	AC	2	E		Area 1	1,286	26	33,436	76	58	42	0	Type II Slurry	\$13,374
2021-22	DAPHNE	2695	DAPHNE AVE	139 TH ST	141 ST ST	AC	2	E		Area 1	765	26	20,790	78	60	35	5	Type II Slurry	\$8,316
2021-22	ELSG FR	2860	EL SEGUNDO BLVD FRONTAGE	WEST END	PURCHE AVE	AAC	2	E		Area 1	1,565	25	41,530	69	32	44	24	Type II Slurry	\$16,612
2021-22	ELSG FR	2861	EL SEGUNDO BLVD FRONTAGE	PURCHE	EAST END	AAC	2	E		Area 1	585	25	16,987	61	29	9	62	AC Grind-Overlay	\$43,317
2021-22	GRAMER	2950	GRAMERCY PL	129 TH ST	132 ND ST	AC	2	E		Area 1	917	26	23,842	59	39	54	7	AC Grind-Overlay	\$60,797
2021-22	GRAMER	2955	GRAMERCY PL	132 ND ST	134 TH PL	AC	2	E		Area 1	1,003	26	26,078	76	73	19	8	Type II Slurry	\$10,431
2021-22	GRAMER	2960	GRAMERCY PL	135 TH ST	139 TH ST	AC	2	E		Area 1	1,220	40	48,800	95	84	0	16	Stop Gap	\$1,464
2021-22	HAAS A	3000	HAAS AVE	129 TH ST	132 ND ST	AAC	2	E		Area 1	946	26	24,596	94	48	0	52	Stop Gap	\$738
2021-22	HALLDA	3040	HALLDALE AVE	EL SEGUNDO	132 ND ST	AC	2	E		Area 2	1,351	56	75,656	68	54	26	20	AC Grind-Overlay	\$192,923
2021-22	HALLDA	3042	HALLDALE AVE	132 ND ST	134 TH ST	AC	2	E		Area 2	685	56	38,360	60	35	54	11	AC Grind-Overlay	\$97,818
2021-22	HALLDA	3044	HALLDALE AVE	134 TH ST	135 TH ST	AC	2	E		Area 2	545	56	30,520	78	75	23	2	AC Grind-Overlay	\$77,826
2021-22	MANH P	3390	MANHATAN PL	129 TH ST	132 ND ST	AC	2	E		Area 1	950	32	31,300	56	38	62	0	AC Grind-Overlay	\$79,815
2021-22	MANH P	3395	MANHATAN PL	132 ND ST	134 TH ST	AC	2	E		Area 1	1,045	32	34,340	54	41	59	0	AC Grind-Overlay	\$87,567
2021-22	PURCHE	3760	PURCHE AVE	EL SEGUNDO	129 TH ST	AC	2	E		Area 1	330	32	10,560	64	44	55	1	AC Grind-Overlay	\$26,928
2021-22	PURCHE	3765	PURCHE AVE	129 TH ST	132 ND ST	AC	2	E		Area 1	951	26	24,726	60	21	74	5	AC Grind-Overlay	\$63,051
2021-22	PURCHE	3766	PURCHE AVE	132 ND ST	134 TH ST	AC	2	E		Area 1	974	26	29,285	54	52	48	0	AC Grind-Overlay	\$74,677
2021-22	PURCHE	3770	PURCHE AVE	135 TH ST	ROSECRANS	AC	2	E		Area 1	2,515	26	65,390	67	44	51	5	Type II Slurry	\$26,156
2021-22	ROSECR FR	4710																	



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 15.B
Section: DEPARTMENTAL
ITEMS - PUBLIC WORKS
Meeting Date: October 12, 2021

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

AGENDA TITLE: ACTIONS RELATING TO ROWLEY PARK BASEBALL DIAMOND
RESTROOM REHABILITATION PROJECT - SITE PREPARTION, JN 968.

COUNCIL ACTION REQUIRED:

Staff Recommendation:

- **Award Construction Contract for the Rowley Park Baseball Diamond Restroom Rehabilitation Project (Site Preparation), JN 968, to Deark E&C, Inc., Gardena California, in the amount of \$105,550.00.**
- **Approve the project plans and specifications.**
- **Approve a budget transfer of \$119,000 Park in-lieu funds from JN 961 Bell Park Rehabilitation Project to JN 968 Rowley Park Baseball Diamond Restroom Rehabilitation Project.**
- **Declare this project to be categorically exempt under the California Environmental Quality Act, Section 15302, Class II, as replacement of existing facilities.**

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that City Council award construction contract for Rowley Park Baseball Diamond Restroom Rehabilitation Project (Site Preparation), JN 968, to Deark E&C, Inc., Gardena California, in the amount of \$105,550.00 and approve the project plans and specifications.

The following bids were received on September 30, 2021:

- | | |
|---|--------------|
| 1. Deark E&C, Inc., Gardena CA | \$105,550.00 |
| 2. Metro Builders & Engineering Group, Newport Beach CA | \$107,290.00 |

The lowest responsive bidder, Deark E&C, Inc., is state licensed general contractor with verified successful construction experience in the field, including the recently completed Mas Fukai Park Shade Structure Project. The project scope includes demolition of existing and site preparation for new modular restroom building but not limited to; re-establishment of electrical cabinets, utility connections, perimeter slabs and asphalt paving, minor landscaping, hazardous material abatement, and to coordinate receiving of new modular restroom building.

On October 22, 2019, City Council approved the purchase of a modular restroom structure

from the StructureCast company in the amount of \$199,300. StructureCast has since completed the engineering construction drawings and is ready to begin the building fabrication. The duration is anticipated to take 30 fabrication days and 35 site preparation working days.

The current programming of projects to be funded by Park in-lieu fees does not have a sufficient allocation for the project. Staff is recommending a budget transfer of \$119,000 Park in-lieu funds from JN 961 Bell Park Rehabilitation Project to JN 968 Rowley Park Baseball Diamond Restroom Rehabilitation Project. Bell Park Rehab Project is currently suspended until the Citywide Park Master Plan is conducted. Budget amounts for a variety of park projects have been placeholders without significant details on estimates. These projects were programmed prior to Parks Division being transferred to Public Works Department from Recreation & Human Services.

An environmental assessment has been prepared in accordance with the California Environmental Quality Act Guidelines and it has been determined that the project is categorically exempt.

FINANCIAL IMPACT/COST:

Approved Budget Amount:	\$225,000
Actual Expenditures/Encumbered Project to Date:	\$207,503
Approved Budgeted Amount Remaining:	\$17,497
Amount Requested for Approval:	\$119,000*
Funding Sources:	Park in-lieu

(*Budget Transfer from JN 961 to JN 968 in the amount of \$119,000 will cover the funds necessary for this project)

ATTACHMENTS:

[JN 968 Rowley Park Restroom Site Plans.pdf](#)
[JN 968 Rowley Park Prefab Restroom_Site Work Specifications.pdf](#)
[JN 968 NOE.pdf](#)
[JN 968 Project Location Map.pdf](#)

APPROVED:



Clint Osorio, City Manager

CITY OF GARDENA
ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION
AT ROWLEY PARK (JN 968)

SCOPE OF WORK:

DEMO EXISTING AND SITE PREPARATION OF NEW MODULAR RESTROOM BUILDING INCLUDING RE-ESTABLISHMENT OF ELECTRICAL CABINETS, COORDINATE INSTALLATION OF NEW MODULAR RESTROOM BUILDING CONSTRUCTED, AND TO BE DELIVERED AND LAYDOWN BY STRUCTURECAST.

GENERAL NOTES

- CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, 2015 EDITION AND THE APPLICABLE REQUIREMENTS OF THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS, 2010 EDITION EXCEPT AS MODIFIED BY THE CITY'S STANDARD DRAWINGS OR THE SPECIAL PROVISIONS.
- ALL WORK SHALL CONFORM TO ABND BE PERFORMED IN ACCORDANCE WITH CODES, STANDARDS, AND ORDINANCES AS SET FORTH BY THE AUTHORITIES HAVING JURISDICTION AND THEIR LATEST ADOPTED EDITIONS (IN EFFECT AT TIME OF BUILDING PERMIT APPLICATION) OF THE FOLLOWING PUBLICATIONS:
 - A. 2019 CALIFORNIA BUILDING CODE (CBC),
 - B. 2019 CALIFORNIA MECHANICAL CODE (CMC),
 - C. 2019 CALIFORNIA PLUMBING CODE (CPC),
 - D. 2019 CALIFORNIA ELECTRICAL CODE (CEC),
 - E. 2020 LOS ANGELES COUNTY FIRE CODE (CFC),
 - F. 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (CGBSC),
 - G. 2019 CALIFORNIA ENERGY EFFICIENCY STANDARDS (CEES),
 - H. 2021 GARDENA MUNICIPAL CODE (GMC).
- ALL A.C. PAVEMENT AND CONCRETE IMPROVEMENTS TO BE JOINED SHALL BE SAWCUT.
- THE ENGINEER DOES NOT WARRANT THE ACCURACY OF SCALED DIMENSIONS ON ANY PLAN. ALL DIMENSIONS SHALL BE AS DESIGNATED ON THE PLANS. THE CONTRACTOR SHALL PROTECT ALL PUBLIC AND PRIVATE PROPERTY
- DURING THE PERFORMANCE OF WORK DONE UNDER THE CONTRACT, THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO AVOID ANY DAMAGE TO ANY STRUCTURES ADJACENT TO THE PROJECT BOUNDARIES.
- EXISTING UTILITIES SHOWN ARE BASED ON AVAILABLE RECORDS OF PARENT UTILITY COMPANIES AND MAY NOT ACCURATELY REPRESENT THEIR ACTUAL LOCATIONS. PRIOR TO BEGINNING ANY CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THE ACTUAL LOCATIONS (VERTICAL AND HORIZONTAL) OF ALL UTILITIES, IN THE FIELD OR COORDINATE SUCH INDEPENDENT VERIFICATION WITH THE PARENT UTILITY COMPANIES AND PROVIDE THE CITY WITH THE POT HOLE INFORMATION. THE CONTRACTOR SHALL PROTECT IN PLACE OR COORDINATE WITH PARENT COMPANY FOR THE RELOCATION OF CONFLICTING UTILITIES ENCOUNTERED DURING CONSTRUCTION.
- THE CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (USA) AT 811 TWO WORKING DAYS PRIOR TO ANY EXCAVATION WORK.
- THE CONTRACTOR SHALL NOTIFY CITY OF GARDENA RECREATION DIVISION AT (310) 217-9537 PRIOR TO TREE REMOVAL FOR APPROVAL.

LEGEND:

- UTILITY BOX, TYPE PER PLAN
- WATER VALVE & BACKFLOW PREVENTER
- UTILITY COVER
- STREET SIGN

ABBREVIATION:

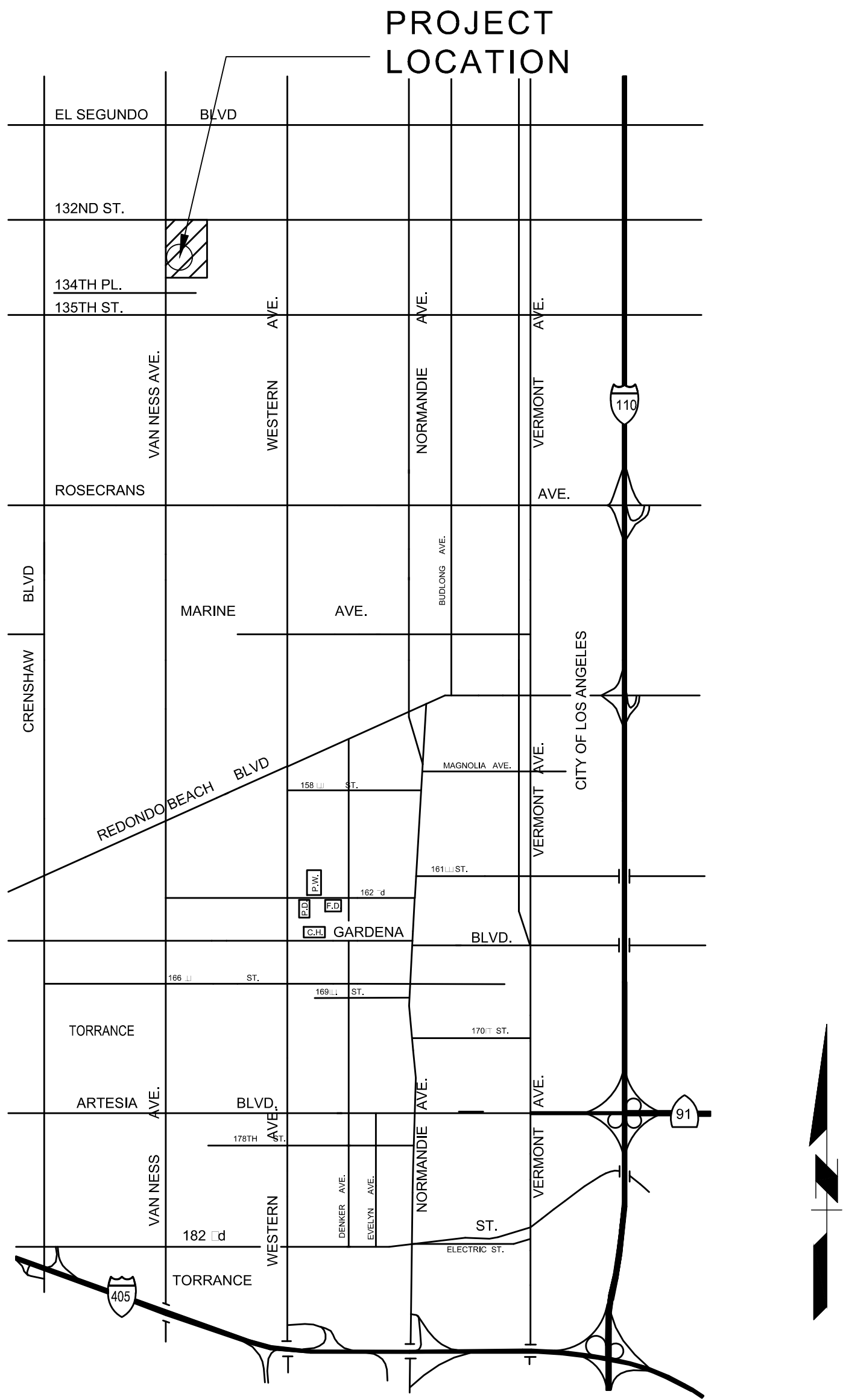
A.C./AC	ASPHALT CONCRETE
AVE	AVENUE
BLVD	BOULEVARD
BW	BACK OF SIDEWALK
CF	CURB FACE
CL	CENTERLINE
DWY	DRIVEWAY
ELEC.	ELECTRICAL
EX.	EXISTING
EG	EDGE OF GUTTER
PCC	PORTLAND CEMENT CONCRETE
PL	PLACE
P.O.T.	PATH OF TRAVEL
PROP	PROPOSED
SF	SQUARE FEET
SPPWC	STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION
ST	STREET
STD/STD.	STANDARD

NOTE TO CONTRACTOR:

CONTRACTOR SHALL CONTACT SOUTHERN CALIFORNIA EDISON REGARDING ANY MODIFICATION, REPLACEMENT OR RELOCATION OF ELECTRIC METERS AT (800) 990-7788, PRIOR TO OBTAINING ELECTRICAL PERMIT.

UTILITY LEGEND

— W —	EX. WATER
— S —	EX. SEWER
— E —	EX. ELECTRICAL
— G —	EX. GAS



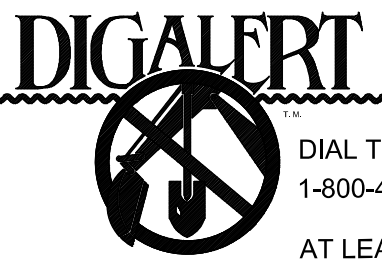
VICINITY MAP
NOT TO SCALE

UTILITY CONTACT NUMBERS:

COMPANY	CONTACT	TELEPHONE NO.
AT&T DISTRIBUTION		510-645-2929
LACSD		562-908-4288
CITY OF GARDENA-PUBLIC WORKS		310-217-9642
MWD		626-844-5610
SOCAL GAS		800-826-6576
GOLDEN STATE WATER	DAVID CATHART	310-660-0320
SPECTRUM		844-780-6054
SOCAL EDISON		800-611-1911

SHEET INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	SITE PLAN
3	DEMOLITION PLAN
4	GRADING AND UTILITY PLAN
5	ELECTRICAL SYMBOLS & GENERAL NOTES
6	ELECTRICAL PLAN
7	ELECTRICAL DETAILS



DIAL TOLL FREE
1-800-422-4133
AT LEAST TWO DAYS
BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA



LOCATION MAP
NOT TO SCALE

City of Gardena
Community Development Division

Pursuant to the Gardena Municipal Code Title 15
These Plans are Approved for Construction.

Mark Handler
BUILDING OFFICIAL

THIS SET APPROVED 09/01/2021
Approval of these Plans and/or Specifications shall be construed to be an approval of a violation of the provisions of the Gardena Municipal Codes or the California Building Code. This Stamped Set of Plans SHALL be kept at the project site and shall be unaltered. Any changes or alterations to these plans without the written authorization of the Gardena Building Division.

FOR BID PURPOSES ONLY
FINAL APPROVED PLANS ISSUED TO
CONTRACTOR AT PERMIT ISSUANCE TIME



PLANS PREPARED BY:

Cannon

16842 VON KARMAN AVENUE SUITE 150
IRVINE, CALIFORNIA 92606 (949) 753-8111

UNDER THE SUPERVISION OF:

GARY SOLSONA RCE 68420 DATE 8/31/21



NO.	REVISIONS	DATE	BY	APP.	CITY OF GARDENA DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION
1	REVISED AS NOTED	08-18-21			TITLE SHEET
					PROJECT: REPLACEMENT OF MODULAR RESTROOM BUILDING AT ROWLEY PARK
					F. B. REF.
					DESIGNED BY GS 05/03/21
					DRAWN BY NP 05/03/21
					CHECKED BY AA 05/06/21
					APPROVED BY: DATE: PUBLIC WORKS ENGINEERING DIVISION
					SHT. 1 OF 7 DWG. NO. 5-2604



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City of Gardena
Community Development Division

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BUILDING OFFICIAL

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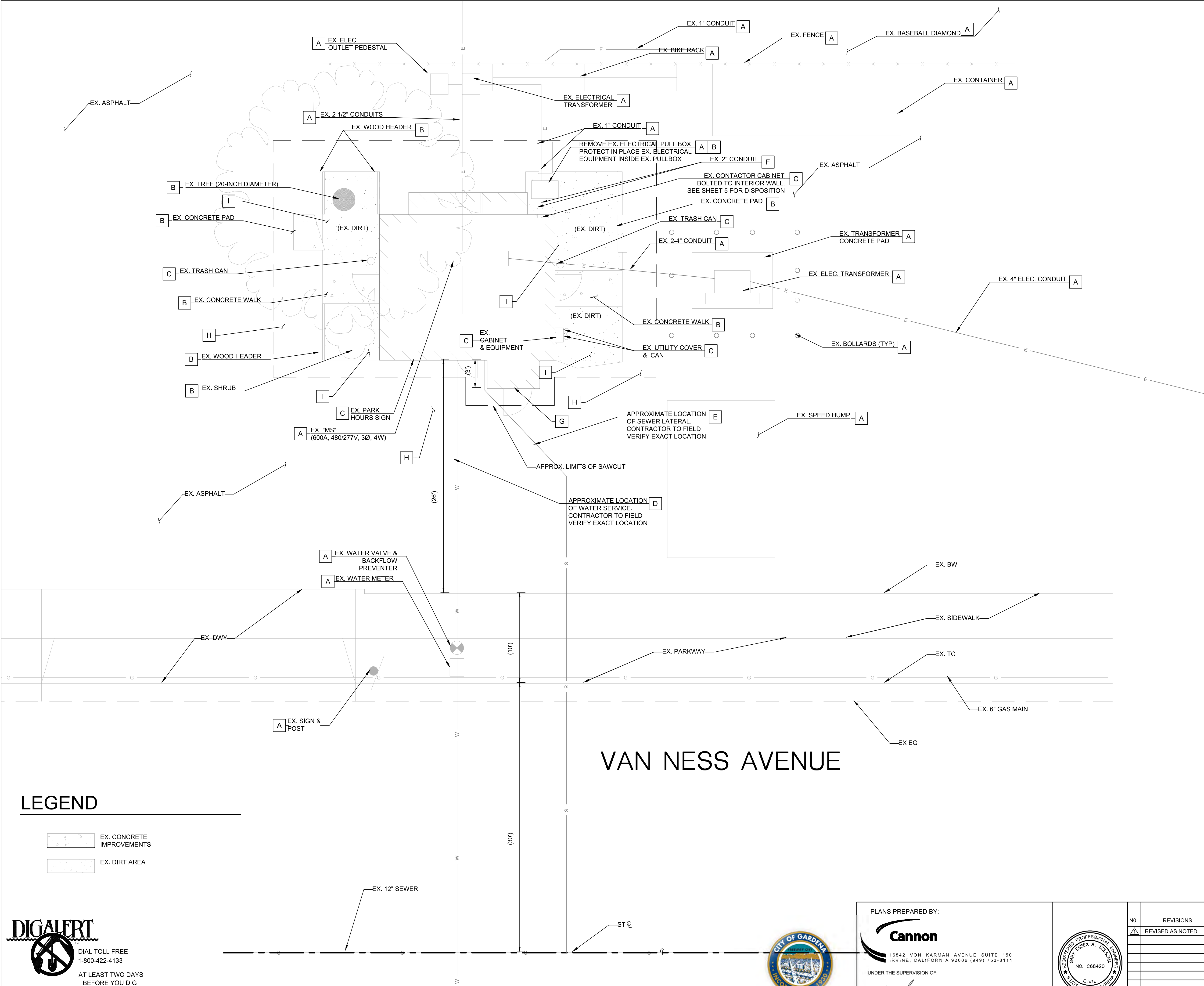
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the Code of Ordinances of the City of Gardena.
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SITE PLAN
NOT TO SCALE



PLANS PREPARED BY: Cannon 16842 VON KARMAN AVENUE SUITE 150 IRVINE, CALIFORNIA 92606 (949) 753-8111			CITY OF GARDENA DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION			
SITE PLAN						
PROJECT: REPLACEMENT OF MODULAR RESTROOM BUILDING AT ROWLEY PARK						
DESIGNED BY: GS 05/03/21		APPROVED BY: DATE:				
DRAWN BY: NP 05/03/21		PUBLIC WORKS ENGINEERING DIVISION				
CHECKED BY: AA 05/06/21		SHT. 2 OF 7 DWG. NO. 5-2604				

FILE PATH: \\CANNON\ASSOC\COM\PROJECTS\2019\19020\CIVIL_3D\STREETICE\19020A\0001-1.DWG, PLOT TIME: 8/24/2021 11:45:47 AM



DEMOLITION NOTES

- A — PROTECT IN PLACE (TYPE PER PLAN)
- B — REMOVE AND DISPOSE OF EXISTING IMPROVEMENTS (TYPE PER PLAN)
- C — REMOVE AND SALVAGE EXISTING IMPROVEMENT (TYPE PER PLAN)
- D — CUT AND CAP EXISTING WATER SERVICE
- E — CUT AND CAP EXISTING SEWER LATERAL
- F — REROUTE EXISTING ELECTRICAL LINE. SEE SHEET 5 FOR DISPOSITION OF EXISTING CONDUIT AND WIRING.
- G — REMOVE EXISTING BUILDING
- H — SAWCUT EXISTING ASPHALT CONCRETE, AND REMOVE AND DISPOSE WITHIN SAWCUT LIMITS
- I — REMOVE EXISTING DIRT AREA WITHIN SAWCUT LIMITS

GENERAL NOTES:

- A. A MINIMUM OF 65 PERCENT OF THE NONHAZARDOUS CONSTRUCTION AND DEMOLITION WASTE SHALL BE RECYCLED AND/OR SALVAGED FOR REUSE IN ACCORDANCE WITH 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE, DEMO AND CONSTRUCTION PHASES. 100 PERCENT OF SOIL AND CONCRETE.
- B. DUMPSTERS, ROLL-OFFS, CONSTRUCTION MATERIAL/SUPPLIES AND DEBRIS SHALL BE COVERED IF SORTED OUTDOORS.

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Community Development Division
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LEGEND

- EX. CONCRETE IMPROVEMENTS
- EX. DIRT AREA



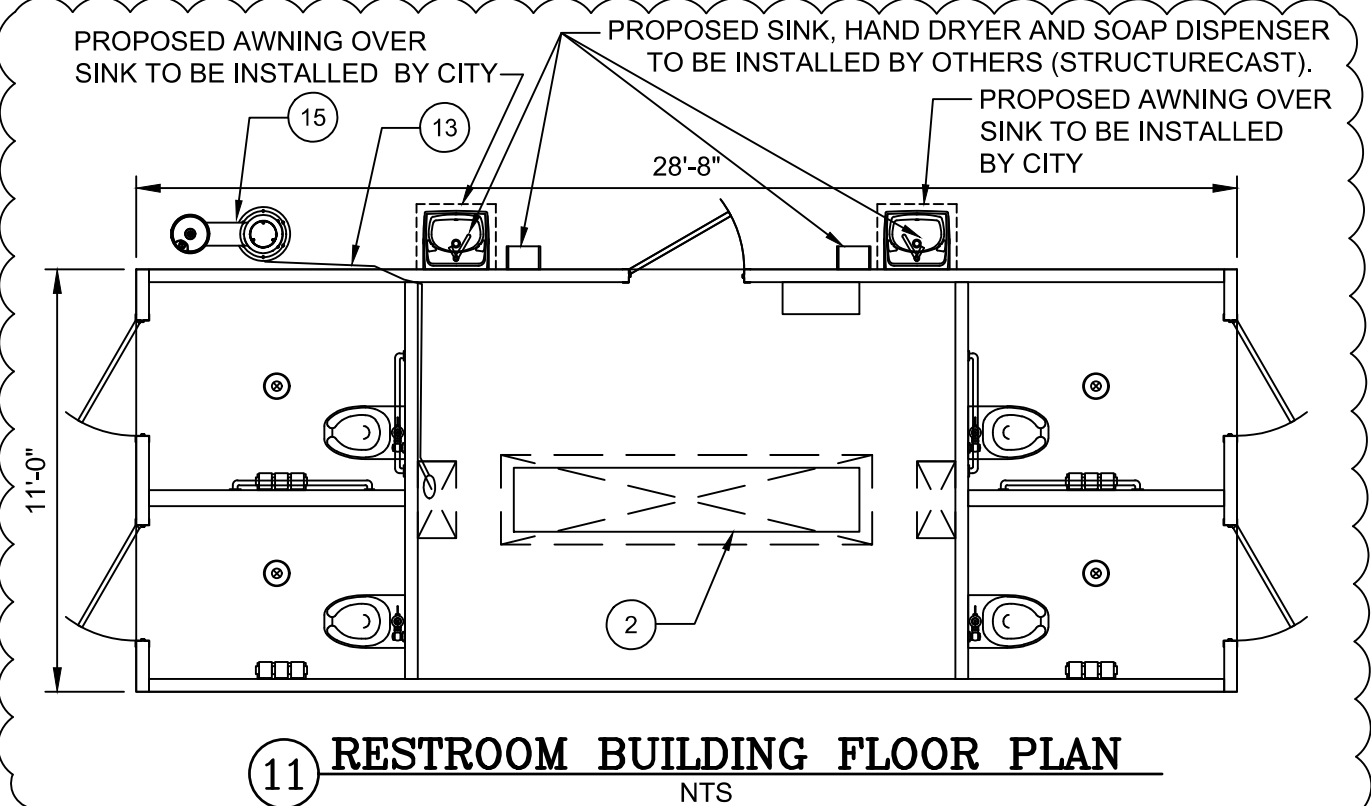
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NO.		REVISONS		DATE		BY		APP.		CITY OF GARDENA			
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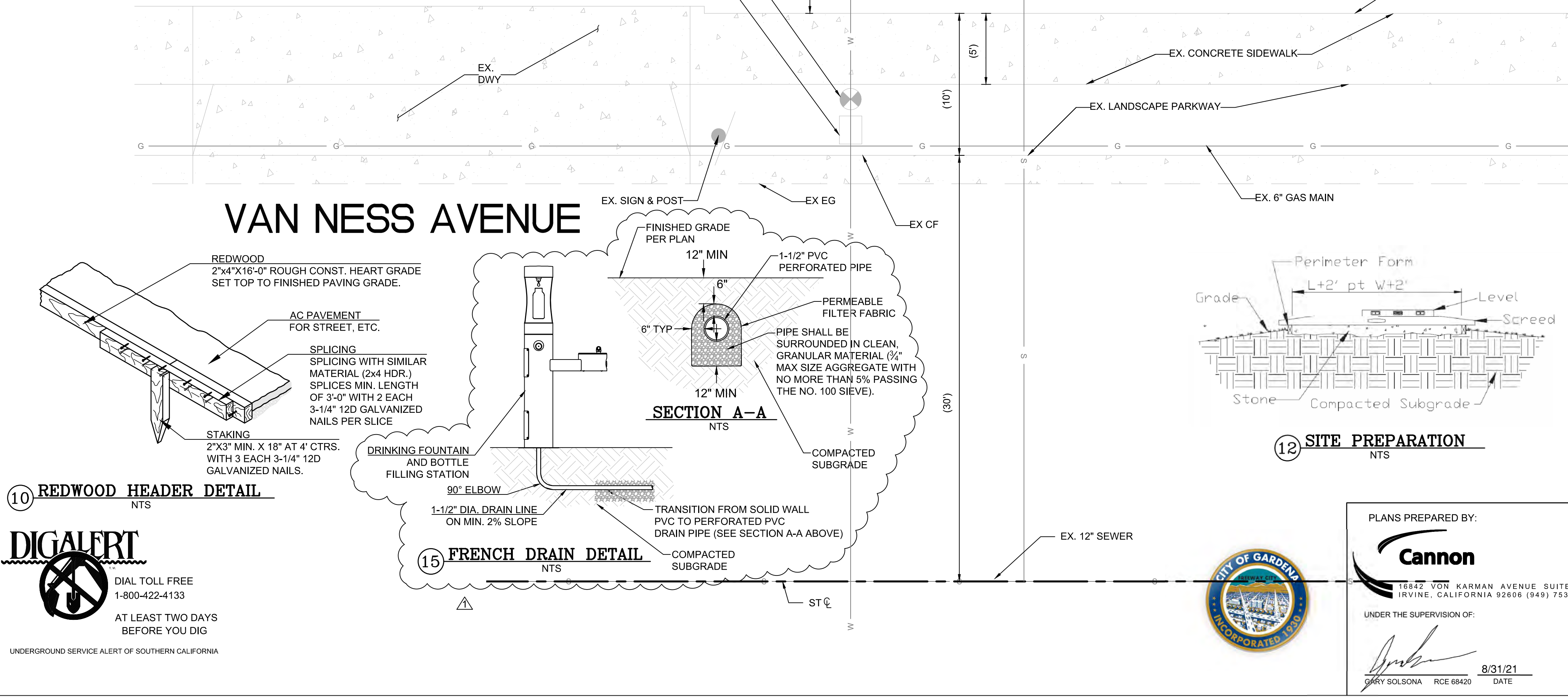
CONSTRUCTION NOTES

1. CONSTRUCT 4" ASPHALT CONCRETE, 2-FEET WIDE, SLOPED TO DRAIN. JOIN EXISTING AT LIMITS OF SAWCUT.
2. CONNECT EXISTING ELECTRICAL CABINET TO PROPOSED RESTROOM BUILDING.
3. CONNECT EXISTING ELECTRICAL LINES TO PROPOSED RESTROOM BUILDING PER ELECTRICAL PLANS.
4. CONNECT EXISTING WATER SERVICE TO PROPOSED RESTROOM BUILDING.
5. CONNECT EXISTING SEWER LATERAL TO PROPOSED RESTROOM BUILDING.
6. CONCRETE SIDEWALK, SLOPE TO DRAIN AWAY FROM BUILDING @ 2.0% MAX. 4" MIN THICKNESS, SET ON 4" MIN CRUSHED AGGREGATE BASE, WITH #4 @ 18" O.C., CENTERED AT MID DEPTH OF SLAB.
7. INSTALL NEW ELECTRICAL PULL BOX TO NEW FINISHED GRADE. SEE SHEET 5 FOR DISPOSITION OF EXISTING WIRING IN NEW PULL BOX.
8. INSTALL COBBLE STONE (2" TO 4") MULCH.
9. INSTALL 5 BERBERIS THUNBERGII (VARIETY), DWARF JAPANESE BARBERRY (TYPE: CONCORDE) IN NEW PLANTER AREA, SPACING AT 36" ON CENTER.
10. CONSTRUCT REDWOOD HEADER EDGING PER DETAIL 10 SHEET 4.
11. NEW (28'-8" X 11'-0") MODULAR RESTROOM BUILDING TO BE INSTALLED BY OTHERS (STRUCTURECAST), SEE DETAIL 11 ON SHEET 4.
12. CONSTRUCT 3/8" COMPACTED CRUSHED STONE BASE UNDER RESTROOM BUILDING, MINIMUM 4" THICK. SEE SITE PREPARATION NOTES AND DETAIL 12 ON SHEET 4.
13. STUB INTERIOR PLUMBING THROUGH OUTER WALL AND CONNECT TO NEW DRINKING FOUNTAIN AND BOTTLE FILLING STATION.
14. CONNECT NEW DRINKING WATER FOUNTAIN AND BOTTLE FILLING STATION TO EXISTING INTERIOR PLUMBING WITH 1/2" COPPER PIPING.
15. INSTALL NEW OUTDOOR DRINKING FOUNTAIN AND BOTTLE FILLING STATION (ELAY OUTDOOR EZH2O BOTTLE FILLING STATION BI-LEVEL PEDESTAL, MODEL LK4420BF1U, POWDER-COATED EXTERIOR OVER A CORROSION-RESISTANT STAINLESS-STEEL TYPE-316, VANDAL RESISTANT, ADA-COMPLIANT AND EVERGREEN COLOR FINISH OR APPROVED EQUAL). INSTALLATION SHALL BE PER MANUFACTURER'S RECOMMENDATIONS. SEE DETAIL 15 ON SHEET 4 FOR FRENCH DRAIN DETAIL.
16. INSTALL BACKFLOW PREVENTION ASSEMBLY PER GOLDEN STATE WATER COMPANY STANDARD DWG NO. P-35A, IN ENCLOSURE BOX PER SPECIFICATIONS.



LEGEND

- PROPOSED CONCRETE IMPROVEMENTS
- PROPOSED COBBLE MULCH
- PROPOSED ASPHALT CONCRETE
- EXISTING CONCRETE IMPROVEMENTS



City of Gardena
Community Development Division

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Mark Handler
BUILDING OFFICIAL

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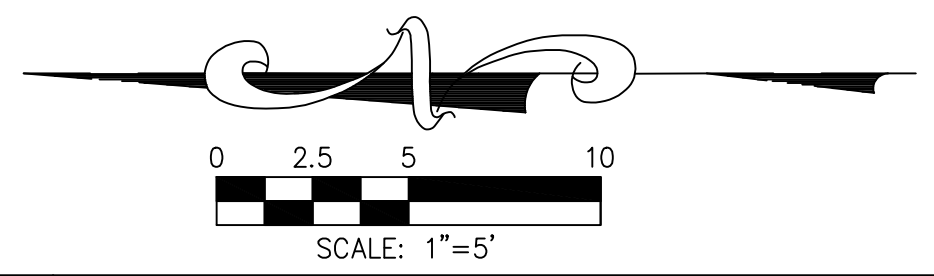
FOR BIDDING PURPOSES ONLY
FINAL APPROVED PLANS ISSUED TO CONTRACTOR AT PERMIT ISSUANCE TIME

GENERAL NOTES:

1. CONTRACTOR SHALL PROTECT DIRT AREA NOT IMPACTED BY CONSTRUCTION.
2. CONTRACTOR SHALL REINSTALL ALL SALVAGED ELECTRICAL EQUIPMENT.
3. LOCATION AND DEPTH OF EXISTING UTILITIES ARE APPROXIMATE AND BASED ON AVAILABLE INFORMATION PROVIDED BY UTILITY COMPANIES. IN INSTANCES WHERE NO VERTICAL UTILITY INFORMATION COULD BE FOUND, THE DEPTH OF THESE UTILITIES ARE SHOWN THREE FEET BELOW GROUND SURFACE.
4. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL POT HOLE AND VERIFY LOCATION AND DEPTH OF EXISTING UTILITIES AND NOTIFY ENGINEER OF ANY DISCREPANCIES. CONTRACTOR SHALL USE POSITIVE LOCATION METHODS PER CALTRANS PUBLICATION - "POLICY ON HIGH AND LOW RISK UNDERGROUND FACILITIES WITHIN HIGHWAY RIGHTS OF WAY".
5. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF THE DISCOVERY OF ANY UTILITY THAT WAS OMITTED FROM THE PLANS, INCORRECTLY SHOWN OR NOT PROPERLY MARKED. IF THE UTILITY DOES NOT PROVIDE LOCATION INFORMATION OR MARKING SERVICES IN THE FIELD, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER.
6. OVERHEAD UTILITIES ARE NOT SHOWN IN ALL INSTANCES. CONTRACTOR SHALL USE DUE CARE WHEN WORKING NEAR OR UNDER SAID UTILITIES AND SHALL PROTECT THEM IN PLACE.
7. THE CONTRACTOR SHALL NOT INTERRUPT THE UTILITY SERVICE FUNCTION, DISTURB THE SUPPORT BASE, OR MODIFY ANY FACILITY WITHOUT AUTHORITY FROM THE UTILITY OWNER.
8. EXISTING PIPELINES/UTILITIES THAT CROSS NEW SYSTEM PIPING OR SIMILAR EXCAVATIONS REQUIRED TO CONSTRUCT THE PIPING, SHALL BE PROTECTED IN PLACE, UNLESS OTHERWISE NOTED. ALL EXISTING PIPELINES/UTILITIES SHALL BE SUPPORTED ACROSS THE EXCAVATION DURING CONSTRUCTION.
9. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE UTILITY OWNER IF ANY UTILITY IS DISTURBED OR DAMAGED DURING THE COURSE OF THE WORK. THE CONTRACTOR SHALL BEAR THE COSTS OF REPAIR OR REPLACEMENT OF ANY MARKED UTILITY WHERE DAMAGE WAS CAUSED BY THE CONTRACTOR'S ACTIVITIES.

SITE PREPARATION FOR PREFABRICATED RESTROOM BUILDING:

1. CONTRACTOR SHALL COORDINATE WITH THE MANUFACTURER OF THE MODULAR BUILDING TO ACCOMMODATE INSTALLATION AT THE TIME OF DELIVERY. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN INSTALLATION INSTRUCTIONS FROM THE MANUFACTURER AND PERFORM THE EXCAVATION, BACKFILL, AND SITE PREPARATION IN ACCORDANCE WITH THOSE INSTRUCTIONS. THE EXCAVATION SHALL BE OVER EXCAVATED ONE FOOT (HORIZONTAL MEASUREMENT) ON EACH SIDE OF THE MODULAR BUILDING AND TO THE DEPTH OF THE GRAVEL BASE INSTALLATION, AS SPECIFIED ON THE PLANS. THE CONTRACTOR MUST HAVE SITE PREPARATION COMPLETE PRIOR TO DELIVERY OF THE MODULAR BUILDING. THE CONTRACTOR WILL BE PROVIDED 1-WEEK MINIMUM LEAD-TIME TO HAVE THE EXCAVATION AND SITE PREPARATION PERFORMED.
 - A. COMPACT THE NATURAL GROUND AT THE BOTTOM OF THE EXCAVATION WITH A MINIMUM OF 95% COMPACTION.
 - B. THE FLOATING FOUNDATION OF CRUSHED STONE OR SAND SHOULD BE PLACED ON A WELL-DRAINED AND GRADED AREA TO PRECLUDE THE RETENTION OF STANDING WATER. ON A WELL-DRAINED AND PROPERLY GRADED SITE, ANY GROUND SWELL SHOULD BE MINIMAL AND LINEAR.
 - C. THE MODULAR BUILDING SHALL BEAR FULLY ON A CRUSHED STONE BASE THAT IS AT LEAST TWO FEET LARGER THAN THE LENGTH AND WIDTH OF BUILDING.
 - D. STONE SHALL BE A MINIMUM OF 4" THICK OR DOWN TO FIRM SUBGRADE. THE VERTICAL SOIL CAPACITY UNDER STONE SHALL BE COMPACTED TO HAVE MINIMUM BEARING OF 1,500 POUNDS PER SQUARE FOOT. STONE SHALL BE 3/8" OR SMALLER AND MUST BE SCREEDED LEVEL WITHIN 1/4" IN BOTH DIRECTIONS. STONE SHALL BE PLACED WITHIN A PERIMETER FORM WITH FLAT AND LEVEL TOP EDGE FOR SCREEDING. FORMING MATERIAL SHALL REMAIN AROUND STONE UNTIL AFTER THE BUILDING IS SET.
 - E. THE CRUSHED STONE BASE SHALL BE KEPT WITHIN THE CONFINES OF THE SOIL OR PERIMETER FORM. DO NOT ALLOW THE BASE TO BECOME UNCONFINED SO THAT IT MAY WASH, ERODE, OR OTHERWISE BE UNDERMINED. OR IF BUILDING IS PLACED ON PAVEMENT OR CONCRETE SLAB, SUBSTRATE BELOW PAVEMENT OR SLAB MUST HAVE A VERTICAL SOIL CAPACITY OF 1,500 POUNDS PER SQUARE FOOT. PLACE STONE OR SAND TO 1" ABOVE HIGHEST POINT OF AREA WHERE BUILDING WILL BE PLACED AND AT LEAST 1'-0" WIDE ALL AROUND THE BUILDING FOOTPRINT. RETAIN STONE OR SAND WITH A PERIMETER FORM TO PREVENT THE MATERIAL FROM WASHING OUT.
 - F. PROVIDE POSITIVE DRAINAGE FOR THE FILL, PAD, OR SLAB AS REQUIRED.
 - G. CONTRACTOR MUST PROVIDE LEVEL UNOBSTRUCTED AREA LARGE ENOUGH FOR A CRANE AND A TRACTOR-TRAILER TO PARK ADJACENT TO THE PAD. CRANE MUST BE ABLE TO PLACE OUTRIGGERS WITHIN 5'-0" OF EDGE OF PAD AND TRUCK AND CRANE MUST BE ABLE TO GET SIDE BY SIDE UNDER THEIR OWN POWER. NO OVERHEAD LINES MAY BE WITHIN 75' RADIUS OF CENTER OF PAD. A MINIMUM OF 24" CLEARANCE IS REQUIRED BETWEEN THIS BUILDING AND ADJACENT BUILDINGS.
 - H. AFTER BACKFILLING AND GRADING HAS BEEN COMPLETED, THE DISTURBED AREA SHALL BE FINISHED TO PRESENT AS NEAR A NATURAL APPEARANCE AS POSSIBLE AND CLEANED UP BY REMOVING ALL DEBRIS AND MATERIALS NOT UTILIZED.
 - I. ALL UNSUITABLE EXCAVATED MATERIAL, OVERSIZE BOULDERS, STUMPS, SMALL LIMBS, BRUSH, SOD AND OTHER CONSTRUCTION REFUSE SHALL BE DISPOSED OF OFF-SITE AT A CITY-APPROVED DISPOSAL SITE.
2. SURVEY STAKES: PROVIDE TEN FOOT OFFSET STAKES AND LOCATE FRONT CORNERS OF BUILDING, EXISTING UTILITIES, AND INVERTS WITHIN THE AREA OF CONSTRUCTION. LOCATE AND MARK FINAL SLAB ELEVATION.
3. SOILS INFORMATION: THE SOILS VALUES THAT THE MANUFACTURER HAS ASSUMED IS AN ALLOWABLE SOIL PRESSURE OF 1,200 PSF/ THIS VALUE NEEDS TO BE CONFIRMED, ON-SITE, BY THE CONTRACTOR'S SOILS ENGINEER OR TESTING SERVICE.
4. SITE ACCESS AND STORAGE: PROVIDE SUITABLE SAFE CLEAR ACCESS TO ALLOW A CRANE AND THE BUILDING ON A SEMI-TRAILER TO REACH THE SITE. IF PATH TO SITE IS OVER EXISTING UTILITIES, SIDEWALKS, OR OTHER DAMAGEABLE AREAS, PROPER MARKING, PLATING OR OTHER OR OTHER APPROPRIATE PROTECTION MUST BE PROVIDED BY CONTRACTOR. CONTRACTOR IS RESPONSIBLE FOR REMOVING ANY OVERHEAD OBSTRUCTION (I.E. POWER LINE). CONTRACTOR IS RESPONSIBLE FOR PROVIDING ACCESS FOR A CRANE TO WITHIN 25' OF THE BUILDING PAD. CONTRACTOR IS RESPONSIBLE TO ARRANGE FOR ANY TEMPORARY NO PARKING OR ROAD CLOSURE ON THE PUBLIC STREET THE NIGHT BEFORE AND/OR DAY OF THE BUILDING DELIVERY TO ENSURE THE CRANE AND TRUCK ACCESS TO THE SITE.
5. UTILITIES: BRING WATER, SEWER AND POWER UTILITIES INTO POINT OF CONNECTION CHRISTY BOXES WITHIN SIX FEET OF THE BUILDING LINE AT THE LOCATION SHOWN ON THE PLAN.
 - A. WATER: MANUFACTURER WILL FURNISH AND INSTALL A WATER POINT OF CONNECTION (ISOLATION VALVE) FROM MECHANICAL CHASE TO A CHRISTY BOX SIX FEET FROM THE BUILDING LINE. CONTRACTOR MUST CONNECT SERVICE TO VALVE.
 - B. SEWER: MANUFACTURER WILL FURNISH AND INSTALL A SEWER POINT OF CONNECTION FROM MECHANICAL CHASE TO A CHRISTY BOX SIX FEET FROM THE BUILDING LINE. CONTRACTOR MUST CONNECT SERVICE.
 - C. ELECTRICAL: MANUFACTURER WILL FURNISH AND INSTALL A PVC CONDUIT AND A CHRISTY BOX TO THE POINT OF CONNECTION SIX FEET FROM THE BUILDING LINE. CONTRACTOR TO PULL THE ELECTRICAL SERVICE LINE THROUGH THE CONDUIT AND CONNECT TO THE MAIN PARALLEL LUGS INSIDE THE BUILDING. CONTRACTOR IS RESPONSIBLE TO CONNECT IRRIGATION CONTROLLERS AND OTHER PARK LIGHTING EQUIPMENT IN THE LOCATIONS INSIDE THE BUILDING AS SHOWN ON THE PLANS. ALL ELECTRICAL INSIDE THE BUILDING (FOR THE BUILDING) WILL BE FURNISHED AND INSTALLED BY THE MANUFACTURER, EXCEPT AS NOTED ABOVE IN THE EXCLUSIONS.
 - D. IF THE UTILITIES ARE NOT AVAILABLE WHEN THE MANUFACTURER DEPARTS THE SITE, TESTING AND MINOR LEAKS WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.
 - E. A MINIMUM 1-1/2" LINE WITH 25 GPM AT 60 PSI PRESSURE MINIMUM IS REQUIRED TO ENSURE THAT WATER CLOSETS WILL OPERATE AS DESIGNED.
6. INSPECTIONS: IT IS VERY IMPORTANT THAT THE CONTRACTOR UNDERSTAND HE IS RESPONSIBLE FOR COORDINATING AND SCHEDULING HIS WORK IN SUCH A WAY THAT ALL NECESSARY WORK AND INSPECTIONS ARE COMPLETED AND APPROVED PRIOR TO THE DELIVERY DATE OF THE RESTROOM BUILDING. THIS WORK INCLUDES BUT IS NOT LIMITED TO THE PREPARATION, INSTALLATION AND INSPECTIONS OF THE SUBGRADE PAD AND ALL UTILITIES PRIOR TO DELIVERY DATE AND PLACEMENT OF THE RESTROOM BUILDING. THAT ALL INSPECTIONS ARE SCHEDULED WITH ADEQUATE NOTICE TO ENSURE THAT THE UNDERGROUND PLUMBING AND ELECTRICAL WORK IS APPROVED PRIOR TO PLACEMENT OF BUILDING. ALSO COORDINATE THE FINAL INSPECTIONS AND ACCEPTANCE BY OWNER AND BUILDING OFFICIALS BE PERFORMED IMMEDIATELY FOLLOWING MANUFACTURER'S COMPLETION OF INSTALLATION. ALSO COORDINATE ANY FINAL INSPECTIONS AND ACCEPTANCE IMMEDIATELY FOLLOWING MANUFACTURER'S CONCLUSION OF ANY CORRECTION ITEMS.
6. SITE CLEAN UP AND DEBRIS REMOVAL: CONTRACTOR SHALL PROVIDE AN ON-SITE TRASH BIN FOR DISPOSAL OF ONE PICK UP LOAD OF DEBRIS. ALL EXCESS SPOILS SHALL BE RESPONSIBILITY OF CONTRACTOR. ALL ROUGH AND FINAL GRADING SHALL BE BY CONTRACTOR.



PLANS PREPARED BY:

Cannon

16842 VON KARMAN AVENUE SUITE 150
IRVINE, CALIFORNIA 92606 (949) 753-6111

UNDER THE SUPERVISION OF:

Gary Solsona 8/31/21
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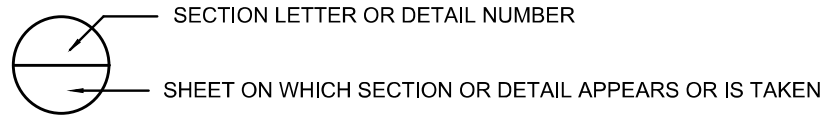


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							SHT. 4 OF 7		DWG. NO.	5-2604

ELECTRICAL ABBREVIATIONS

A, AMP	AMPERE	MS	MAGNETIC STARTER
A/C	AIR CONDITIONING	MTD	MOUNTED
AC	ALTERNATING CURRENT	(N)	NEW
AF	AMPS-FRAME	NC	NORMALLY CLOSED
AIC	AVAILABLE INTERRUPTING CAPACITY	NF	NON FUSED
AM	AMMETER	NL	NIGHT LIGHT
AT	AMPS-TRIP	NO	NORMALLY OPEN
ATS	AUTOMATIC TRANSFER SWITCH	NP	NAMEPLATE
AUTO	AUTOMATIC	NTS	NOT TO SCALE
AWG	AMERICAN WIRE GAUGE	OC	OPEN/CLOSE (STATUS)
AWT	AUTOMATIC WELL TESTER	P	POLE
BC	BARE COPPER	PB	PULLBOX
BLDG	BUILDING	PF	POWER FACTOR
BPS	BOOSTER PUMP STATION	PFR	POWER FAIL RELAY
BSC	BARE STRANDED COPPER	PI, O	PHASE PIPING AND INSTRUMENTATION DIAGRAM
C	CONDUIT	PLC	PROGRAMMABLE LOGIC CONTROLLER
CB	CIRCUIT BREAKER	PNL	PANEL
CKT	CIRCUIT	PR	PAIR
CLG	CEILING	PT	POTENTIAL TRANSFORMER
CO	CONDUIT ONLY	PVC	POLYVINYL CHLORIDE (DUCT)
CP	CONTROL PANEL	PWR	POWER
CPT	CONTROL POWER TRANSFORMER	R	RELAY
CT	CURRENT TRANSFORMER	RECEPT	RECEPTACLE
CTL	CONTROL	RGS	RIGID GALVANIZED STEEL CONDUIT
CU	COPPER	RM	ROOM
DCPP	DIABLO CANYON POWER PLANT	RMS	ROOT MEAN SQUARE
DEMO	DEMOLITION	RTC	REMOTE TERMINAL CABINET
DET	DETAIL	RTU	REMOTE TERMINAL UNIT
DIA	DIAMETER	RVAT	REDUCED VOLTAGE AUTO-TRANSFORMER
DISC.	DISCONNECT	RVS	REDUCED VOLTAGE SOLID STATE
DISTR	DISTRIBUTION	SC	SHORTING CONTACTOR
DIV	DIVISION	SCADA	SUPERVISED CONTROL AND DATA ACQUISITION
DN	DOWN	SCE	SOUTHERN CALIFORNIA EDISON
DPS	PUMP DISCHARGE PRESSURE SWITCH	SHT	SHEET
DS	DOOR SWITCH	SPC	SPACE
DWG	DRAWING	SPS	SUCTION PRESSURE SWITCH
E.F.	EXHAUST FAN	SSRVS	SOLID STATE REDUCED VOLTAGE STARTER
EL	ELEVATION	SST	STAINLESS STEEL
EMERG	EMERGENCY	STP	SHIELDED TWISTED PAIR
EMT	ELECTRICAL METALLIC TUBING	SV	SOLENOID VALVE
EQUIP	EQUIPMENT	SW	SWITCH
ETM	ELAPSED TIME METER	SWBD	SWITCHBOARD
EXIST, (E)	EXISTING	SYMM	SYMMETRICAL
(F)	FUTURE	TD	TIME DELAY
FA	FIRE ALARM	TEL	TELEPHONE
FIN	FINISH	TERM	TERMINAL
FLA	FULL LOAD AMPERES	TEMP	TEMPERATURE
FT	FEET	THWN	THERMAL PLASTIC, HEAT RESISTANT, WATERPROOF, NYLON COATED
FVNR	FULL VOLTAGE NON-REVERSING	TP	TWISTED PAIR
FVR	FULL VOLTAGE STARTER	TRANS	TRANSFORMER
GA	GAUGE	TRANSF	TRANSFORMER
GALV	GALVANIZED	TS	TEMPERATURE SWITCH
G, GND	GROUND	TSP	TWISTED SHIELDED PAIR
GFI	GROUND FAULT INTERRUPTER	TVSS	TRANSIENT VOLTAGE SURGE SUPPRESSOR
GFT	GROUND FAULT TRIP	TYP	TYPICAL
GW	GROUND FAULT INTERRUPTER, WEATHERPROOF	U.G.	UNDERGROUND
HF	HIGH FLOW	UNO	UNLESS NOTED OTHERWISE
HID	HIGH INTENSITY DISCHARGE (LAMP)	UON	UNLESS OTHERWISE NOTED
HP	HORSEPOWER	UPS	UNINTERRUPTIBLE POWER SUPPLY
HOA	HAND-OFF-AUTOMATIC	UTP	UNSHIELDED TWISTED PAIR
HPF	HIGH POWER FACTOR	V	VOLT
HPS	HIGH PRESSURE SODIUM (LAMP)	VA	VOLT AMPERE
HV	HIGH VOLTAGE	VAC	VOLTS AC
HZ	HERTZ	VCLS	VALVE CLOSED LIMIT SWITCH
IC	ISOLATION CONTACTOR	VD	VOLTAGE DROP
IOR	IO RACK	VDC	VOLTS DC
IR	INFRARED	VFD	VARIABLE FREQUENCY DRIVE
ISC	AVAILABLE SHORT CIRCUIT CURRENT	VM	VOLTMETER
ISR	INTRINSICALLY SAFE RELAY	VSH	VIBRATION SWITCH, HIGH (WARNING)
JB	JUNCTION BOX	W	WIRE, WATTS
KCM	THOUSAND CIRCULAR MILS (OR MCM)	WP	WEATHERPROOF
KV	KILOVOLT	WT	WATERTIGHT
KVA	KILOVOLT AMPERE	WTH	WEATHER STATION
KVAR	KILOVOLT AMPERE REACTIVE	XFMR	TRANSFORMER
KW	KILOWATT		
LCL	LONG CONTINUOUS LOAD		
LOR	LINE CURRENT RELAY		
LOR	LOCAL-OFF-REMOTE SWITCH		
LOS	LOCK-OUT-STOP PUSHBUTTON		
LP	LIGHTING PANEL		
LR	LEVEL RELAY		
LRA	LOCKED ROTOR AMPS		
LRP	LINEAR ROD PUMP		
LS	LIMIT SWITCH		
LTG	LIGHTING		
LTS	LIGHT SWITCH (PRESSURE SWITCH TYPE)		
LVR	LOW VOLTAGE		
MA	LINE VOLTAGE RELAY		
MCC	MILLIAMPERE		
MCP	MOTOR CONTROL CENTER		
MF	MOTOR CIRCUIT PROTECTOR		
MH	MEDIUM FLOW		
MIC	MANHOLE		
MMI	MANUFACTURER'S INTERCONNECTING CABLE		
MNI	MAN MACHINE INTERFACE		
MNV	MOTOR OPERATED VALVE		

SECTION AND DETAIL IDENTIFICATION SYSTEM



City of Gardena
Community Development Division

Pursuant to the Gardena Municipal Code Title 15
These Plans are Approved for Construction.

Mark Handler
BUILDING OFFICIAL

THIS SET APPROVED 09/01/2021
Approval of these Plans and/or Specifications shall be given by the Building Official of a violation of the provisions of the Gardena Municipal Codes or the California Building Code. This Stamped Set of Plans SHALL be kept at the City of Gardena Building Division. No alterations or additions to these plans without the written authorization of the Gardena Building Division.

FOR BID PURPOSES ONLY
FINAL APPROVED PLANS ISSUED TO
CONTRACTOR FOR PERMIT ISSUANCE TIME

ELECTRICAL LEGEND

EXISTING	PROPOSED	
		UTILITY POLE
		CONDUIT RUN EXPOSED
		CONDUIT RUN UNDERGROUND OR UNDERFLOOR
		12KV OVERHEAD WIRES
		480V OVERHEAD WIRES
		BARE COPPER GROUND WIRE UNDERGROUND OR UNDERFLOOR
		CONDUIT TURNED UP
		CONDUIT TURNED DOWN
		CONDUIT STUB OUT
		SEALTIGHT FLEXIBLE CONDUIT
		HOMERUN TO PANEL "LP", CIRCUIT "7"
		INDICATES CONDUIT SIZE, NUMBER AND SIZE OF CONDUCTORS
		1/2"X-3#12, 1#12 GND.
		LIGHTING FIXTURE CALL OUT, SEE FIXTURE TYPE 'A' ON LIGHTING SCHEDULE. "F" INDICATES FIXTURE WATTAGE.
		INDUSTRIAL LED LIGHTING FIXTURE
		POLE MOUNTED PARKING LOT LIGHTING FIXTURE. SEE FIXTURE TYPE 'A' ON LIGHTING SCHEDULE. 'NL' NEXT TO SYMBOL INDICATES NIGHT LIGHT.
		POLE MOUNTED STREETSCAPE LIGHTING FIXTURE. SEE FIXTURE TYPE 'B' ON LIGHTING SCHEDULE. 'NL' NEXT TO SYMBOL INDICATES NIGHT LIGHT.
		WALL MOUNTED LIGHTING FIXTURE
		SINGLE POLE TUMBLER SWITCH, 20A-277V, WALL MOUNTED AT 4'8" OR AS NOTED SUBSCRIPT " " IDENTIFIES CIRCUIT CONTROLLED - HUBBELL NO. 1221
		JUNCTION BOX
		20A-125V, 2 POLE, 3 WIRE, NEMA 5-20R, DUPLEX RECEPTACLE, MOUNTED AT 15" ABOVE FLOOR (UNO) - HUBBELL NO. 5362
		20A-125V, 2 POLE 3 WIRE, NEMA 5-20R GROUND FAULT INTERRUPTER, DUPLEX RECEPTACLE MOUNTED AT 15" ABOVE FLOOR (UNO) - HUBBEL GF5352
		MOTOR WITH ADJACENT J-BOX, NUMBER INDICATES HORSEPOWER RATING
		CIRCUIT BREAKER, 100 AMP FRAME, 100 AMP TRIP, 3 POLE
		CIRCUIT BREAKER, 1200 AMPERE FRAME, 3 POLE
		FUSE, 100A
		FUSIBLE DISCONNECT SWITCH
		TRANSFORMER, DESCRIPTION AND RATING AS SHOWN ON DRAWING
		CURRENT TRANSFORMER, 300A TO 5A RATIO
		POTENTIAL TRANSFORMER (PT) OR CONTROL POWER TRANSFORMER (CPT)
		MAGNETIC MOTOR STARTER, 3 POLE, NUMBER DENOTES SIZE
		VARIABLE FREQUENCY DRIVE
		DISCONNECT SWITCH - UNFUSED, NEMA 1, HORSEPOWER RATED
		MANUAL DISCONNECT SWITCH, MOTOR RATED
		DISCONNECT SWITCH - FUSED, NEMA 3R, HORSEPOWER RATED, FUSE SIZE INDICATED BY ADJACENT NUMBERS
		LOCAL CONTROL STATION
		POWER MONITOR
		CONDUIT FITTING
		GROUND CONNECTION
		GROUND ROD, 3/4" DIA X 10'-0" LONG COPPER CLAD
		GROUND ROD W/ TEST WELL, 3/4" DIA X 10'-0" LONG COPPER CLAD
		GROUNDING CONNECTION, MECHANICAL ABOVE GROUND, COMPRESSION UNDERGROUND.
		RADIO ANTENNA, REFER TO RADIO PATH SURVEY.

GENERAL NOTES

- ALL WORK SHALL CONFORM TO AND BE PERFORMED IN ACCORDANCE WITH CODES, STANDARDS, AND ORDINANCES AS SET FORTH BY THE AUTHORITIES HAVING JURISDICTION AND THEIR LATEST ADOPTED EDITIONS (IN EFFECT AT TIME OF BUILDING PERMIT APPLICATION) OF THE FOLLOWING PUBLICATIONS:
 - 2019 CALIFORNIA BUILDING CODE (CBC),
 - 2019 CALIFORNIA MECHANICAL CODE (CMC),
 - 2019 CALIFORNIA PLUMBING CODE (CPC),
 - 2019 CALIFORNIA ELECTRICAL CODE (CEC),
 - 2020 LOS ANGELES COUNTY FIRE CODE (CFC)
 - 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (CGBSC),
 - 2019 CALIFORNIA ENERGY EFFICIENCY STANDARDS (CEES)
 - 2021 GARDENA MUNICIPAL CODE (GMC).
- THE ELECTRICAL CONTRACTOR IS RESPONSIBLE TO MAINTAIN ALL EQUIPMENT IN A SAFE AND RESPONSIBLE MANNER. KEEP DEAD FRONT EQUIPMENT IN PLACE WHILE EQUIPMENT IS ENERGIZED. CONDUCT ALL CONSTRUCTION OPERATIONS IN A SAFE MANNER FOR EMPLOYEES AS WELL AS OTHER WORKPERSONS OR ANYONE VISITING THE JOB SITE. PROVIDE BARRIERS, FLAGS, TAPE, ETC. AS REQUIRED FOR SAFETY. THE CONTRACTOR SHALL HOLD ALL PARTIES HARMLESS OF NEGLIGENCE SAFETY PRACTICES, WHICH MAY CAUSE INJURY TO OTHERS ON OR NEAR THE JOB SITE.
- FIRE RATED ASSEMBLIES SHALL MAINTAIN RATINGS AS SPECIFIED IN THE CALIFORNIA BUILDING CODE CHAPTER 7. CONTRACTOR SHALL PROVIDE AND INSTALL PHYSICAL ENCLOSURE AROUND FIXTURES, PANELS, ETC. AS REQUIRED. ALL ASSEMBLIES TO BE PENETRATED SHALL BE INSTALLED WITH APPLICABLE THROUGH-PENETRATION FIRESTOP SYSTEM AS DETERMINED BY UL CLASSIFICATION. BEFORE CONSTRUCTION, VERIFY AND COMPLY WITH REQUIREMENTS OF LOCAL AUTHORITY HAVING JURISDICTION.
- BEFORE ROUGH-IN, VERIFY ALL MOUNTING HEIGHTS AND EXACT LOCATIONS FOR ALL EQUIPMENT, ELECTRICAL CONNECTIONS, STUB-UPS, RECEPTACLES, ETC. WITH OWNER.
- LABEL PANELS, CABINETS, BACKBOARDS, MAIN DEVICES, SAFETY SWITCHES, CONTACTORS AND OTHER SPECIFICALLY DESIGNATED EQUIPMENT SHOWN ON PLANS. USE ENGRAVED LAMINATED PLASTIC NAMEPLATES ATTACHED BY SCREWS OR RIBBON. LABELS, FLAG, TAPE, ETC. AS REQUIRED FOR SAFETY. THE CONTRACTOR SHALL HOLD ALL PARTIES HARMLESS OF NEGLIGENCE SAFETY PRACTICES, WHICH MAY CAUSE INJURY TO OTHERS ON OR NEAR THE JOB SITE.
- ALL MECHANICAL AND ELECTRICAL EQUIPMENT SHALL BE ANCHORED OR BRACED TO MEET THE HORIZONTAL AND VERTICAL FORCES PRESCRIBED IN THE LATEST EDITION OF THE CBC AND ASCE.
- ANY DEMOLITION WORK SHOWN WAS PREPARED FOR THE CONVENIENCE OF THE CONTRACTOR. THE ENGINEER DOES NOT REPRESENT THAT ALL ITEMS WHICH REQUIRE DEMOLITION HAVE BEEN SHOWN.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CAREFULLY EXAMINE THE SITE AND THE CONTRACT DOCUMENTS AND TO PERFORM ALL DEMOLITION AND RECONSTRUCTION WHICH MAY BE REQUIRED FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK.
- INFORMATION FOR EXISTING CONDITIONS WAS PRIMARILY GAINED FROM "AS BUILT" DRAWINGS AND/OR LIMITED FIELD INVESTIGATION. BEFORE BID, VISIT SITE TO VERIFY EXISTING CONDITIONS AND MAKE ALLOWANCE FOR VARIATIONS FROM THAT SHOWN.
- CLOSELY COORDINATE OUTAGE AND FACILITY DISRUPTION TIME WITH THE OWNER. MINIMUM 72-HOUR NOTICE IS REQUIRED BEFORE ANY CIRCUIT SHUTDOWN OR DISRUPTION OF FACILITY PERSONNEL FUNCTIONING.
- ALL SINGLE CONDUCTORS SHALL BE COPPER WITH TYPE XHHW-2 INSULATION UNLESS OTHERWISE NOTED.
- ALL UNDERGROUND CONDUITS SHALL HAVE A MINIMUM COVER OF 24".
- ALL SWITCHES, CIRCUIT BREAKERS AND OTHER EQUIPMENT, AS SPECIFIED, SHALL HAVE TERMINATION PROVISIONS LISTED AND IDENTIFIED FOR USE WITH 75°C CONDUCTORS, AND ALL FEEDER CONDUCTORS, AND CONDUITS, ARE SIZED BASED ON USE OF 75°C COPPER WIRES TYPE XHHW-2.
- ALL EQUIPMENT SHALL HAVE AN APPROVED TESTING LABORATORY LABEL ATTACHED 1/4", CSA, ETC. (CEC 110-2).
- PROVIDE GROUND WIRE IN ALL CONDUITS CONTAINING POWER OR LIGHTING CIRCUITS.
- ALL ABOVE GROUND CONDUIT SHALL BE THREADED RIGID METAL CONDUIT.
- ALL UNDERGROUND CONDUIT SHALL BE SCHEDULE 40 PVC, WITH PVC COATED RGS BENDS, ELBOWS AND TURN-UPS, UNLESS OTHERWISE NOTED.
- ALL CONDUIT SHALL BE MINIMUM 1" UNLESS NOTED OTHERWISE.
- ALL CONDUIT ROUTING SHOWN ON PLANS IS SCHEMATIC UNLESS DIMENSIONED. CONTRACTOR SHALL FIELD VERIFY ACTUAL ROUTING OF CONDUITS AND INSTALL PER CODE REQUIREMENTS.
- WHERE POWER AND INSTRUMENTATION CONDUITS OCCUPY THE SAME TRENCH, PROVIDE A MINIMUM OF 12" OF SEPARATION.

GROUNDING NOTES

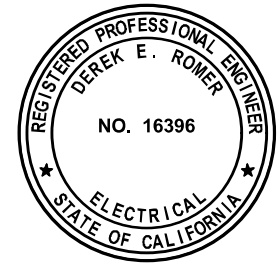
- ALL GROUNDING CONDUCTORS SHALL BE INSTALLED A MINIMUM 30 INCHES BELOW FINISHED GRADE UNLESS OTHERWISE NOTED.
- MAIN GROUND CONDUCTOR SHALL BE #30 STRANDED COPPER AND TAP TO EQUIPMENT SHALL BE #2 STRANDED COPPER, UNLESS OTHERWISE NOTED.
- UNDERGROUND CONNECTION SHALL BE COMPRESSION OR EXOTHERMIC CONNECTION.
- FRAMES OF ALL MOTORS SHALL BE BONDED TO THE GROUND GRID.
- ABOVE-GRADE GROUND WIRE SHALL BE INSULATED COPPER CONDUCTOR.

EXISTING CONDITIONS NOTES

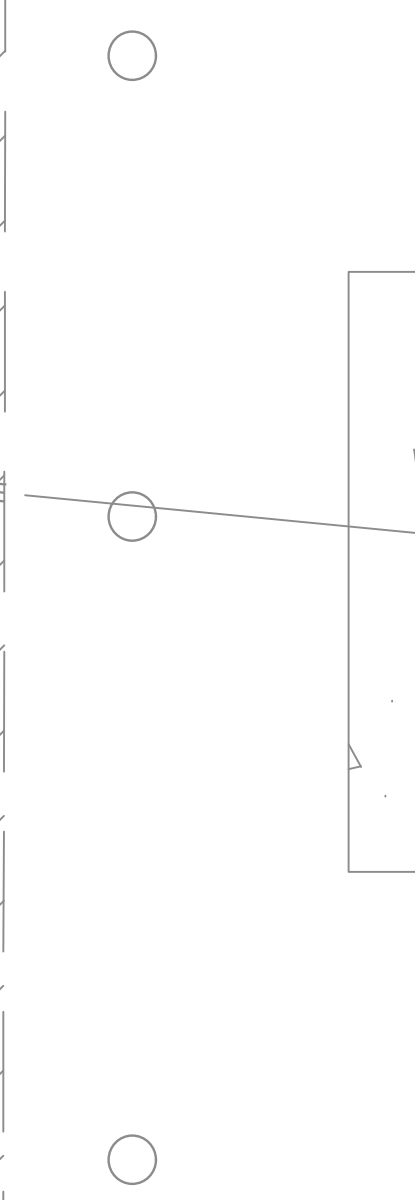
- ANY INFORMATION SHOWN ON THE PLANS FOR EXISTING CONDITIONS WAS PRIMARILY GAINED FROM "AS BUILT" DRAWINGS AND/OR LIMITED FIELD INVESTIGATION. BEFORE CONSTRUCTION, THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND MAKE ALLOWANCE FOR VARIATIONS FROM THAT SHOWN. CONTRACTOR SHALL ALSO FIELD VERIFY AND TAKE ALL DUE PRECAUTIONARY MEANS TO PROTECT ALL UNDERGROUND LINES, WIRING AND STRUCTURES REGARDLESS IF SHOWN OR NOT ON THE DRAWINGS.
- PRIOR TO CONSTRUCTION, CONTRACTOR SHALL POTHOLE AND VERIFY LOCATION AND DEPTH OF EXISTING UTILITIES AND NOTIFY ENGINEER OF ANY DISCREPANCIES.
- THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF THE DISCOVERY OF ANY UTILITY OR ANY UNDERGROUND LINES, WIRING AND STRUCTURES THAT WAS OMITTED FROM THE PLANS. INCORRECTLY SHOWN OR NOT PROPERLY MARKED. IF THE UTILITY DOES NOT PROVIDE LOCATION INFORMATION OR MARKING SERVICES IN THE FIELD, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER.
- OVERHEAD UTILITIES ARE NOT SHOWN IN ALL INSTANCES. CONTRACTOR SHALL USE DUE CARE WHEN WORKING NEAR OR UNDER SAID UTILITIES AND SHALL PROTECT THEM IN PLACE.
- THE CONTRACTOR SHALL NOT INTERRUPT THE SERVICE FUNCTION OF ANY UTILITY OR FIELD PRODUCTION EQUIPMENT, DISTURB THE SUPPORT BASE, OR MODIFY ANY FACILITY WITHOUT AUTHORITY FROM THE UTILITY OWNER AND/OR THE CITY.
- EXISTING PIPELINES/UTILITIES THAT CROSS NEW SYSTEM PIPING OR SIMILAR EXCAVATIONS REQUIRED TO CONSTRUCT THE PIPING, SHALL BE PROTECTED IN PLACE, UNLESS OTHERWISE NOTED. ALL EXISTING PIPELINES/UTILITIES SHALL BE SUPPORTED ACROSS THE EXCAVATION DURING CONSTRUCTION.
- THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE UTILITY OWNER AND THE CITY IF ANY UTILITY OR UNDERGROUND LINES, WIRING AND STRUCTURES ARE DISTURBED OR DAMAGED DURING THE COURSE OF THE WORK. THE CONTRACTOR SHALL BEAR THE COSTS OF REPAIR OR REPLACEMENT OF ANY MARKED UTILITY WHERE DAMAGE WAS CAUSED BY THE CONTRACTOR'S ACTIVITIES.



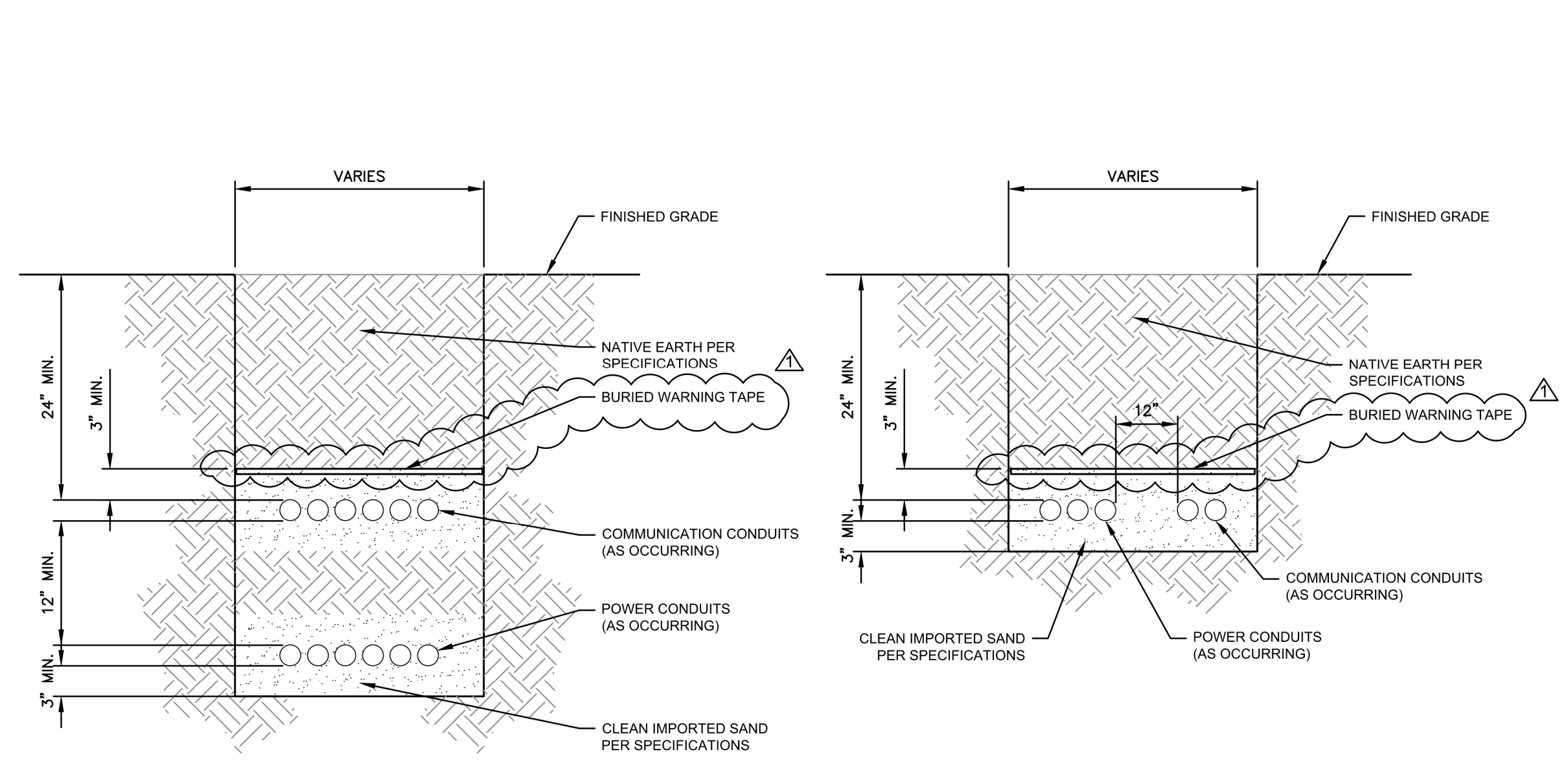
PLANS PREPARED BY:
Cannon
16842 VON KARMAN AVENUE SUITE 150
IRVINE, CALIFORNIA 92606 (949) 753-8111
UNDER THE SUPERVISION OF:
Derek E. Romer 08/31/21
DEREK E. ROMER E16396 DATE



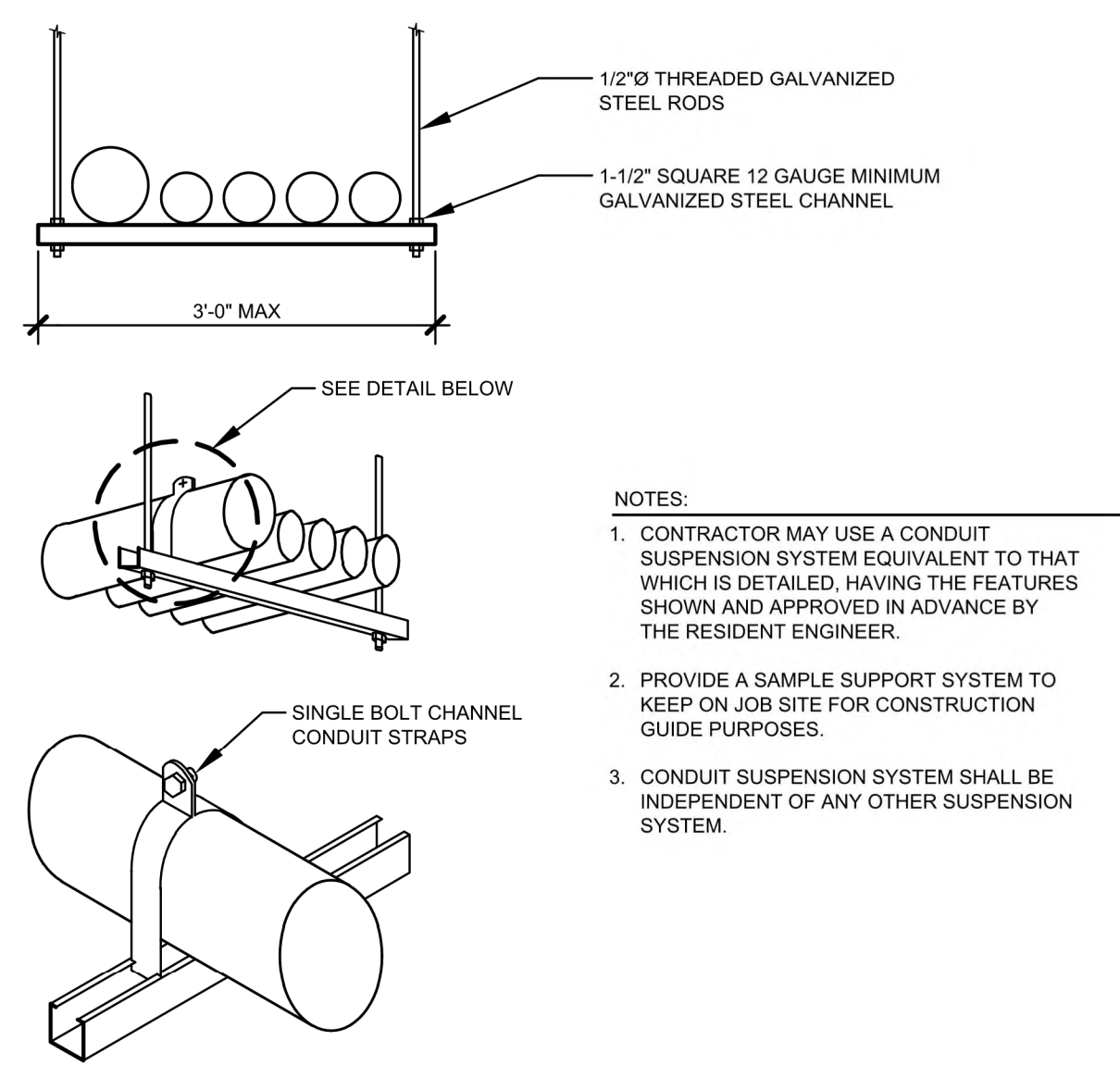
NO.		REVISONS		DATE	BY	APP.	CITY OF GARDENA				
A		REVISED AS NOTED		08-18-21			DEPARTMENT OF PUBLIC WORKS		ENGINEERING DIVISION		
							ELECTRICAL SYMBOLS & GENERAL NOTES				
							PROJECT : REPLACEMENT OF MODULAR RESTROOM BUILDING				
							LIMITS: AT ROWLEY PARK				
A		F. B. REF.					APPROVED BY : _____				
A		DESIGNED BY		-	-		DATE: _____				
A		DRAWN BY		-	-		PUBLIC WORKS ENGINEERING DIVISION				
A		CHECKED BY		-	-		SHT. <u>5</u> OF <u>7</u>		DWG. NO. _____		



GENERAL NOTES:
1. SEE ELECTRICAL SYMBOLS AND GENERAL NOTES ON SHEET 5.



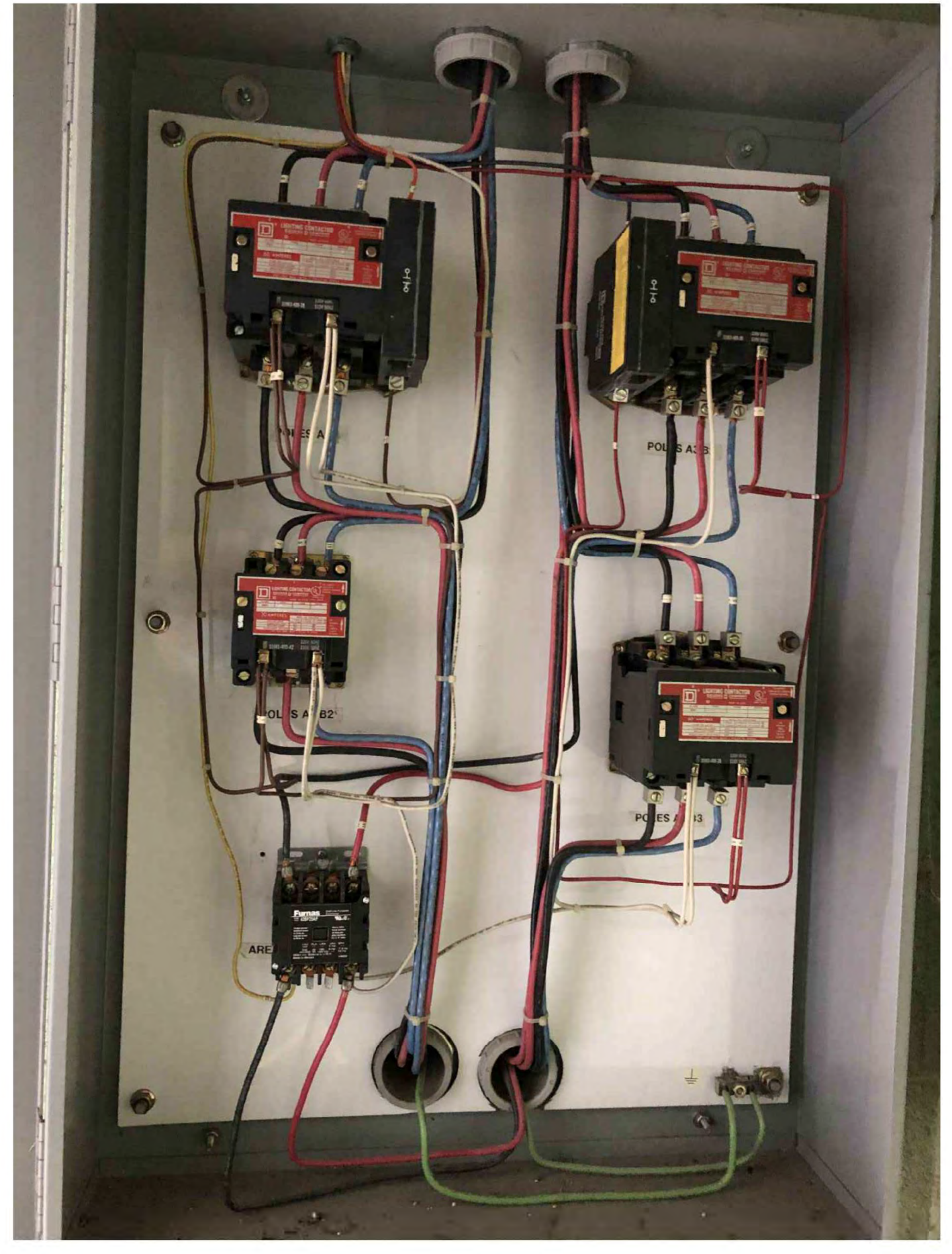
ELECTRICAL TRENCH DETAIL
SCALE: NO SCALE



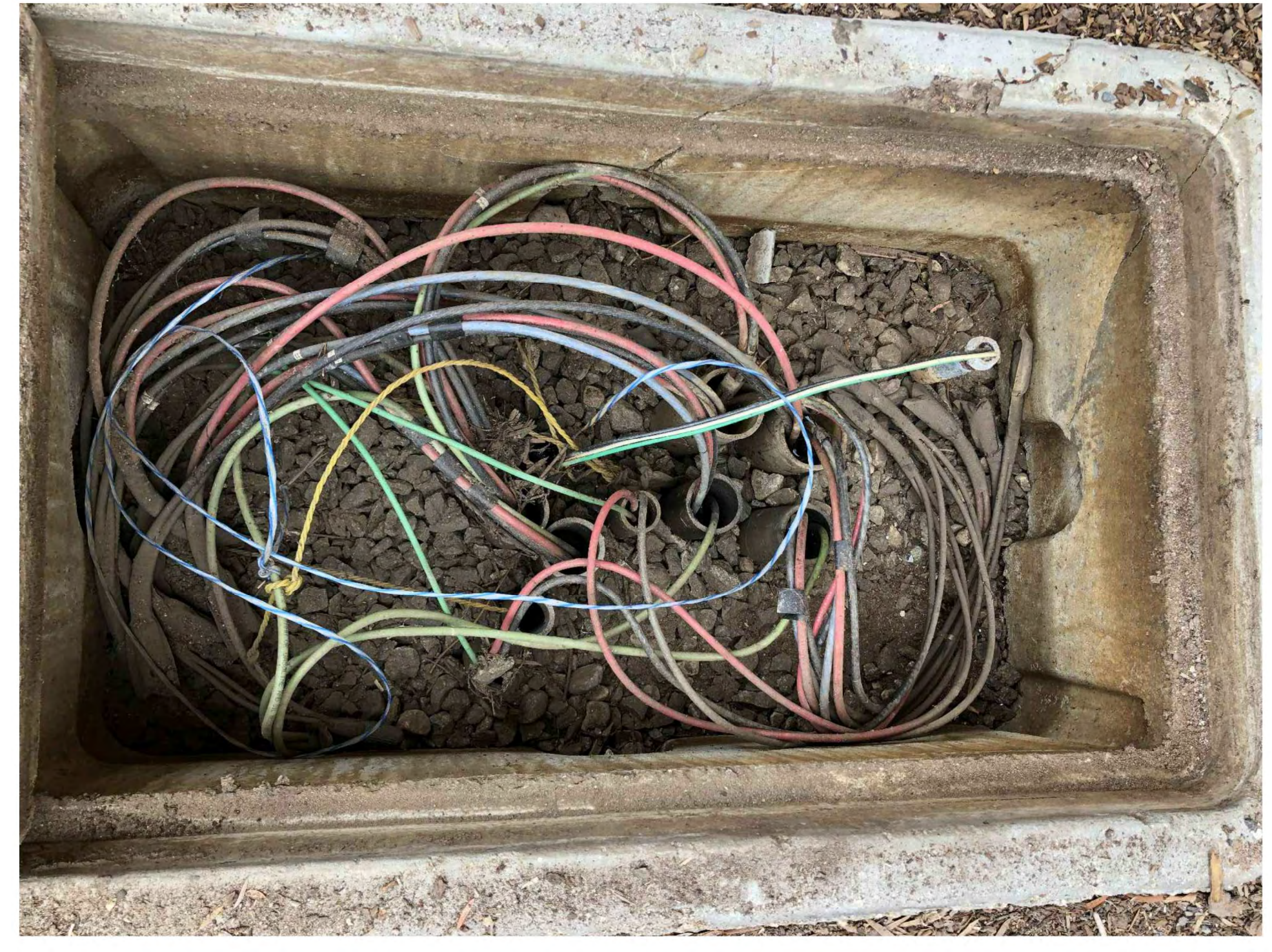
CONDUIT MOUNTING DETAIL
SCALE: NO SCALE



(E) MAIN SWITCHBOARD
SCALE: NO SCALE



(E) FIELD BB-1/SB-2 CONTACTOR CABINET
SCALE: NO SCALE



(E) PULL BOX
SCALE: NO SCALE



(E) PANEL 'A'
SCALE: NO SCALE

City of Gardena
Community Development Division
Pursuant to the Gardena Municipal Code Title 15
These Plans are Approved for Construction.
Mark Handler
BUILDING OFFICIAL
THIS SET APPROVED 09/01/2021
FOR BID PURPOSES ONLY
FINAL APPROVED PLANS ISSUED TO
CONTRACTOR AT PERMIT ISSUANCE TIME

	PLANS PREPARED BY: Cannon 16842 VON KARMAN AVENUE SUITE 150 IRVINE, CALIFORNIA 92606 (949) 753-8111 UNDER THE SUPERVISION OF: <i>Derek E. Romer</i> 08/31/21 DEREK E. ROMER E16396 DATE		NO.	REVISIONS	DATE	BY	APP.	CITY OF GARDENA DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION	
			1	REVISED AS NOTED	08-18-21			ELECTRICAL DETAILS	
								PROJECT: REPLACEMENT OF MODULAR RESTROOM BUILDING	
								LIMITS: AT ROWLEY PARK	
								F. B. REF.	
								DESIGNED BY - -	
								DRAWN BY - -	
								CHECKED BY - -	
								APPROVED BY: DATE:	
								PUBLIC WORKS ENGINEERING DIVISION	
								SHT. 7 OF 7 DWG. NO.	



CITY OF GARDENA

CONTRACT DOCUMENTS AND SPECIFICATIONS

FOR

ROWLEY PARK BASEBALL DIAMOND
RESTROOM REHABILITATION
(SITE PREPARTION)

JN 968

September 2021

CITY OF GARDENA
CONTRACT DOCUMENTS AND SPECIFICATIONS
FOR
ROWLEY PARK BASEBALL DIAMOND
RESTROOM REHABILITATION
(SITE PREPARATION)

JN 968

Plans & Specifications prepared by:

	5/7/21
Gary Essex A. Solsona, PE RCE #68420 Cannon Corporation 16842 Von Karman Avenue, Suite 150, Irvine, CA 92606	Date



Memoranda:

Plans and specifications are available at Planwell Administrator, 562.436.9761 or www.crplanwell.com

Bid Results: <https://www.cityofgardena.org/public-contracts/>

City of Gardena Public Works Engineering Division: 310.217.9568

CITY OF GARDENA
NOTICE INVITING BIDS
for
ROWLEY PARK BASEBALL DIAMOND
RESTROOM REHABILITATION
PROJECT NO. 968

Plans and Specifications are available through ARC Document Solutions. Please be advised that there is an additional charge for delivery. Upon payment of the purchase price, they become the property of the purchaser and may not be returned for refund.

You may access the plans through the following website under Public Planroom:

www.crplanwell.com

For help accessing and ordering, please contact a Planwell Administrator at 562.436.9761.

Notice is hereby given that the City of Gardena will receive sealed bids at the office of the City Clerk, City Hall, 1700 W. 162nd Street, Gardena, California, until **2:00 p.m., Thursday, September 30, 2021**, and shortly thereafter on this same day, they will be publicly opened and read in the City Council Chambers.

Due to COVID-19 directives, City Hall is closed to the public. As a result, the bid opening will be conducted in video conferencing using ZOOM.US. City Clerk staff members are working regular business hours and are available to accept sealed bid(s). It is highly recommended to mail or drop off bids within the sufficient time. For drop off bids, City Hall entrance has posted City Clerk's Office phone number (310) 217-9565, they will be available to come out and accept bids at your call.

The information to join the bid opening via ZOOM is the following:

Topic: Bid Opening
Time: 2:00 PM on September 30, 2021 (Shortly thereafter the deadline)
Join ZOOM Meeting

<https://us02web.zoom.us/j/6240599732>

Meeting ID: 624 059 9732

Dial by phone: +1 669 900-9128 US

Should you have any questions or concern in delivering a bid or joining the ZOOM Meeting, please contact City Clerk's office at (310) 217-9565 or via email at cityclerk@cityofgardena.org.

All bids must be in writing, must be sealed, and must be plainly marked on the outside: **"BID ON PROJECT NO. 968"**. Any bid received after the hour stated above for any reason whatsoever, will not be considered for any purpose but will be returned unopened to the bidder.

Bids are required for the entire work as described below:

The Scope of Work includes demolition of existing and site preparation of new modular restroom building, including but not limited to: establishment of electrical cabinets, utility reconnections, building perimeter concrete & asphalt paving, minor landscaping, hazardous material abatement, and coordinate installation of new modular restroom building constructed and to be delivered by other (StructureCast).

ENGINEER'S ESTIMATE: \$60,000

The time of completion of contract shall be **35 working days** as defined in the latest Standard Specifications for Public Works ("Greenbook"). Liquidated Damages, as defined in Section 6-9, shall be **\$500 per each consecutive calendar day**.

Each bidder must submit a proposal to the City, c/o City Clerk in accordance with the Plans and Specifications. Said proposal is to be accompanied by a cash deposit, a certified or cashier's check, or a bidder's bond, made payable to the City of Gardena, in an amount not less than 10 percent of the total bid submitted.

The envelope enclosing the proposal shall be sealed and addressed to the City of Gardena c/o City Clerk, and delivered or mailed to the City at 1700 W. 162nd Street, Gardena, California 90247-3778. The envelope shall be plainly marked in the upper left-hand corner as follows:

ATTENTION: CITY, c/o CITY CLERK
(Bidder's Name and Address) _____

(Number and title of this project) _____

The successful bidder will be required to furnish a faithful performance bond in the amount of 100 percent of the contract price, and a payment bond in the amount of 100 percent of the contract price, both in a form satisfactory to the City Attorney.

The contractor shall have an active Class "A" or "B" license from the Contractor's State License Board at the time of submitting bid. Lead and asbestos abatement work shall be performed by a contractor having the appropriate and legal license and certificates.

Pursuant to Public Contract Code Section 22300, the Contractor may, at Contractor's sole cost and expense, substitute securities equivalent to any monies withheld by the City to insured performance under the contract unless applicable federal regulations or policies do not allow such substitution. Such security shall be deposited with the City, or a state or federally chartered bank as escrow agent, who shall pay such monies to the Contractor upon satisfactory completion of the Contract. The Contractor shall be the beneficial owner of any security substituted for monies withheld and shall receive any accrued interest thereon. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. No such substitution shall be accepted until the escrow agreement, letter of credit, form of security and any other document related to said substitution is reviewed and found acceptable by the City Attorney.

The City reserves the right to reject any or all bids and to waive any informality or irregularity in any bid received and to be the sole judge of the merits of the respective bids received. The award, if made, will be made to the lowest responsive responsible bidder.

Bidders are advised that this Project is a public work for purposes of the California Labor Code, which requires payment of prevailing wages. Accordingly, the bidder awarded the Contract and all subcontractors shall be required to pay not less than the prevailing rate of per diem wages, as determined by the Director of the California Department of Industrial Relations, and otherwise comply with the provisions of Section 1770 et seq. of the California Labor Code, California Code of Regulations, Title 8, Section 16000 et seq., and any other applicable laws, rules and regulations adopted with respect thereto ("California Prevailing Wage Laws"). Copies of such prevailing rates of per diem wages are on file at the Gardena City Clerk's office and the office of the City Engineer, and copies shall be made available to any interested party on request. The prevailing rates of per diem wages referred to herein are hereby made a part of this Notice by reference.

Attention is directed to the provisions of Sections 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by Contractor or any Subcontractor under it. Contractor and any Subcontractor under it shall comply with the requirements of said sections in the employment of apprentices.

The Contractor is prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Section 1777.1 or 1777.7 of the Labor Code.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) in a format prescribed by the Labor Commissioner no less than monthly.

As of **January 1, 2016**, the requirement to furnish electronic certified payroll records to the Labor Commissioner will apply to all public works projects, whether new or ongoing.

Exceptions: The Labor Commissioner may (but is not required to) excuse contractors and subcontractors from furnishing electronic certified payroll records to the Labor Commissioner on a project that is under the jurisdiction of one of the four legacy DIR-approved labor compliance programs (Caltrans, City of Los Angeles, Los Angeles Unified School District, and County of Sacramento) or that is covered by a qualifying project labor agreement.

These requirements will apply to all public works projects that are subject to the prevailing wage requirements of the Labor Code without regard to funding source.

The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations (available at <http://www.dir.ca.gov/DLSR/PWD/index.htm>).

Skilled and Trained Workforce: This project is subject to Skilled and Trained Workforce Requirements per Sections 2600 through 2603 of the Public Contract Code.

Award of Contract: The following are conditions to the award of the contract:

- I. Each contractor and subcontractor listed on the bid must be registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5. subject to the limited exceptions set forth in Labor Code Section 1771.1(a) (regarding the submission of a bid as authorized by Business & Professions Code Section 7029.1 or Public Contract Code Section 10164 or 20103.5 provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract was awarded); and
- II. No contractor or subcontractor may be awarded this contract unless the contractor and each subcontractor listed on the bid is registered with the Department of Industrial Relations pursuant to Section 17265.5.

Any questions regarding this bid package may be referred to Kevin Kwak, Public Works Engineering Division at 310.217.9643.

Purche Avenue School

Purche Avenue

Spinning Avenue

PROJECT LOCATION

1" = 300 ft	PROJECT LOCATION MAP	08/31/2021	
-------------	----------------------	------------	---

08/31/2021

This map may represent a visual display of related geographic information. Data provided here on is not guarantee of actual field conditions. To be sure of complete accuracy, please contact the responsible staff for most up-to-date information:

BID PROPOSAL & CONTRACT DOCUMENTS

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INSTRUCTIONS TO BIDDERS

FORM OF PROPOSAL

The Proposal shall be fully executed and submitted on the forms in the project specifications and shall be enclosed in a sealed envelope marked and addressed as directed in the Notice Inviting Bids.

PRPOSAL / BID DOCUMENTS

All Proposals shall include the following executed documents to be submitted with each bid:

Bidding Schedule

Acknowledgement of Addenda Received

Bidder's Declaration

Non-Collusion Affidavit

Declaration of Eligibility of Contract

Bid Bond

Designation of Subcontractors

Construction Project Reference

Certificate of Non-Discrimination by Contractors

Certification of Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion – Primary Covered Transitions

DELIVERY OF PROPOSAL

The Proposal shall be delivered by the time and to the place stipulated in the Notice Inviting Bids. It is the bidder's sole responsibility to see that its Proposal is received as stipulated. Any Proposal received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

WITHDRAWAL OF PROPOSAL

The Proposal may be withdrawn by the bidder by means of a written request, signed by the bidder or its properly authorized representative. Such written request must be delivered to the place stipulated in the Notice Inviting Bids for receipt of proposals prior to the scheduled closing time for receipt of proposals. No Proposal may be withdrawn after the hour fixed for opening bids.

MODIFICATIONS AND ALTERNATIVE PROPOSALS

Unauthorized conditions, limitations, or provisions attached to the Proposal will render it informal and may be grounds for its rejection as non-responsive. The completed Proposal forms shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless specifically requested. Oral, telegraphic, or telephonic proposals or modifications will not be considered.

DISCREPANCIES IN PROPOSALS

In the event there is more than one bid item in a Bidding Schedule, the bidder shall furnish a price for all bid items in the Schedule, and failure to do so will render the Proposal informal and may be grounds for its rejection as non-responsive. The bidder shall state in words and figures the unit prices or the specific sums as the case may be, for which it proposes to supply the labor, materials, supplies, or machinery, and completely perform the Contract. The total amount of each item bid and the total amount of the bid shall be stated in words and figures.

In case of any discrepancy between the words and the figures, the words shall prevail. If the unit price and the total amount named by a bidder for any items are not in agreement, the unit price alone will be considered as representing the bidder's intention and the total will be corrected to conform thereto.

PROPOSAL GUARANTEE – BIDDER'S SECURITY

Each bidder shall submit with his Proposal cash, an unconditional certified or cashier's check, or a bidder's bond, in the sum of the percentage of the bid stated in the Notice Inviting Bids, payable to the City as a guarantee that the bidder will, if its Proposal is accepted, execute the Contract and furnish a satisfactory Faithful Performance Bond, a satisfactory Payment Bond and insurance certificates as specified herein.

If a bidder to whom an award is made, fails or refuses to sign the Contract or furnish the required bonds and certificates, all within the time stated in Section 2-1.5 of the Special Provisions herein, the funds represented by said cash, check or bidder's bond shall be forfeited and become and remain the property of the City; the amount thereof being agreed to by the bidder and the surety as a bid bond forfeiture due the City because of the delay in the execution of the Contract and in the performance of work thereunder, resulting from such failure or refusal, except that if the City awards the contract to the next lowest responsive responsible bidder, only that portion of the bidder's security equal to the difference between the two bids will be forfeited.

A Bid Bond must be obtained from a corporate surety authorized to do business as such in the State of California as an "admitted surety insurer" and shall be on the form furnished by the City or one substantially in conformance with it. Certified or cashier's checks must be drawn on a solvent state or nationally chartered bank or branch thereof in the State of California. The liability of the City in connection with the checks shall be limited to the return of the checks (without interest) as provided in Section 2-1.6 of the Special Provisions bound herein.

DISQUALIFICATION OF BIDDERS

A person, firm, or corporation shall NOT be allowed to make or file, or to be interested in, more than one bid, except an alternative bid when specifically requested; provided, however, a person, firm, or corporation who has submitted a sub-proposal to a bidder submitting a

Proposal, or who has quoted prices on materials to such bidders, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other bidders submitting proposals, or from submitting a Proposal as a prime contractor. Similarly, failure to comply with the registration requirements of Labor Code Section 1725.5, as further described in the Notice Inviting Bids, will disqualify a bidder.

ADDITIONAL REQUIREMENTS

The bidder's attention is directed to the Special Provisions and Technical Provisions bound herein for additional requirements of the Proposal and Contract Documents.

CONTRACT DOCUMENTS

Contract Documents are to be submitted within twenty-one (21) calendar days AFTER award of contract. Unless extended by agreement of the City, failure to timely submit executed Contract Documents may be grounds for rejecting the bid award and forfeiture of the bid security. See enclosed documents commencing on page CD-1.

BID PROPOSAL (BP)

ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION

PROJECT NO. JN 968

Contractor: _____

Address: _____

Phone: _____

Fax: _____

License No.: _____

D.I.R. No. _____

Email: _____

To Be Submitted

WITH

Bid Package

BID PROPOSAL

PROJECT NO. JN 968

BID SCHEDULE

The undersigned, having examined the proposed Contract Documents titled:

ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION

and having visited the site and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, equipment, and appliances, and to perform operations necessary to complete the work as required by said proposed Contract Documents and itemized bid schedule below. All work shall be completed within **thirty-five (35) Working Days** from the date the Notice of Proceed is issued by the Engineer.

Item No.	Item Description	Unit	Approx Quantity	Unit Price in Figures	Item Total
1	Mobilization, Demobilization, Cleanup, Noise & Dust Control	LS	1	\$	\$
2	Clearing & Grubbing	LS	1	\$	\$
3	Demolition (including Hazardous Material Removal)	LS	1	\$	\$
4	Traffic Control	LS	1	\$	\$
5	Unclassified Excavation	CY	50	\$	\$
6	Gravel Foundation (4" thick) for Modular Restroom Building	CY	20	\$	\$
7	Concrete Sidewalk around Restroom Building	SF	270	\$	\$
8	Asphalt Concrete Pavement	SF	300	\$	\$
9	1-1/2" PVC Water Lateral and Connection	LF	20	\$	\$
10	4" PVC Sewer Lateral and Connection	LF	20	\$	\$
11	Electrical Improvements	LS	1	\$	\$
12	Electrical Pullbox	EA	1	\$	\$
13	Backflow Prevention Assembly and Enclosure Box	EA	1	\$	\$
14	Water Fountain with Fill Station (including French drain)	EA	1	\$	\$
15	5 Gallon Shrub (Berberis Thunbergii)	EA	5	\$	\$

TO BE SUBMITTED WITH PROPOSAL

16	Cobblestone Mulch	SF	250	\$	\$
----	-------------------	----	-----	----	----

BID SCHEDULE (Continued)

TOTAL CONTRACT BID:

(Figures) \$ _____

(Words) _____

*** In case of error in extension of price into the total price column, the unit price will govern.**

All work required and shown on the construction plans and this specification for which no price or item is listed on this proposal, it shall be understood that such work, equipment, labor, tools and materials shall be provided without extra charge, allowance or direct payment of any kind. Payment for performing such work or furnishing such equipment, labor, tools and materials shall be included in the above lump sum or unit bid prices and no additional compensation will paid therefor.

If the City determines that any of the unit bid prices are significantly unbalanced to the potential detriment of the City, the bid will be replaced as non-responsive.

In case of any discrepancy between the words and the figures, the words shall prevail. If the unit price and the total amount for any item are not in agreement, the unit price alone shall be considered to represent the bidder's intention and all totals will be corrected to conform thereto.

Attached hereto is cash, a certified check, a cashier's check, or a bidder's bond in the amount of _____ Dollar
s, said amount being not less than 10 percent of the amount bid. Pursuant to Public Contract Code Sections 20172 and 20174, it is agreed a portion equal to the difference between the low bid and second low bid shall be retained as a bid bond forfeiture by the City if the undersigned fails or refuses to execute the Contract and furnish the required bonds and certificates of insurance within the time provided.

Name of Bidder

Signature of Bidder

BID PROPSOAL

PROJECT NO. JN 968

ACKNOWLEDGEMENT OF ADDENDA RECEIVED

The Bidder shall acknowledge the receipt of addenda by number and date each addendum received.

Addendum No. ____ Date _____ Addendum No. ____ Date _____

Addendum No. ____ Date _____ Addendum No. ____ Date _____

Addendum No. ____ Date _____ Addendum No. ____ Date _____

Addenda will be issued only through the ARC Document Solutions and access under their Public Planroom (www.crplanwell.com). It is the Bidder's sole responsibility to visit the Planroom to obtain and administer any Addendum related to this bid. **An Addendum must be acknowledged above by a bidder in its submitted form of Proposal.**

If an addendum or addenda have been issued by the City and not noted above as being received by the Bidder, the Bid Proposal may be rejected.

Bidder's Signature

Date

BID PROPOSAL

PROJECT NO. JN 968

BIDDER'S DECLARATION

It is understood and agreed that:

1. The undersigned has carefully examined all documents which will form a part of the Contract; namely, the Notice Inviting Bids, the Instructions to Bidders, this Proposal, the Bid Bond, the Contract, the Faithful Performance Bond, the Payment Bond, the federal requirements, if any, the Plans and Specifications, the Special Provisions, and the Technical Provisions.
2. The undersigned has, by investigation at the site of the work and otherwise, satisfied himself as to the nature and location of the work and fully informed himself as to all conditions and matters, which can in any way affect the work or the cost thereof.
3. The undersigned fully understands the scope of work and has checked carefully all words and figures inserted in this Proposal and he further understands that the City will not be responsible for any errors or omissions in the preparation of the Proposal.
4. The undersigned agrees and acknowledges that he is aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that the undersigned will comply with such provisions before commencing the performance of the Contract if it is awarded to the undersigned.

The undersigned will execute the Contract and furnish the required statutory bonds and certificates of insurance within the period of time specified in the Contract Documents.

The undersigned will begin work after award of Contract and a Notice to Proceed has been given as herein specified and will complete said work within the time specified in the Bidding Schedule.

5. The undersigned certifies that this Proposal is genuine and not sham or collusive, or made in the interest or on behalf of a person not herein named, and the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid nor induced any other person, firm, or corporation to refrain from bidding. The undersigned has not in any manner sought by collusion to secure for himself any advantage over any other bidder.
6. The undersigned will accept an award and enter into a Contract for all work scheduled herein on which he puts in a bid. The awards for such work are to be entirely at the discretion of the City after evaluation of the bids as submitted. The undersigned agrees that the City shall recover or retain as a bid bond forfeiture an amount equal to the difference between the low bid and amount of the bid of the bidder with whom the City enters into a Contract, and the surplus, if any, shall be returned to the lowest bidder in accordance with the provisions of the Public Contract Code Sections 20172 and 20174 in the event of his failure to execute a Contract and furnish required bonds and insurance therefor within the time provided.

TO BE SUBMITTED WITH PROPOSAL

BIDDER'S DECLARATION (Continued)

7. The undersigned bidder stated under penalty of perjury that the representations made in submitting this bid are, to the best of his/her knowledge, true, accurate, and complete.

Respectfully submitted,

Contractor's Business Name

Contractor (Print) Title

Business Address: Street

Signature

Title

City State Zip

Contractor's License No. and Classification

Business Phone Number

Business Fax Number

Date

Name Title

Residence: Street

City State Zip

Residence Phone Number

Note: If the bid is made by an individual, it must be signed with the full name of the bidder, whose address must be given: if it is made by a firm, it must be signed in the co-partnership's name by a general partner thereof, who shall also sign his or her own name, and the name and full address of each partner (general and/or limited) must be given; and if it is made by a corporation, it must be signed by a properly authorized officer, the corporate name shall be set forth, and the corporate seal shall be affixed.

BID PROPOSAL

PROJECT NO. JN 968

NON-COLLUSION AFFIDAVIT

(To be executed by Bidder and submitted with Bid)

State of California

County of Los Angeles

_____ being first duly sworn, deposes and says that he or she is _____ of _____ the party making the foregoing bid, that the bid is not made in the interest of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay fee to any corporation, or agent thereof to effectuate a collusive or sham bid.

NAME OF BIDDER

SIGNATURE OF BIDDER

ADDRESS OF BIDDER

CITY

STATE

ZIP

ALL SIGNATURES MUST BE WITNESSED BY NOTARY
(attach appropriate jurats)

TO BE SUBMITTED WITH PROPOSAL

BP-7

BID PROPOSAL

PROJECT NO. JN 968

DECLARATION OF ELIGIBILITY TO CONTRACT

[Labor Code Section 1777.1; Public Contract Code Section 6109]

The undersigned, a duly authorized representative of the contractor, certifies and declares that:

1. The undersigned contractor is aware of Sections 1777.1 and 1777.7 of the California Labor Code, which prohibit a contractor or subcontractor who has been found by the Labor Commissioner or the Director of Industrial Relations to be in violation of certain provisions of the Labor Code, from bidding on, being awarded, or performing work as a subcontractor on a public works project for specified periods of time.

2. The undersigned contractor is not ineligible to bid on, be awarded or perform work as a subcontractor on a public works project by virtue of Sections 1771.1 or 1777.7 of the California Labor Code or any other provision of law.

3. The undersigned contractor is aware of California Public Contract Code Section 6109, which states:

“(a) A public entity, as defined in Section 1100 [of the Public Contract Code], may not permit a contractor or subcontractor who is ineligible to bid or work on, or be awarded, a public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code to bid on, be awarded, or perform work as a subcontractor on, a public works project. Every public works project shall contain a provision prohibiting a contractor from performing work on a public works project with a subcontractor who is ineligible to perform work on the public works project pursuant to Section 1771.1 or 1777.7 of the Labor Code.”

“(b) Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project shall be returned to the awarding body. The contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project.”

4. The undersigned contractor has investigated the eligibility of each and every subcontractor the undersigned contractor intends to use on this public works project, and has determined that none of them is ineligible to perform work as a subcontractor on a public works project by virtue of the foregoing provisions of the Public Contract Code, Sections 1771.1 or 1777.7 of the Labor Code, or any other provision of law.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this _____ day of _____, 20____, at _____

California_____. *(place of execution)*

Signature: _____ Name: _____

Title: _____ Company: _____

TO BE SUBMITTED WITH PROPOSAL

BID PROPOSAL

PROJECT NO. JN 968

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT _____, as Principal,
and _____, as Surety,
are held firmly bound unto the City of Gardena in the sum of \$ _____;
_____ DOLLARS,

(not less than ten percent of total amount of bid)

for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said Principal has submitted a bid to the City to perform all work required under the following:

PROJECT: ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION

NOW, THEREFORE, if said Principal is awarded a Contract by the City and, within the time and in the manner required in the Specifications for said project, enters into the written form of Contract bound with said Specifications and furnishes the required bonds, one to guarantee faithful performance and the other to guarantee payment for labor and materials, then this obligation shall be null and void, otherwise it shall remain in full force and effect. In the event suit is brought upon this bond by the City and judgment is recovered, said Surety shall pay all costs incurred by the City in such suit, including a reasonable attorneys' fee to be fixed by the court. Surety hereby waives the provisions of California Civil Code §2845.

SIGNED AND SEALED, this _ day of _____, 20_____.

_____(SEAL)
Principal

_____(SEAL)
Surety

BY: _____
Signature

BY: _____
Signature

Note: This bond must be dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached.

TO BE SUBMITTED WITH PROPOSAL

BID PROPOSAL

PROJECT NO. JN 968

DESIGNATION OF SUBCONTRACTORS

In compliance with the "Subletting and Subcontracting Fair Practices Act" being Sections 4100-4113 of the Public Contract Code of the State of California, and any amendments thereto, each bidder shall set forth below the name and location of the place of business of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement in an amount in excess of one-half (1/2) of one percent (1%) of the prime contractor's total bid, and shall further set forth the portion of the work which will be done by each subcontractor. Only one subcontractor for each such portion shall be listed.

If the contractor fails to specify a subcontractor for any portion of the work to be performed under the contract, he shall be deemed to have agreed to perform such portion himself, and he shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the work to which subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the legislative body of the City.

Portion of Work %	Subcontractor's Name & Address	Type of Work	State License Number	Class	D.I.R. Number

Note: The minimum requirement for the Contractor to perform, with its own organization, has been revised to 35%.

TO BE SUBMITTED WITH PROPOSAL

BID PROPOSAL

PROJECT NO. JN 968

CONSTRUCTION PROJECT REFERENCE

In order to more fully evaluate your background and experience for the project herein proposed, please submit a list of Public Works and/or similar construction projects completed or in progress within the last three (3) years. Failure to provide this information may constitute grounds for rejection of your bid as non-responsive.

Number of years as a contractor in construction work of this type: _____

Three projects of this type recently completed:

1. Name (Firm/Agency): _____
Address: _____
Contact Person: _____ Telephone No.: _____
Title of Project: _____
Project Location: _____
Date of Completion: _____ Contract Amount: \$ _____

2. Name (Firm/Agency): _____
Address: _____
Contact Person: _____ Telephone No.: _____
Title of Project: _____
Project Location: _____
Date of Completion: _____ Contract Amount: \$ _____

3. Name (Firm/Agency): _____
Address: _____
Contact Person: _____ Telephone No.: _____
Title of Project: _____
Project Location: _____
Date of Completion: _____ Contract Amount: \$ _____

NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references, and other information sufficiently comprehensive to permit an appraisal of his current financial condition.

Bidder's Signature _____

TO BE SUBMITTED WITH PROPOSAL

BID PROPOSAL

PROJECT NO. JN 968

CERTIFICATE OF NON-DISCRIMINATION BY CONTRACTORS

As suppliers of goods or services to the City, the firm listed below certifies that it does not discriminate in its employment with regard to race, color, religion, sex, or national origin; that it is in compliance with all applicable federal, state, and local directives, and executive orders regarding non-discrimination in employment; and that it agrees to pursue positively and aggressively the principle of equal opportunity in employment.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.
2. To communicate this policy to all persons concerned, including all company employees, outside recruiting services, especially those serving minority communities, and to the minority communities at large.
3. To take affirmative steps to hire minority employees within the company.

FIRM _____

TITLE OF PERSON SIGNING _____

SIGNATURE _____

DATE _____

Please include any additional information available regarding equal opportunity employment programs now in effect within your company:

BID PROPOSAL

PROJECT NO. JN 968

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – PRIMARY COVERED TRANSACTIONS

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

The Contractor shall not perform Work with any Subcontractor that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or State law providing for the debarment of contractors from public works. The Contractor and Subcontractors shall not be debarred or suspended throughout the duration of the Contract pursuant to Labor Code Section 1777.1 or any other federal or State law providing for the debarment of contractors from public works. If the Contractor or any Subcontractor becomes debarred or suspended during the duration of the Project, the Contractor shall immediately notify the City.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a 5-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and
 - d. Have not within a 5-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____ Name: _____

Title: _____ Company: _____

TO BE SUBMITTED WITH PROPOSAL

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION – PRIMARY COVERED TRANSACTIONS**
(Continued)

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

TO BE SUBMITTED WITH PROPOSAL

CONTRACT DOCUMENTS (CD)

ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION

PROJECT NO. JN 968

**To be Submitted
within twenty-one (21) calendar days**

**AFTER
Award of Contract**

CONTRACT DOCUMENT

PROJECT NO. JN 968

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20_____, by and between CITY OF GARDENA in the State of California, hereinafter referred to as "CITY" and _____, hereinafter referred to as "CONTRACTOR."

The City and the Contractor mutually agree as follows:

ARTICLE I.

THE PROJECT

For and in consideration of the mutual promises set forth herein, Contractor agrees to perform and complete in a good and workmanlike manner all work required by the Contract Documents for City Project No. JN, which is described as follows:

Title: ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION

Said work shall be performed in accordance with the Plans, Specifications and other Contract Documents, all of which are referenced in Article III hereof and incorporated herein as though fully set forth. Contractor shall furnish at its own expense all labor, materials, equipment and services necessary therefor, except such labor, materials, equipment and services as are provided in the Contract Documents to be furnished by City.

This project is subject to Skilled and Trained Workforce Requirements per Sections 2600 through 2603 of the Public Contract Code.

ARTICLE II.

CONTRACT SUM AND PAYMENT

For performing and completing the work in accordance with the Contract Documents, City shall pay Contractor, in full compensation therefor, the contract sum set forth in the Bidding Schedule. Said sum shall constitute payment in full for all work performed hereunder, including, without limitation, all labor, materials, equipment, tools and services used or incorporated in the work, supervision, administration, overhead, expenses and any and all other things required, furnished or incurred for completion of the work as specified in the Contract Documents. City shall make payments to Contractor on account of the contract sum at the time, in the manner, and upon the conditions specified in the Contract Documents.

ARTICLE III.

CONTRACT DOCUMENTS

The Contract Documents, which constitute the entire agreement between the City and the Contractor, are enumerated as follows: Proposal Documents, including the Notice Inviting Bids, Instructions to Bidders, Bidding Schedule, Bidder's Declaration, Designation of Subcontractors, Bidder's Assurance, and Fair Employment Practices documents; this Agreement; Standard Specifications; Special Provisions; Technical Provisions; Drawings; Plans; and all addenda issued prior to and all modifications issued after the execution of this Agreement. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein.

ARTICLE IV.

EFFECTIVE DATE

This Agreement shall become effective and commence as of the date set forth below on which the last of the parties, whether City or Contractor, executes said Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized.

CITY

By: _____
MAYOR (Sign)

Date: _____
SEAL

Attest:

By: _____
CITY CLERK (Sign)

Date: _____

CONTRACTOR

By: _____
Sign / Title

Date: _____

Attest: (Contractor)

By: _____
Sign / Title

Date: _____

APPROVED AS TO FORM:

By: _____
CITY ATTORNEY (Sign)

Date: _____

CONTRACT DOCUMENT

PROJECT NO. JN 968

FAITHFUL PERFORMANCE BOND

WHEREAS, the City of Gardena has awarded to _____, hereinafter designated as the "Principal", a Contract for:

PROJECT: ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract;

NOW, THEREFORE, we, _____
as Principal, and _____
as Surety, are held and firmly bound unto the City in the sum of _____

Dollars (\$ _____), this amount being not less than one hundred percent (100%) of the total Contract price, lawful money of the United States of America, for payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay all court costs and reasonable attorneys' fees to the City of Gardena in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, well and truly keep and perform all the undertakings, terms, covenants, conditions and agreements in the said Contract and any alteration thereof, made as therein provided, all within the time and in the manner therein designated and in all respects according to their true intent and meaning, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

FURTHER, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition, or modification to the terms of the Contract, or of the work to be performed thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of any such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code §§ 2845 and 2849. The City is the principal beneficiary of this bond and has all rights of a party hereto.

This bond shall remain in full force and effect for a warranty period of one full year after acceptance of the job by the City.

IN WITNESS WHEREOF, three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and

Surety named herein, on the _____ day of _____, 20____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

[PRINCIPAL]

By _____

Title _____

Signature

[SURETY]

By _____

Title _____

Address _____

Phone No. _____

Signature

All signatures must be notarized.

Appropriate modifications shall be made to this form if the bond is being furnished for the performance of an act not provided for by agreement.

Corporations must affix corporate seal.

CONTRACT DOCUMENT

PROJECT NO. JN 968

PAYMENT BOND

WHEREAS, the City of Gardena has awarded to _____, as Contractor, a contract for the work described as follows:

PROJECT: ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION

AND WHEREAS, said Contractor is required to furnish a bond in connection with said contract, to secure the payment of claims of laborers, mechanics, materialmen and other persons, as provided by law;

NOW, THEREFORE, we, the undersigned Contractor and Surety, are held firmly bound unto the City in the sum of _____ Dollars (\$_____) this amount being not less than one hundred percent (100%) of the total Contract price, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Contractor, its heirs, executors, administrators, successors, assigns, or subcontractors shall fail to pay any of the persons named in Civil Code Section 3181, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Contractor and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, or any other amounts due to persons under any applicable project contract or law, with respect to such work and labor, then the Surety or Sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, the said Surety will pay all court costs and reasonable attorneys' fees to the plaintiff(s) and City in an amount to be fixed by the court.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 3181 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

Further, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition, or modification to the terms of the Contract, or of the work to be performed thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code §§ 2845 and 2849.

This bond shall remain in full force and effect for six full months after the period in which verified claims may be filed as provided for in Section 3184 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this _____ day of _____ 20____.

[PRINCIPAL]

By _____

Title _____

Signature

[SURETY]

By _____

Title _____

Address _____

Phone No. _____

Signature

All signatures must be notarized.

Appropriate modifications shall be made to this form if the bond is being furnished for the performance of an act not provided for by agreement.

Corporations must affix corporate seal.

CONTRACT DOCUMENT

PROJECT NO. JN 968

WORKER'S COMPENSATION INSURANCE CERTIFICATE

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of the Contract.

DATED: _____

CONTRACTOR

By _____
Signature

Title

ATTEST:

By _____
Signature

Title

CONTRACT DOCUMENT

PROJECT NO. JN 968

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT AND WAIVER OF SUBROGATION AND CONTRIBUTION

ROWLEY PARK BASEBALL DIAMOND RESTROOM REHABILITATION

To the fullest extent permitted by law, Indemnitor hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless the City of Gardena and its respective elected officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively "Liabilities"), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of Indemnitor or any of its officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to the above-referenced contract, agreement, license, or permit (the "Agreement") or the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by Indemnitees and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against an Indemnitee shall be conclusive in favor of the Indemnitee's right to recover under this indemnity provision. Indemnitor shall pay Indemnitees for any attorney fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' sole negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code 2782(a), or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverages which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees.

Indemnitor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees. Accountants, attorneys, or other professionals employed by Indemnitor to defend Indemnitees shall be selected by Indemnitees.

In the event there is more than one person or entity named in the Agreement as an Indemnitor, then all obligations, liabilities, covenants and conditions under this instrument shall be joint and several.

"Indemnitor"

Company/Contractor _____

Name & Title _____

Signature & Date _____

CONTRACT DOCUMENT

PROJECT NO. JN 968

INSURANCE

CERTIFICATION OF INSURANCE (COI) SHALL BE SUBMITTED BY THE CONTRACTOR

- 1. COMMENCEMENT OF WORK.** Contractor shall not be authorized to commence Work under this Contract until it has obtained approved insurance. Before beginning Work hereunder, during the entire period of this Contract, for any extensions hereto, and for periods after the end of this Contract as may be indicated below, Contractor must have and maintain in place not less than the insurance coverages required in this Section at his sole cost and expense. Contractor's insurance shall comply with all items specified by this Contract. Any subcontractors shall be subject to all of the requirements of this Section and Contractor shall be responsible to obtain evidence of insurance from each subcontractor and provide it to City before the subcontractor commences work. Alternatively, Contractor's insurance may cover all subcontractors. The insurance requirements are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under this Contract.
- 2. 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.
- 3. COVERAGES, LIMITS AND POLICY REQUIREMENTS.** Contractor shall maintain the types of coverages indicated below:
- 4. COMPREHENSIVE GENERAL LIABILITY INSURANCE.** A policy of comprehensive general liability insurance written on a per occurrence basis in an amount not less than either one million dollars (\$1,000,000) per occurrence or two million dollars (\$2,000,000) aggregate.
- 5. COMMERCIAL AUTO LIABILITY INSURANCE.** A policy including all coverages provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including Symbol 1 (any auto) with no special limitations affecting City. The minimum auto insurance coverage shall be one million dollars (\$1,000,000) combined single limit per accident.
- 6. 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 (\$1,000,000) 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.

In accordance with the provisions of section 1860 of the California Labor Code, Contractor's attention is directed to the requirement that in accordance with the provisions of section 3700 of the California Labor Code, Contractor and every subcontractor will be required to secure the payment of compensation of his or her employees, or obtain a certificate of

consent to self-insurance by the Director of Industrial Relations in accordance with the requirements of Section 3700 of the California Labor Code.

In accordance with the provisions of section 1861 of the California Labor Code, Contractor shall sign and file with the awarding body the following certification prior to performing any work on the Project:

"I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

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

- (i) City and its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy as respects liabilities arising out of the performance of any work done under the Contract.
- (ii) 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.
- (iii) For any claims with respect to the Project covered by this Contract, Contractor's insurance coverage shall be primary insurance as respects City and its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by City and its elected and appointed officers, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- (iv) The policy shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.

8. COURSE OF CONSTRUCTION INSURANCE. Contractor shall provide course of construction insurance covering for "all risks" of loss in the amount of the completed value of the Work. The City shall be named as a loss payee and the insurer shall waive all rights of subrogation against the City. 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 the City. Course of Construction Insurance may be provided for each separate Phase.

9. ADDITIONAL REQUIREMENTS. The procuring of required insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract. City shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Contractor shall be deemed in default hereunder.

10. DEDUCTIBLES. Any deductible or self-insured retentions must be declared to and approved by City. Contractor shall guarantee that, at the option of the City, 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 Contractor); or Contractor shall provide satisfactory financial guarantee for payment

of losses and related investigations, claim administration and defense expenses in the amount of any deductibles or self-insured retentions.

11. VERIFICATION OF COMPLIANCE. Contractor shall furnish City with the required endorsements attached hereto. All documents 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 Contract, Contractor 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. Contractor shall provide full copies of any requested policies to City within three (3) days of any such request by City.

12. TERMINATION FOR LACK OF REQUIRED COVERAGE. If Contractor, for any reason, fails to have in place, at all times during the term of this Contract, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Contractor's expense and/or terminate this Contract. Contractor shall indemnify, defend and hold harmless City and its elected and appointed officers, employees, agents and volunteers from any claim resulting from failure of either Contractor or any subcontractor to take out or maintain any insurance required by this Contract.

13. EQUIPMENT COVERAGE. Any policy or policies of insurance Contractor or his subcontractors elect to carry as insurance against loss or damage to construction equipment and tools or other personal property shall include a provision waiving the insurer's right of subrogation against City.

PROJECT NO. JN968

SPECIAL & TECHNICAL PROVISIONS

The following Special Provisions supplement and amend the "Standard Specifications for Public Works Construction", 2015 Edition. As a reference they have been arranged into a sequence, which parallels the arrangement of the Standard Specifications.

SPECIAL & TECHNICAL PROVISIONS

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SPECIAL PROVISIONS

PROJECT NO. JN 968

PREFACE: STANDARD SPECIFICATIONS AND STANDARD DRAWINGS.

The Standard Specifications for Public Works Construction ("Greenbook") written and promulgated by the Southern California Chapter of the American Public Works Association and the Southern California Districts of the Associated General Contractors of California shall be the Standard Specifications of the City. All work shall conform to the 2015 edition, including supplements of the Standard Specifications, the Special Provisions which supplement or modify the Standard Specifications, and the Standard Drawings as issued by the City (defined herein as "Agency") available at the time bids are opened unless otherwise specified in the Contract Documents.

The above referenced Standard Specifications, Special Provisions and Standard Drawings are hereby made a part of the Contract Documents.

For the convenience of the Contractor, the section and subsection numbering system used in these Special Provisions corresponds to that used in the Standard Specifications.

SECTION 1 - TERMS, DEFINITION, ABBREVIATIONS, UNITS OF MEASURE AND SYMBBOLS.

1-2 TERMS AND DEFINITIONS. Whenever in the Standard Specification the following terms are used, they shall be understood to mean and refer to the following:

- | | | |
|-----|-----------------------------|---|
| (a) | AGENCY | The City of Gardena, a California municipal corporation. |
| (b) | BOARD | The City Council of the City of Gardena |
| (c) | CONTRACT DOCUMENTS | Documents including but not limited to the proposal forms, Standard "Greenbook" Specifications, Special Provisions, Technical Provisions, Notice Inviting Bids, Instructions to Bidders, Bonds, Insurance, Contract and all Addenda setting forth any modifications of the documents. |
| (d) | ENGINEER | The City of Gardena Director of Public Works/City Engineer or his authorized representative. |
| (e) | BIDDER | An individual, co-partnership, association or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative. |
| (f) | LEGAL ADDRESS OF CONTRACTOR | The legal address of the Contractor to be the address given on the Contractor's bid and is hereby designated as the place to which all notices, letters or other communications to the Contractor shall be mailed or delivered. |
| (g) | LABORATORY | An established laboratory approved and authorized by the Engineer for testing materials and work involved in the contract. |

SECTION 2 - SCOPE AND CONTROL OF THE WORK

2-1 AWARD AND EXECUTION OF THE CONTRACT.

2-1.1 Proposal. The proposal shall be fully executed and submitted on the forms provided by the Agency and shall be enclosed in a sealed envelope marked and addressed as directed in the "Notice Inviting Bids".

If the proposal is made by an individual, it shall be signed and his or her full name and address shall be given; if it is made by a firm it shall be signed with co-partnership name by a general partner thereof, who shall also sign his or her known name, and the name and address of each member of such co-partnership shall be given; if made by a corporation, the name of the corporation shall be signed by its duly authorized officers and attested by the corporate seal.

Bidders are warned against making erasures or alterations of any kind on their Proposal. Proposals which contain omissions, erasures, alterations, conditions or additions not called for may be rejected.

At the time the Contract is awarded by the Agency, the Contractor shall be licensed under the provisions of Chapter 9, Division 3, of the Business and Professions Code of the State of California to do the type of work contemplated in the Contract and shall be skilled and regularly engaged in the general class or type of work required by this Contract.

2-1.2 Examination of Plans, Specifications and Project Site. Bidders shall read the specifications, review the drawings and examine the existing facilities to fully understand the project in order to plan for the improvements as shown in the contract, including local condition, uncertainty of weather and all other contingencies.

Bidders shall satisfy themselves by personal examination of the proposed work sites, and by such other means as they may choose as to actual conditions and requirements and as to the accuracy of the quantities stated in the Proposal forms. Information derived from the maps, plans, specifications, profiles, drawings, or from the Engineer/Architect of the record, shall not relieve the bidder of this responsibility, and the interpretation of the data disclosed by borings or other preliminary investigations is not guaranteed nor is any liability assumed by the Agency.

2-1.3 Interpretation of Drawings and Documents. If a prospective bidder is in doubt as to the true meaning or intent of any part of the Contract Documents including the Specifications, or discovers discrepancies in, or omissions from, the Specifications or Drawings, he may submit to the Engineer a written request for an interpretation or a correction thereof. Interpretations or corrections of the Contract Documents including the Specifications and Drawings, shall be made only by addendum duly issued by the Engineer, and a copy of such addendum will be sent by certified mail, postage prepaid, or delivered to each person receiving a set of the Contract Documents whose address is known to the Engineer and such addendum shall be considered a part of and incorporated in the Contract Documents.

2-1.4 Award of Contract. After the Proposals have been publicly opened and read aloud, they will be checked for accuracy and compliance with all provisions as specified herein.

The Agency reserves the right to reject any or all bids and to waive any informality or irregularity in any bid received and to be the sole judge of the merits of the respective bids received.

Bids subsequently shown to be mathematically unbalanced would be rejected as nonresponsive.

A mathematically unbalanced bid is one containing lump sum or unit bid items which do not reflect reasonable actual costs plus a reasonable proportionate share of the bidder's anticipated profit, overhead costs, and other indirect costs, which he/she anticipates for the performance of the items in question.

"A bid is mathematically unbalanced if the bid is structured on the basis of nominal prices for some work and inflated prices for other work; that is, each element of the bid must carry its proportionate share of the total cost of the work plus profits."

"A bid is materially unbalanced if there is a reasonable doubt that award to the bidder submitting the mathematically unbalanced bid will result in the lowest ultimate cost to the Government. Consequently, a materially unbalanced bid may not be accepted."

Award of the Contract, if it be awarded, will ordinarily be made by the Agency within 30 days after opening of the bids. Award will be made to the lowest responsive responsible bidder.

In selecting the lowest responsive responsible bidder, consideration will be given to the general competency of the bidder for the performance of the work covered by the proposal. To receive favorable consideration, a bidder may be required to present evidence that he has successfully performed similar work of comparable magnitude or submit other evidence satisfactory to the Agency that he or his associates are competent to manage the proposed undertaking and to carry it forward to a successful conclusion. Professional integrity and honesty of purpose shall be essential requirements. A showing of adequate financial resources may be required but will not alone determine whether a bidder is competent to undertake the proposed work.

Only manufacturers or contractors of established reputation, or their duly authorized dealers or agency, having proper facilities for the manufacture of the materials or equipment and for servicing same, or for proper execution of the work called for in the contract, will be considered in making the award.

2-1.5 Execution of Contract. A bidder whose proposal is accepted shall properly sign a written contract with the Agency on the form attached hereto and return said contract together with good and approved bonds and insurance certificates as required by the Contract Documents within twenty-one (21) calendar days from the date of the mailing of a notice from the Agency to the bidder, according to the address given by him, of acceptance of his proposal.

Contract bonds and certificates of insurance, if required, shall be filed in all instances before delivering any equipment, materials, or performing any work under the contract; also before any purchase order shall be issued. An executed Power of Attorney form shall be submitted with all contract bonds herein specified.

If a bidder whose proposal is accepted fails or refuses to enter into a contract as herein provided, or to conform to any stipulated requirement in connection therewith, the money represented by his check or bidder's bond shall be refunded less the difference between the low bid and the bid of the bidder with whom the Agency enters into an agreement in accordance with the provisions of the Public Contracts Code Section 20174. At the discretion of the Agency, an award may be made to the bidder whose proposal is next most acceptable to the Agency, and such bidder and his surety shall fulfill every stipulation embraced herein as if he were the party to whom the first award was made.

A corporation to which an award is made may be required before the contract is finally signed to furnish evidence of its corporate existence, of its right to do business in California and of the authority of the officer signing the contract and bonds for the corporation to so sign.

2-1.6 Return of Proposal and Guarantee. The check or bond of a bidder to whom the contract has been awarded will be returned to him after all of the acts, for the performance of which said security is required, have been fully performed. The checks or bid bonds of the second and third lowest bidders will be returned when the bidder to whom the contract has been awarded has properly executed all of the required Contract Documents. Check or bid bonds of other bidders will be returned when their proposals are rejected or in any event at the expiration of forty-five (45) days from the date of opening bids.

2-3.2 Self Performance. The requirement for the Contractor to perform, with its own organization, Contract work amounting to at least 50 percent of the Contract Price shall be revised to 35 percent.

2-5 PLANS AND SPECIFICATIONS.

2-5.2 Precedence of Contract Documents. The order of precedence of contract documents shall be:

FIRST	Requirements of law, including the Code and Ordinances of the City of Gardena.
SECOND	Permits from other agencies as may be required by law.
THIRD	Permits from City of Gardena Departments as may be required by law or ordinance.
FOURTH	The Contract.
FIFTH	The Bid Proposal.
SIXTH	Addenda.
SEVENTH	Notice Inviting Bids.
EIGHTH	Instructions to Bidders.
NINTH	Technical Provisions.
TENTH	Plans.
ELEVENTH	Special Provisions of the Standard Specifications.
TWELFTH	Standard Plans.
THIRTEENTH	Standard Specifications for Public Works Construction (current edition).
FOURTEENTH	Caltrans Standard Plans and Specifications.
FIFTEENTH	Reference Specifications.

Change orders, supplemental agreements and approved revisions to Plans and Specifications will take precedence over documents listed above, except those listed as FIRST, SECOND and THIRD. Detailed plans shall have precedence over general plans.

2-9 SURVEYING.

2-9.1 Permanent Survey Markers. The Contractor is required to locate and tie out survey monuments in the project area prior to construction involving street and highways, or City public right of way and to file with the County Surveyor a Corner Record of any such work. Prior to final payment and the issuance of a completion certificate, the Contractor is required to file a Corner Record for survey monumentation that is replaced. All such survey work shall be performed under the supervision of a California licensed Land Surveyor or a Civil Engineer authorized to perform such work.

The Contractor shall provide the Agency a copy of the office calculations and documents submitted to the County for filing in connection with the aforementioned work.

The payment for surveying, related professional services, office calculation, furnishing all labor, materials, equipment, tools and incidentals, and for doing all work involved shall be considered as included in the various items of work, and no additional compensation will be allowed therefor.

2-9.2 Survey Service. Unless otherwise provided in the Technical Provisions, establishing lines and grades for construction shall be the responsibility of the Contractor, with the following provisions:

All work under this contract shall be built in accordance with the lines and grades shown on the plans. Field survey for establishing these, and for the control of construction, shall be the responsibility of the Contractor. All such surveys, including construction staking, shall be performed on all items ordinarily requiring grade and alignment, at intervals normally accepted by the agencies and trade involved.

The Contractor shall provide a copy of the office calculations and grade sheets to the Agency's Inspector. The Contractor shall be responsible for any error in the finished work, and shall notify the Engineer within 24 hours of any discrepancies or design errors discovered during staking.

Unless a separate bid item is provided, the payment for surveying, construction staking, professional services, office calculations, furnishing all labor, materials, equipment, tools and incidentals, and for doing all work involved shall be considered as included in the various items of work, and no additional compensation will be allowed therefor.

SECTION 3 – CHANGES IN WORK

3-3 EXTRA WORK. When work is performed on a "time and materials" basis, the following percentages shall be added to the Contractor's cost and shall constitute the markup for all overhead and profits:

1)	Labor	20
2)	Materials	15
3)	Equipment Rental	15
4)	Other Items and Expenditures	15

To the sum of the costs and markups provided for in this section, 1 percent shall be added as compensation for bonding.

When all or any part of the extra work is performed by a Subcontractor, the markup established

above shall be applied to the Subcontractor's actual cost of such work. A markup of 10 percent on the first \$5,000 of the subcontracted portion of the extra work and a markup of 5 percent on work added in excess of \$5,000 of the subcontracted portion of the extra work may be added by the Contractor.

3-5 DISPUTED WORK.

3-5.1 Retention of Imperfect Work. If any portion of the work done or materials furnished under the contract proves defective or not in accordance with the specifications and contract drawings, and if the imperfection in the same is not of sufficient magnitude or importance to make the work dangerous or undesirable, or if the removal of such work is impracticable or will create conditions which are dangerous or undesirable in the opinion of the Engineer, the Engineer shall have the right and authority to retain the work instead of requiring it to be removed and reconstructed, but he shall make deductions therefor in the payment of the contract item due Contractor as may be just and reasonable.

SECTION 6 – PROSECUTION, PROGRESS, AND ACCEPTANCE OF THE WORK

6-1 CONSTRUCTION SCHEDULE AND COMMENCEMENT OF THE WORK

6-1.1 Construction Schedule. The Contractor's proposed construction schedule shall be submitted to the Engineer within ten (10) working days after the date of the contract execution. The schedule shall be supported by written statements from each supplier of materials or equipment indicating that all orders have been placed and acknowledged, and setting forth the dates that each item will be delivered.

The Contractor shall include in his bid all costs to perform the work under this contract in stages. The Contractor shall begin and complete work in each stage prior to starting work in subsequent stages unless previous permission is obtained from the Engineer. The contractor shall stage the work to allow parking on the next adjacent streets. Restricting parking on multiple adjoining streets shall require approval of the engineer.

6-1.2 Commencement of the Work. Prior to issuing the Notice to Proceed, the Engineer will schedule a preconstruction meeting with the Contractor to review the proposed construction schedule and delivery dates, arrange utility coordination, discuss construction methods and clarify inspection procedures.

The names, addresses and telephone numbers of the Contractor and subcontractors, or their representatives, shall be filed with the Public Works Manager and the County Sheriff's Department or the City Police Department prior to beginning work.

The Contractor shall also notify the City of Gardena and the owners of all utilities and substructures within the Project area not less than 48 hours prior to starting construction. The following utility companies list of names and telephone numbers is intended for the convenience of the contractor and is not guaranteed to be complete or correct:

COMPANY	CONTACT	TELEPHONE NO.
Southern California Edison	Cynthia Carrillo	310.413.4497

Southern California Gas	Melissa Fukunaga: Tech Services Planning: Attn - Lead Planner	213.231.7281
AT&T	Terence Little	626.817.4252
	Raymond Dover	310.515.4257
Gardena Police	Dispatch	310.3237911
L.A. County Fire Dept.		310.323.7911
Time Warner Communications	Arturo Fernandez	310.750.9099
Crown Castle	Hector Aguilera	951.454.5111
Waste Resources of Gardena	Lorena Rodriguez	310.366.7600
Golden State Water Co.	Conde Ventura	310.436.6950 x107
	Joseph Salcido	310.660.0320 x101
L.A. County Flood Control	Daryll Chenoweth	626.458.3129
L.A. Sanitation District	Jon Ganz	562.908.4288
Metropolitan Water District	Civil Eng. Substructures Section	213.217.7059
Chevron Pipeline	Dave Zerler	310.669.4014
Underground Service Alert		800.422.4133

The Contractor shall submit periodic Progress reports to the Engineer by the tenth day of each month. The report shall include an updated Construction Schedule. Any deviations from the original schedule shall be explained. Progress payments will be withheld pending receipt of any outstanding reports.

6-7 TIME OF COMPLETION.

6-7.2 Working Day. The Contractor's working hours shall be limited to the hours between 8:00 A.M. and 4:00 P.M., Monday through Friday except holidays. Deviation from normal working hours will not be allowed unless written permission has been duly obtained beforehand from the office of the City Engineer. The Contractor shall provide adequate light for proper prosecution of the work, for the safety of the workmen and the public, and for proper inspection.

If the Contractor works beyond the allowed working hours without prior written approval from the Engineer, the Contractor may be charged Five Hundred (\$500) for each occurrence as required by the Engineer. The amount will be deducted from a progress payment or bond.

Contractor hereby acknowledges and shall be required to comply with the provisions of California Labor Code Section 1810 et seq. According to those sections, eight (8) hours of labor shall constitute a legal day's work. Contractor shall pay to the Agency a penalty of Twenty-Five Dollars (\$25.00) for each worker employed in the execution of this Contract by Contractor, or by any Subcontractor, for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any calendar day or forty (40) hours in any one (1) calendar week, except when payment for overtime is made at not less than one and one-half (1-1/2) times the basic rate for that worker.

In the event of either a requested or emergency deviation, inspection service fees will be charged against the Contractor. The service fees will be calculated at overtime rates including benefits, overhead and travel time. The service fees will be deducted from any amounts due to the Contractor.

6-8 COMPLETION, ACCEPTANCE, AND WARRANTY. In addition to the guarantees as required in Section 2-4 of the Standard Specifications, the Faithful Performance Bond shall remain in full force and effect for a period of one year after acceptance of the work by the Agency to insure that defects, which may appear within said period, will be repaired, replaced, or corrected by the Contractor, at his own cost and expense, to the satisfaction of the Engineer within thirty (30) days after written notice thereof by the Agency.

6-9 LIQUIDATED DAMAGES. The amount of liquidated damages is hereby amended to **\$500** for each consecutive calendar day.

SECTION 7 – RESPONSIBILITIES OF THE CONTRACTOR

7-1 THE CONTRACTOR’S EQUIPMENT AND FACILITIES.

7-1.1 General.

7-1.1.1 Contractor’s Responsibility for Work. Until the formal acceptance of the work by the Agency, the Contractor shall have the charge and care thereof and shall, subject to the insurance protection furnished in accordance with 7-3 hereof, bear the risk of accident, loss or damage to any part thereof by action of the elements or from any other cause, whether arising from the execution or from the non-execution of the work. The Contractor shall rebuild, repair, restore and otherwise correct damages to any portion of the work occasioned by any of the above causes before its acceptance.

In case of suspension of work from any cause whatever, the Contractor shall be responsible for all materials and the proper temporary storage thereof.

7-1.1.2 Notice and Service Thereof. Any notice required or given by one party to the other under the contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatever unless served in the following manner:

Notice shall be given to the Agency by personal delivery thereof to the City of Gardena Engineer or by depositing the same in the United States mail enclosed in a sealed envelope, registered and with postage prepaid, addressed to:

General Services - Public Works Department
City of Gardena
1717 W. 162nd Street
Gardena, CA 90247-3778

Notice shall be given to the Contractor by personal delivery thereof to said Contractor or to his authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope addressed to said Contractor at the address established for the conduct of the work under this Contract, postage prepaid and registered.

Notice shall be given to the Surety, or any other person, by personal delivery to said Surety or other person, or by depositing the same in the United States Mail, enclosed in a sealed envelope addressed to such Surety or persons at the address of said Surety or persons last communicated to the party giving the notice, postage prepaid and registered.

Notification of Property Owners and Tenants - The Contractor shall notify each property owner

and/or tenant in the project area in writing five (5) working days prior to the start of construction. If pedestrian or vehicular access to private property is to be blocked, the Contractor shall again notify each property owner and/or tenant in writing five (5) working days prior to construction activities. The Contractor shall provide additional notices when a lapse time occurs during each phase/segment work.

The written notice shall be submitted to the Engineer for approval prior to being delivered.

7-1.1.3 Warranty of Title. No materials, supplies or equipment for the work under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest therein or any part thereof is retained by the seller or supplier.

The Contractor warrants clear and good title to all materials, supplies and equipment installed and incorporated in the work, and agrees upon completion of all work to deliver the premises, together with all improvements and appurtenances constructed or placed thereon by him to the Agency free from any claims, liens, encumbrances or charges, and further agrees that neither he nor any person, firm or corporation furnishing any material or labor for work covered by the Contract shall have any right to a lien upon the premises or any improvement or appurtenance thereon; provided, that this shall not preclude the Contractor from installing metering devices or other equipment of utility companies the title of which is commonly retained by the utility company. Nothing contained in this section, however, shall defeat or impair the right of such persons furnishing materials or labor under any bond given by the Contractor for their protection, or any right under any law permitting such persons to look to funds due the Contractor, which are in the hands of the Agency.

The provisions of this section shall be inserted in all subcontractor's and material contracts, and notice of its provisions shall be given to all persons furnishing materials for the work when no formal contract is entered into regarding such materials.

7-3 INSURANCE. Refer to the Contract Documents Section, CD-10, for detail requirements.

7-5 PERMITS. The Contractor will obtain, at no cost to the Agency, all permits necessary to perform the work on streets, highways, railways or other rights-of-ways. The Contractor shall obtain and pay for all costs incurred for permits necessitated by its operations such as, but not limited to those permits required for night work, overload, blasting and demolition. For private contracts, the Contractor shall obtain all permits incidental to the work or made necessary by its operations, and pay all costs incurred by the permit requirements.

The Contractor and each subcontractor employed upon the work must have or obtain a valid City of Gardena Business License in accordance with the provisions of the Gardena Municipal Code.

7-6 THE CONTRACTOR'S REPRESENTATIVE. The Contractor shall furnish the Engineer with the name, address and cell/ business/home telephone numbers of the person responsible for the maintenance of barricades, traffic control signs, lights and other safety devices.

7-8 WORK SITE MAINTENANCE.

7-8.1. General. The Contractor shall keep the work site clean and free from rubbish and debris. The Contractor shall abate dust nuisance by cleaning, sweeping and sprinkling with water in keeping with the AQMD and NPDES requirements. Debris, soil or other matter shall not be washed into storm drains but shall be collected and disposed of in a legal, responsible manner. The construction area shall be cleaned with a power sweeper at the end of every workday and

when deemed necessary by the Engineer.

The Contractor shall maintain drainage within and through the work areas. Earth dams will not be permitted in paved areas. Use temporary sandbags to control the site perimeter. At the completion of the project sandbags shall become the property of the City of Gardena and shall be remain in place.

The Contractor shall not spill on haul routes. Any such spillage shall be removed immediately and the area cleaned.

Stockpiling of construction materials or debris on City right-of-way shall be in accordance with the NPDES permit and shall be approved by the inspector. At the completion of work, the Contractor shall thoroughly clean all work areas.

7-8.4 Storage of Equipment and Material.

7-8.4.1 General. All costs associated with the disposal of all excavated or demolition materials, including any gate fees, shall be paid by the Contractor. These costs shall be included in the bid price for the applicable bid items.

Prior to any excavated or demolition material being removed from the construction site the Contractor shall notify the City as to the hauling route and destination for disposal. If the location for disposal is other than a county landfill then the Contractor shall provide the City with written permission and release of liability for the City from the owner of the property where the material will be deposited.

The City has an exclusive agreement with Waste Resources, Inc. and no other firm may provide bulk trash bins in the event the work requires this service.

7-8.4.2 Storage in Public Streets. Construction equipment shall not be stored at the construction site, any public street or publicly owned facilities without approval of the City. Contractor shall store equipment at a contractor's rental yard.

All excavated material that is to be hauled to and disposed of at a County landfill site by the Contractor is subject to a County gate fee based on tonnage.

7-9 PROTECTION AND RESTORATION OF EXISTING IMPROVEMENTS. Any facilities, structures, water lines, landscaping, surfaces, signs, pavement markings, painted curbs, house numbers, etc., which are damaged during construction shall be restored to the satisfaction of the City. Damaged water lines shall be repaired immediately at no additional cost to the city.

7-9.1 Access to Private Property. The Contractor shall be aware that business and residential access must be maintained at all times. The Contractor shall schedule operations to minimize interference with access to private property.

The main access way to any business or home shall not be completely blocked for more than one four-hour period a day except blockage shall be limited to one twenty-four (24) hour period when concrete is poured.

Temporary access ways shall be provided from the street to the main access way of all businesses and homes by use of traffic rated steel plates or any other method approved by the city.

Payment for this item shall be included in the applicable contract work item.

7-10 SAFETY

7-10.1 Public Convenience and Safety Access. The Contractor shall provide temporary “No Parking” and all other signs which are necessary for the safe and orderly conduct of vehicular traffic as directed by the Engineer and as specified herein. Contractor shall also provide an approval barricaded area in the parking lane for pedestrian traffic during such time as the parkway is unfit to be used for pedestrian traffic.

At such times as driveways are inaccessible due to the Contractor's work, they shall be blocked by two (2) Class II barricades or one (1) Class II barricade and two (2) delineators. Driveways that are ramped or planked for temporary access shall be provided with a barricade or delineator at each side. The Contractor shall give 24-hour notice to affected property owners prior to blocking any driveway.

The Contractor shall provide access for refuse collection on the regularly scheduled days. He shall also facilitate or assist in the collection where such work is hampered by his operations.

7-10.2 Street Closures, Detours, and Barricades. The Contractor shall not close any street within the City of Gardena without first obtaining the approval of the Engineer. Barricading, traffic control and detour diagrams in connection with street closures shall be submitted by the contractor as required by the Engineer.

The Contractor shall provide and install barricades, delineators, warning devices and construction signs in accordance with the California Manual of Temporary Traffic Controls or W.A.T.C.H. Handbook. During adverse weather or unusual traffic or working conditions additional traffic devices shall be placed as directed by the Engineer. All traffic signs and devices shall also conform to the California Manual of Temporary Traffic Controls or W.A.T.C.H. Handbook.

The Contractor shall provide and maintain Type II barricades along excavation edges parallel to the flow of traffic at a maximum spacing of twenty-five feet. Type II barricades mounted with flashers shall be installed around work areas in parkways. Type II barricades shall have alternating reflective orange and reflective white stripes at an angle of 45 degrees. The strip width shall be in accordance with Table 5-1 “Barricade Characteristics” “Manual of Traffic Controls for Construction and Maintenance Work Zones”.

During paving operations, barricades may be supplemented with minimum size eighteen-inch high traffic cones and delineators such that spacing between barricades and/or cones or delineators is no greater than twenty feet. Traffic cones and delineators used within State right-of-way shall be a minimum size of twenty-eight inches high. At all access points such as intersecting streets, alleys and driveways, barricades and/or cones shall be provided at five-foot intervals so as to prevent vehicular access to the paving area. Where access from an intersecting street is prohibited, a “Road Closed” sign shall be provided at the nearest prior intersection. “No Left Turn” signs shall be provided wherever required by the Engineer.

When one-way access from a side street or alley is permitted, barricades and cones shall be provided at five-foot intervals for a distance of fifty feet on either side of the centerline of the intersecting street, or alley.

Should the Contractor fail to furnish a sufficient number of traffic and/or pedestrian safety devices, the Agency will place such necessary items and the Contractor shall be liable to the Agency for providing such devices in accordance with the following provisions:

1. For placing of barricades: \$5.00 per barricade for the first day or any part thereof and \$2.00 per barricade, per day, for each day thereafter or any part thereof. For flashers: \$2.50 per flasher for the first day or any part thereof and \$1.00 per flasher, per day, for each day thereafter or any part thereof. For traffic cones: \$1.00 per cone for each day or any part thereof.
2. In the event that the services of the Agency are required between the hours of 5:00 P.M. and 8:00 A.M., during the normal week or at any time on Saturday, Sunday or a Agency holiday, there shall be an additional charge to the above set forth minimums of \$188.00 for each service trip required.

Contractor shall relocate, preserve and maintain the visibility of all existing signs within the project limits which affect the flow of traffic, as directed by the Engineer. Any signs which are damaged or found to be missing during the course of construction shall be replaced by the Contractor at his expense as directed by the Engineer. All other signs that interfere with the course of work and are not necessary for the safe flow of traffic will be removed and replaced by the Agency. Traffic control signs include Stop Signs, Speed Limit, Parking Restrictions and other regulatory signs.

7-10.2.1 Traffic Control. See Section 10 - Technical Provisions.

7-10.4 Safety.

7-10.4.4 Hazardous Substances. As required by Public Contract Code Section 7104, if this Contract involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, Contractor shall promptly, and prior to disturbance of any conditions, notify the Agency of: (1) any material discovered in excavation that Contractor believes to be a hazardous waste that is required to be removed to a Class I, Class II or Class III disposal site; (2) subsurface or latent physical conditions at the site differing from those indicated by the Agency; and (3) unknown physical conditions of an unusual nature at the site, significantly different from those ordinarily encountered in such contract work. Upon notification, the Agency shall promptly investigate the conditions to determine whether a change order is appropriate. In the event of a dispute, Contractor shall not be excused from any scheduled completion date and shall proceed with all work to be performed under the Contract but shall retain all rights provided by the Contract and by law for making protests and resolving the dispute.

7-10.4.4.1 Edison Energized Conductors. Contractor hereby promises and agrees that in the performance of the work specified in this Contract, it will employ and utilized only qualified persons, as hereinafter defined, to work in proximity to Edison's secondary, primary and transmission facilities. The term "qualified person" is defined in Title 8, California Administrative Code, Section 2700, as follows:

"Qualified Person: A person who by reason of experience or instruction is familiar with the operation to be performed and the hazards involved."

Contractor further promises and agrees that the provisions of this section shall be and are binding upon any subcontractor or subcontractors that may be retained by it, and that Contractor shall take such steps as are necessary to assure compliance by said subcontractor or subcontractors with the requirements of this section.

7-10.4.4.2 Emergency Provisions. Unusual conditions may arise on the work which will require that immediate and unusual provision be made to protect the public from danger or loss or damage to life and property, due directly or indirectly to the prosecution of the work, and it is

part of the service required of the Contractor to make such provisions and to furnish such protection.

Whenever, in the opinion of the Agency, an emergency exists of which the Agency is aware and against which the Contractor has not taken sufficient precaution for the safety of the public or the protection of utilities or of adjacent structures or property which may be injured by the progress of construction; and whenever, in the opinion of the Agency, immediate action shall be considered necessary in order to protect public or private personnel or property interests, or prevent likely loss of human life or damage on account of the operations under the Contract, then in that event the Agency may provide suitable protection to said interests by causing such work to be done and material to be furnished, as in the opinion of the Agency may seem reasonable and necessary, all at the expense of the Contractor.

7-14 ANTITRUST CLAIMS. By entry into this Contract, Contractor hereby acknowledges the terms of Section 7103.5 of the Public Contract Code and hereby offers and agrees to assign to the Agency all rights, title and interest in all causes of action it may have as outlined above.

SECTION 8 – FACILITIES FOR AGENCY PERSONNEL

8-2 FIELD OFFICE FACILITIES. The Contractor shall provide the class of field office indicated below:

☐ Class "A"

☐ Class "B"

☐ Class "C"

In the event none of the boxes are marked above, no specific field office will be required, and the use therefor of any field office will be at the Contractor's discretion. The location of any field office shall be as provided on the plans, in these Specifications or as designated by the Engineer.

SECTION 9- MEASUREMENT AND PAYMENT

9-3 PAYMENT.

9-3.2 Partial and Final Payment. The closure date for periodic progress payments will be the twenty-fifth day of each month. Authorization to pay is commonly received on the tenth day of the following month. However, payments will be withheld pending receipt of any outstanding reports required by the Contract Documents.

9-3.5 Work Performed Without Direct Payment. Tools and materials of any class for which no price is fixed in the Proposal, it shall be understood that such work, equipment, labor, tools and materials shall be provided without extra charge, allowance, or direct payment of any kind. The cost of performing such work or furnishing such equipment, labor, tools and materials shall be included in the unit bid prices in the Proposal and no additional compensation will be paid therefor.

9-4. DISPUTE RESOLUTION.

9-4.1 Requests for Contract Adjustments and Relief. If either Contractor or the Agency believes that it is entitled to relief against the other for any event arising out of or related to the work or Project, such party shall provide written notice to the other party of the basis for its claim for relief. Such notice shall, if possible, be made prior to incurring any cost or expense and in accordance with any specific notice requirements contained in the applicable sections of this

Contract.

In the absence of any specific notice requirement, written notice shall be given within a reasonable time, not to exceed fourteen (14) days, after the occurrence giving rise to the claim for relief or after the claiming party reasonably should have recognized the event or condition giving rise to the request, whichever is later. Such notice shall include sufficient information to advise the other party of the circumstances giving rise to the claim for relief, the specific contractual adjustment or relief requested and the basis of such request.

9-4.2 Dispute Avoidance and Resolution. The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Contractor and the Agency each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the work under the Contract.

Contractor and the Agency will first attempt to resolve disputes or disagreements at the field level through discussions between Contractor's Representative and the Engineer.

If a dispute or disagreement cannot be resolved through the Contractor's Representative and the Engineer, Contractor's Chief Executive Officer or similar senior representative and the Gardena City Manager, or designee, upon the request of the other party, shall meet as soon as conveniently possible, but in no case later than twenty (20) days after such a request is made, to attempt to resolve such dispute or disagreement. Prior to any meeting between the parties' senior representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute or disagreement.

If, after meeting, the senior representatives determine that the dispute or disagreement cannot be resolved on terms satisfactory to both parties, the parties may submit the dispute to binding or non-binding mediation. The mediation shall be conducted in any manner and by any person or mediation association mutually acceptable to the parties.

9-4.3 Arbitration. Any claims, disputes or controversies between the parties arising out of or relating to the Contract, or the breach thereof, which have not been resolved in accordance with the procedures set forth in Section 9-4.2 above may be decided by binding or non-binding arbitration. The arbitration shall be conducted in any manner and by any person or arbitration association mutually acceptable to the parties.

9-4.4 Claims Disputes. Any claims of Contractor, as "claims" are defined in California Public Contract Code Section 9204 shall be processed in accordance with that section. Section 9204 provides in relevant part that upon receiving a claim from a contractor, together with reasonable documentation to support the claim, a contracting public entity shall conduct a reasonable review of the claim and, within a period not to exceed 45 days [except as otherwise provided in Section 9204], shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed.

Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, Section 9-4.3 shall apply. If the contractor disputes the public entity's written response, or if the public entity fails to respond to a claim within the time prescribed, the contractor may demand in writing an informal conference to meet and confer for settlement of the issues in dispute.

Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt

requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute. Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed.

Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the contractor sharing the associated costs equally. The public entity and contractor shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to other applicable procedures.

END OF SPECIAL PROVISIONS

SECTION 10 - TECHNICAL PROVISIONS

PREFACE: All work and materials shall conform to the "Standard Specification for Public Works Construction", 2015 edition, except as modified by the contract and these Technical Provisions.

10-1 MOBILIZATION. Mobilization shall include preparatory work and operations necessary for the movement of personnel, equipment, supplies, and incidentals to the project site for the establishment of all facilities necessary for work on the project and for all other work and operations which must be performed or costs incurred prior to beginning work on various Contract items on the project.

Demobilization shall include all work and operations necessary to perform final clean-up, moving personnel, equipment, supplies, and incidentals from the project site, removing all offices and other facilities that were necessary for work on the project, and all other work that must be performed or costs incurred prior to final acceptance of the work.

The Contractor shall furnish equipment sufficient to execute the work within the period allowed in the approved schedule.

The Contractor shall promptly demobilize equipment no longer needed to perform the work.

All facilities (equipment, materials, etc.) required for Contractor's use shall be furnished and maintained by the Contractor at the locations designated on the Contract Drawings or as directed by the Engineer. The City does not permit storage of Contractor facilities (equipment, materials, etc.) in street right of way during non-working hours.

The Contractor shall furnish and maintain adequate number of portable sanitary facilities throughout the project duration for use by their own personnel and Subcontractors.

The security of all materials and equipment in the Contractor storage area shall be the responsibility of the Contractor. The City of Fullerton is not liable for any theft or damage to materials or equipment in Contractor's storage area.

Payment All costs for mobilization and demobilization work shall be included in the contract Lump Sum price for Mobilization, and shall include full compensation for all labor, materials, tools, equipment, and incidentals and for doing all work as shown on the Plans and as specified in these Specifications, and no additional payment will be made therefore. Progress payment for this item shall be based on the percentage of completed work under this item, at the time of billing.

10-2 HAZARDOUS MATERIAL REMOVAL.

10-2.1 Scope of Work. The existing Rowley Park Restroom building, a single-story (22' x 20') building with cinder block walls, wood ceiling, and a pitch capsheet roof located at 13220 Van Ness Avenue, Gardena CA 90249, is proposed to be demolished and removed. Per the January 2020 Pre-Demolition Asbestos and Lead in Paint Survey, the building contains asbestos-containing materials (ACM), lead-based paint (LBP), and lead containing paint (LCP). As-built drawings are included in **Appendix A** for reference.

The ACM sampling was conducted using guidelines set forth in US Environmental Protection Agency (EPA) Federal Register 40 CFR Part 763. Based on the requirements of the EPA, (40 CFR 763), a homogeneous material is defined as "an area of surfacing material, thermal system insulation material or miscellaneous material that is uniform in color and texture." The regulation

requires that a minimum number of samples be collected from each homogeneous material. If one sample in a homogeneous material is found to contain asbestos, the entire homogeneous material should be considered to be asbestos-containing.

Removal of ACM shall be conducted by a licensed asbestos abatement contractor utilizing isolation control methods and dispose of the asbestos properly. Workers handling ACMs shall be asbestos-trained and shall wear the appropriate personal protective equipment.

Ten (10) paint chip samples were collected to determine the weight percent concentration of lead in the painted surfaces for construction safety as defined by Title 8 CCR Section 1532.1. Paint chip samples analysis was conducted in accordance with the EPA Method SW846/7420 by a laboratory accredited by the Environmental Laboratory Accreditation Program.

For construction purposes, workers who disturb surfaces with LBP and LCP are subject to regulation under Title 8 CCR, Section 1532.1 (d). These requirements include but are not limited to: Adequate training, personnel air sampling to determine worker exposure etc. If the exposure levels are likely or exceed the Permissible Exposure levels (PEL), or if a Lead Abatement Hazard is being conducted, the work may also be subject to the California Childhood Lead Poisoning Prevention Branch regulations (Title 17, Division 1, Chapter 8) which requires certifications of workers and project supervisors.

Refer to the project Asbestos and Lead in Paint Survey Report (Appendix B) for details.

The Contractor shall notify the Air Quality Management District Office of Operations of the intent to remove the asbestos in the buildings. Notifications shall be typewritten and postmarked or delivered no later than 10 days prior to commencement of asbestos removal work. No additional compensation or extension of working time shall be allowed for compliance with this item. Asbestos material is less than 1%, which is not a hazardous waste, but needs to be removed or otherwise handled by employees with appropriate training and personal protective equipment pursuant to the State of California's carcinogen regulations for a carcinogen being present at or above 0.1 percent. Please refer to the report for details.

Contractor shall provide manifest document to the City for all hazardous material disposals.

The scope of work shall consist of furnishing all labor, materials, services, insurance, equipment, decontamination of facilities necessary to carry out the complete removal and disposal of all asbestos containing materials, lead-based paint, and lead-containing paint identified in these Specifications and in the hazardous materials report for the sites.

The Contractor shall establish a regulated work area as required by the scope of this project and the related Health and Safety Regulations. After completing the asbestos and lead-based paint removal, the work area shall be decontaminated per requirements of applicable regulation.

The Contractor is responsible for notifying EPA and other concerned state agencies in writing. The Contractor must also obtain waste disposal and other permits as necessary to perform the work.

If the starting date is delayed, the Contractor shall notify the District Office of Operations, postmarked at least 5 calendar days prior to rescheduled start date. If the completion date is delayed, the Contractor shall notify the District of new completion date postmarked at least 2 calendar days before the original scheduled completion date.

All work shall be done in a neat, workmanlike manner, and shall conform with all federal, state and local building, fire, sanitary, CAL-OSHA, EPA, health and air pollution control ordinances

and all of the applicable regulations which may apply, and the Contractor shall assume all responsibility therewith. If the Contractor performs any work contrary to such laws, ordinances, rules and regulations, he shall bear all costs incidental to its correction.

The Contractor shall furnish, erect, and maintain such fences, barricades, guards, lights, signs and other devices, as are necessary to prevent accidents and avoid damage or injury to the public. The Contractor shall also provide all permanent or temporary bracing, shoring and anchoring that the nature of the work may require in order to make all parts thereof stable and secure; and the Contractor will be held accountable for any damage resulting from his failure to furnish aid bracing, shoring, or anchoring. The Contractor shall be held responsible for damages to any building, fence, etc., or property not a part of the removal contract.

10-2.2 Legal Relations and Responsibilities. The Contractor shall perform the asbestos abatement including decontamination in accordance with Rule 1403 Asbestos Emissions from Demolition/Renovation Activities, adopted October 6, 1989 and its revision to date by the SCAQMD, Specifications, and the following governmental regulations:

Environmental Protection Agency (EPA) Regulation 40CFR 61 Subpart M, Occupational Safety and Health Administration (OSHA) Regulation 29 CFR 1926.58 and 29 CFR 1910.134 and California Code of Regulations Title 8 provisions and any other applicable Federal, State and Local regulations. Whenever conflict or overlap of the above occur, the most stringent provisions shall apply.

The Contractor shall keep himself fully informed of all existing and future State and Federal laws and county and municipal ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials used in the work, or which in any way affect the conduct of the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the work; and shall protect and indemnify the City of Gardena, its elected officials and all officers and employees, including, but not limited to, the Consultant and the Engineer, against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself or his employees. If any discrepancy or inconsistency is discovered in the Specifications or contract for the work in relation to any such law, ordinance, regulation, order or decree, the Contractor shall forthwith report the same to the Engineer in writing.

The Contractor shall assume all risk and bear any and all loss or injury (including death), alleged or actual, to property or person by any act or omission, (intentional or otherwise), by the Contractor or its subcontractors, agents or employees, including, but not limited to, (arising, directly or indirectly, from) the removal, handling, and disposal of any hazardous material, including, but not limited to Asbestos Containing Material (ACM).

The Contractor shall be responsible for monitoring the exposure of the abatement workers via personnel air monitoring.

10-2.3 Asbestos Definitions.

Abatement: Procedures to control fiber release from asbestos-containing materials. Includes removal, encapsulation, enclosure, repair, demolition, and renovation activities.

Airlock: A system for permitting ingress and egress with minimum air movement between a contaminated area and an uncontaminated area, consisting of two (2) curtained doorways such that one passes through one doorway into the airlock, allowing the doorway sheeting to overlap and close off the opening before proceeding through the second doorway, thereby preventing flow-through contamination.

Air Monitoring: The process of measuring the fiber content of a known volume of air collected during specific periods of time. The procedure normally utilized for asbestos follows the NIOSH Standard Analytical Method for Asbestos in Air P&CAM 239 or Method 7400 or clearance air monitoring, electron microscopy methods may be utilized for lower detection and specific fiber identification.

ACTIVE WASTE DISPOSAL SITE is any disposal site that receives or has received or processed ACWM within the preceding 365 calendar days.

ADEQUATELY WET is the condition of being sufficiently mixed or penetrated with amended water to prevent the release of particulate or visible emissions. The process by which an adequately wet condition is achieved is by using a dispenser or water hose with a nozzle that permits the use of a fine, low-pressure spray or mist.

AMENDED WATER is water to which a chemical wetting agent or surfactant has been added to improve penetration into ACM.

ASBESTOS is the asbestiform varieties of serpentine (chrysotile), riebeckite (crocidolite), cummingtonite-grunerite (amosite), anthophyllite, actinolite or tremolite.

ASBESTOS-CONTAINING MATERIAL (ACM) is both friable asbestos-containing material or Class I non-friable asbestos-containing material.

ASBESTOS-CONTAINING WASTE MATERIAL (ACWM) is any waste that contains commercial asbestos and that is generated by a source subject to the provisions of this rule. ACWM includes, but is not limited to, ACM which is friable, has become friable, or has a high probability of becoming friable, or has been subjected to sanding, grinding, cutting, or abrading, and the waste generated from its disturbance, such as asbestos waste from control devices, particulate asbestos material, asbestos slurries, bags or containers that previously contained asbestos, used asbestos-contaminated plastic sheeting and clothing, and clean-up equipment waste, such as cloth rags or mop heads.

ASBESTOS CONTROL AREA: An area where asbestos removal operations are performed. These areas are isolated by physical boundaries to prevent the spread of asbestos dust, fibers, or debris.

ASBESTOS FIBERS: This expression refers to asbestos fibers having an aspect ratio of 3:1 and longer than 5 micrometers:

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) is the act which legislates asbestos-related requirements for schools (40 CFR 763, Subpart E).

CAL-OSHA: California Division of Occupational
Safety and Health
525 Golden Gate Ave.
P. O. Box 603
San Francisco, CA 94101

CEILING CONCENTRATION: The concentration of an airborne substance that shall not be exceeded.

CLASS I NONFRIABLE ASBESTOS-CONTAINING MATERIAL is material containing more than one percent (1%) asbestos that, when dry, can be broken, crumbled, pulverized, or reduced to powder in the course of demolition or renovation activities. Actions which may cause material to

be broken, crumbled, pulverized, or reduced to powder include physical wear and disturbance by mechanical force, such as, but not limited to, sanding, sandblasting, cutting or abrading, improper handling or removal or leaching of matrix binders. Class I nonfriable asbestos-containing material includes, but is not limited to, fractured or crushed asbestos cement products, transite materials, mastic, roofing felts, roofing tiles, cement water pipes and resilient floor covering.

CLASS II NONFRIABLE ASBESTOS-CONTAINING MATERIAL is all other material containing more than one percent (1%) asbestos, that is neither friable nor Class I nonfriable.

COMMERCIAL ASBESTOS is any material containing asbestos that is extracted from asbestos ore.

COMPETENT PERSON: (Also known as Contractor's site superintendent). Has successfully completed the EPA AHERA Qualified Supervisor's Training Course. This person having acted as supervisor/foreman of asbestos removal operations for at least 3 years. Duties and responsibilities include at least the following: establishing the negative-pressure enclosure, ensuring that all employees working within such an enclosure wear the appropriate personal protective equipment; are trained in the use of appropriate methods of exposure control; use the hygiene facilities and decontamination procedures specified in the standard; and ensuring that engineering controls in use are in proper operating condition and are functioning properly. In summary, the competent person shall be the Contractor's representative, responsible for knowledge, inspections and enforcement of all rules, regulations and specification requirements. At no time may he delegate any of these responsibilities when these actions are required by regulation or specification.

CONTRACTOR-ASBESTOS ABATEMENT CONTRACTOR: The Contractor is responsible for the proper completion of project activities in accordance with these contract specifications even where a subcontractor has been retained to perform the actual abatement.

CUTTING is penetrating with a sharp-edged instrument and includes sawing, but does not include shearing, slicing, or punching.

DEMOLITION is the wrecking or taking out of any load-supporting structural member of a facility and related handling operations.

DISPOSAL BAG: 6 mil thick, air-tight puncture resistant plastic bags used for transporting asbestos waste from work and to disposal site. Each is labeled as follows:

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD

AND

CAUTION
CONTAINS ASBESTOS FIBERS
AVOID OPENING OR BREAKING CONTAINER
BREATHING ASBESTOS IS HAZARDOUS TO YOUR HEALTH

RQ HAZARDOUS SUBSTANCE
SOLID, N.O.S. (ASBESTOS)
ORM-E, NA-9188

EMERGENCY DEMOLITION is any demolition or remedial action under order of a state or local governmental agency. Such an order is generally issued for a structurally unsound facility in danger of imminent collapse.

EMERGENCY RENOVATION is any renovation that was not planned and results from a sudden unexpected event that results in unsafe conditions. Such events include, but are not limited to, renovations necessitated by non-routine failures of equipment, earthquake or fire damage.

ENCAPSULANT: A material that surrounds or imbeds asbestos fibers in an adhesive matrix to prevent release of fibers.

ENCAPSULATE (BRIDGING): An encapsulant that forms a discrete layer on the surface of an in-situ asbestos matrix.

ENCAPSULANT (PENETRATING): A penetrating encapsulant specifically designed for removal of asbestos-containing materials rather than form in-situ encapsulation.

ENCAPSULATION is the treatment of ACM with a material that surrounds or embeds asbestos fibers in an adhesive matrix to prevent the release of fibers, as the encapsulant creates a membrane over the surface (bridging encapsulant) or penetrates the material and binds its components together (penetrating encapsulant).

EQUIPMENT DECONTAMINATION ENCLOSURE SYSTEM: That portion of a decontamination enclosure system designed for controlled transfer of materials and equipment into or out of the work area, consisting of a washroom/shower and holding area.

EQUIPMENT ROOM: A contaminated area or room which is part of the worker decontamination enclosure system with provisions for storage of contaminated clothing and equipment.

FACILITY is any institutional, commercial, public, industrial or residential structure, installation, or building; any ship; and any active waste disposal site. **EPA:** Environmental Protection Agency

FACILITY COMPONENT is any part of a facility including equipment. **Enclosure:** The construction of an airtight, impermeable, permanent barrier around asbestos-containing material to control the release of asbestos fibers into the air.

FRIABLE ASBESTOS-CONTAINING MATERIAL is material containing more than one percent (1%) asbestos when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

GLOVEBAG: is a sealed compartment with attached inner gloves used for handling ACM. When properly installed and used, glove bags provide a small work area enclosure used for small-scale asbestos stripping operations. Information on glove bag installation, equipment, and supplies, and work practices is contained in the Occupational Safety and Health Administration's final rule on occupational exposure to asbestos (Appendix G to 29 CFR 1926.58).

GLOVE BAG TECHNIQUE: A method with limited applications for removing small amounts of friable asbestos-containing material from HVAC ducts, short piping runs, valves, joints, elbows, and other non-planer surfaces in a non-contained work area. The glove bag assembly is a manufactured or fabricated device consisting of a glove bag (typically constructed of 6 mil transparent polyethylene or polyvinyl chloride plastic), two (2) inward projecting long sleeves, an internal tool pouch, and an attached, labeled receptacle for asbestos waste. The glove bag is constructed and installed in such a manner as to surround the object or material to be removed and contains all asbestos fibers released during the process. The glove bag operation shall be

performed under negative air pressure. The operation shall meet both Call OSHA and SCAQMD requirements. All workers who are permitted to use the glove bag technique must be highly trained, experienced and skilled in this method.

HIGH EFFICIENCY PARTICULATE AIR (HEPA) FILTER: is a filter capable of trapping and retaining at least 99.97 percent of all monodispersed particles of 0.3 micrometer in diameter or larger.

HOLDING AREA: A chamber in the equipment decontamination enclosure located between the washroom and an uncontaminated area. The holding area comprises an airlock.

HVAC: Heating, ventilation, and air conditioning system

INSTALLATION is any building or structure or any group of buildings or structures at a single demolition or renovation site that are under the control of the same owner or operator (or owner or operator under central control).

ISOLATED WORK AREA is the immediate enclosed containment area in which the asbestos abatement activity takes place.

LEAK-TIGHT is the condition whereby any contained solids or liquids are prevented from escaping or spilling out.

MICRON: One millionth of a meter

MONITORING: May include;

- A. Visual inspection for the presence of visible emissions and/or;
- B. Air monitoring performed in accordance with accepted methods

MSHA: Mine Safety and Health Administration

NEGATIVE PRESSURE VENTILATION SYSTEM: A portable exhaust system utilizing HEPA filtration and capable of maintaining a pressure differential with the inside work area at a lower pressure than any adjacent area and which can recirculate air or generate air flow into contaminated areas from adjacent uncontaminated areas.

NESHAP: National Emissions Standard for Hazardous Air Pollutants (40 CFR Part 61).

NIOSH: National Institute for Occupational Safety and Health

NON-FRIABLE ASBESTOS MATERIAL: Material that contains asbestos in which the fibers have been locked in by a bonding agent, coating binder, or other material so that the asbestos is well bound and will not release fibers in excess of the asbestos control limit during any appropriate use, handling, demolition, storage, transportation, processing, or disposal.

NON-SCHEDULED RENOVATION OPERATION is a renovation operation necessitated by the routine failure of equipment, which is expected to occur within a given calendar year based on past operating experience, but for which an exact date cannot be predicted.

OSHA: Occupational Safety and Health Administration

PEL: Permissible Exposure Limit. The OSHA, 8-hour time-weighted average allowable exposure. For asbestos exposure, PEL: 0.1 fibers/cc of air.

PERSONAL MONITORING: Sampling of asbestos fiber concentrations within the breathing zone of an employee.

PLASTICIZE: To cover floors and walls with plastic sheeting or spray-on poly material as specified.

PROTECTION OF EXISTING WORK TO REMAIN: Perform removal, renovation and demolition work without damage or contamination of adjacent work or property. Where such work is damaged or contaminated, it shall be restored to its original condition.

OUTSIDE AIR is air outside of the facility or outside of the isolated work area.

OWNER or OPERATOR OF A DEMOLITION OR RENOVATION ACTIVITY is any person who owns, leases, operates, controls or supervises activities at the facility being demolished or renovated; the demolition or renovation operation; or both.

PERSON is any individual, firm, association, organization, partnership, business, trust, corporation, company, contractor, supplier, installer, user or owner, or any state or local government agency or public district or any other officer or employee thereof. PERSON also means the United States or its agencies to the extent authorized by Federal law.

PLANNED RENOVATION is a renovation operation, or a number of such operations, in which the amount of ACM that will be removed or stripped within a given period of time can be predicted. Individual nonscheduled renovation operations are included if a number of such operations can be predicted to occur during a given period of time based on operating experience.

PROJECT is any renovation or demolition activity, including site preparation and clean-up activity.

QUALIFIED LABORATORY: A laboratory that has been judged proficient in the counting of asbestos fibers by successful participation in the National Institute for Occupational Safety and Health (NIOSH), the Proficiency Analytical Testing (PAT) Program and is accredited by the American Industrial Hygiene Association or listed in the AIHA Asbestos Registry.

REMOVAL: Procedure necessary to strip all asbestos containing materials from the designated areas and to dispose of these materials at an approved, acceptable site.

RENOVATION is the altering of a facility or the removing or stripping of one or more facility components in any way, including, but not limited to, the stripping or removal of ACM from facility components, retrofitting for fire protection, and the installation or removal of heating, ventilation, air conditioning (HVAC) systems. Activity involving the wrecking or taking out of load-supporting structural members are demolitions.

RESIDENTIAL SINGLE UNIT DWELLING is a structure that contains only one residential unit. Apartment buildings, townhouses, and condominiums are not residential single unit dwellings.

RESILIENT FLOOR COVERING is asbestos-containing floor tile, including asphalt and vinyl floor tile, and sheet vinyl floor covering containing more than one percent (1%) asbestos.

SCAQMD: South Coast Air Quality Management District

SHOWER ROOM: A room in the worker decontamination enclosure with hot and cold or warm running water controllable at the tap and suitably arranged for complete showering during decontamination.

STAGING AREA: Either the holding area or some area near the waste transfer airlock where containerized asbestos waste has been placed prior to removal from the work area.

STRIPPING is the taking off of ACM from any part of a facility or facility component.

STRUCTURAL MEMBER is any load-supporting member of a facility, such as beams and load-supporting walls; or any non-load supporting member, such as ceilings and non-load supporting walls.

SURFACTANT: A chemical wetting agent added to water to improve penetration, thus reducing the quantity of water required for given operation or area.

TIME WEIGHTED AVERAGE (TWA): The average concentration of a contaminant in air during a specific time period.

VISIBLE EMISSIONS: Any emissions containing particulate asbestos material that are visually detectable without the aid of instruments. This does not include condensed uncombined water vapor.

WASTE GENERATOR is any person who owns or operates a source subject to the provisions of this rule and whose act or process produces ACWM.

WASTE SHIPMENT RECORD is the shipping document, required to be originated and signed by the waste generator, used to track and substantiate the disposition of ACWM.

WET CLEANING: The process of eliminating asbestos contamination from the building surfaces and objects by using cloths, mops, or other cleaning utensils which have been dampened with amended water or diluted removal encapsulant and afterwards thoroughly decontaminated or disposed of as asbestos contaminated waste.

WORK AREA: Designated rooms, spaces, or areas of the project in which asbestos abatement actions are to be undertaken or which may become contaminated as a result of such abatement actions. A contained work area is a work area which has been sealed, plasticized and equipped with a negative pressure ventilation system and may or may not be directly attached to a worker decontamination enclosure. A non-contained work area is an isolated or controlled access work area which has not been plasticized nor equipped with negative pressure ventilation system.

WORKER DECONTAMINATION ENCLOSURE: A decontamination system consisting of a clean room, shower, and an equipment room separated from each other and from the work area airlocks and containment doorways. This system is used for all worker entrances and exits in the work area and for equipment and waste pass out.

10-2.4 Codes and Regulations. Applicable Codes, Regulations, and Standards: Except to the extent directly written into the contract documents, all applicable codes, regulations and standards listed below have the same force and effect (and are made a part of the contract documents by reference) as of copied directly into the contract documents or as if published copies are bound herewith.

Applicable Publications: The publications listed below form a part of this specification.

Occupational Safety and Health Administration:

- 29 CFR 1910 General Industry Standard
- 29 CFR 1910.1001 Asbestos
- 29 CFR 1910.134 Respiratory Protection
- 29 CFR 1910.1200 Hazard Communication
- 29 CFR 1910.145 Specifications for Accident Prevention Signs and Tags
- 29 CFR 1926 Construction Industry Standard
- 29 CFR 1926.1101 Asbestos
- CCR Title 8 Section 1529

Environmental Protection Agency:

- 40 CFR 61, Subpart A & B General Provisions
 - 40 CFR 61, Subpart M National Emission Standard for Asbestos
 - 40 CFR 762, Worker Protection Rule
 - 40 CFR 763, AHERA (Excluding air monitoring)
- American National Standard Institute (ANSI) Publications:
- 29.2-79 Fundamentals Governing the Design and Operation of Local Exhaust Systems
 - 288.2-80 Practices for Respiratory Protection

State of California:

- Title 8, Chapter 4, Subchapters 1 through 21, California
- Administration Code, General Industry Safety Orders,
- Section 5208, "Asbestos", and Construction Safety Orders, Section 1529 "Asbestos"

10-2.5 Notification Requirements. Send written notification as required by US EPA National Emission Standards for Hazardous Air Pollutants (NESHAPS) Asbestos Regulations (40 CFR 61, Subpart M) to the regional Asbestos NESHAPS Contact at least 10 working days prior to beginning any work on asbestos-containing materials. Send required notification by certified mail to each of the following agencies.

- USEPA Region 9
- South Coast Air Quality Management District
- California Occupational Safety and Health

Prior to sending, the notification shall be submitted to the City Engineer for approval.

10-2.6 Contingency Plan. Prior to start of work, the Contractor shall:

Prepare a contingency plan for emergencies including fire, accident, power failure, negative air system failure, supplied air system failure, and any other event that may require modification or abridgment of decontamination or work isolation procedures. Include in plan, specific procedures for decontamination of work area isolation. Note that nothing in this plan should impede safe exiting or providing of adequate medical attention in the event of an emergency. This contingency plan shall comply with the emergency action requirements of OSHA.

The Contractor shall provide the necessary number of fire extinguishers that are required by Federal and local codes for the job site.

10-2.7 Temporary Power and Light. Existing electrical services have been or will be removed prior to initiation of the Contractor's operations; therefore, Contractor shall be required to provide all electrical power needed for his operation, i.e., portable generators. The Contractor shall, at its own expense, furnish, install, maintain and remove all temporary light and power including wiring, lamps, and other equipment necessary for the work. The Contractor's attention is directed to establishment of negative ventilation system of Section 4014, whereby the maintenance of the negative- pressure ventilation system will require 24-hour power, thereby potentially requiring continuous portable generation operation. The cost associated with this 24-hour power requirement shall be included in the various items of work requiring this operation and no additional compensation will be allowed.

10-2.8 Field Quality Control Inspection/Air Monitoring. A Consultant will be retained by the City/Agency to inspect the removal process and perform the air monitoring throughout the removal and cleaning operations and conduct the clearance testing. Such observance and testing shall not imply approval or acceptance by the City/Agency or Consultant of the work in progress.

Analytical Testing Methods: The "ORM" and/or NIOSH 7400 Methods will be used as guidelines by the Consultant in analyzing filters used to collect air samples. A technician will be at the job site, and samples will be analyzed daily. Verbal reports on air samples can be obtained and reported to the Consultant within 24 hours. A complete record certified by the Consultant of all air monitoring tests and results will be furnished to the City/Agency and the Contractor.

The air monitoring by the Consultant shall not relieve the Contractor from conducting his own air monitoring and laboratory testing. The cost of such air monitoring and laboratory testing by the Contractor shall be borne by the Contractor and no additional compensation will be allowed. All results shall be made available to the City/Agency and Consultant within 24 hours of the tests.

Written reports of all air monitoring tests performed by the Contractor should be posted at the job site on a daily basis.

STOP ACTION LEVELS

Inside Work Area: Contractor to maintain an average airborne count in the work area of less than 1.0 fiber per cubic centimeter. If the fiber counts rise above this figure for any sample taken, revise work procedures to lower fiber counts. If the Time Weighted Average (TWA) fiber count for any work shift or 8-hour period exceeds 1.0 fiber per cubic centimeter, stop all work and leave Pressure Differential System in operation and notify Engineer. After correcting cause of high fiber levels, do not recommence work for at least 24 hours unless authorized, in writing by Engineer.

If airborne fiber counts exceed 2.0 fibers per cubic centimeter, for any period of time, cease all work except corrective action until fiber counts fall below 1.0 fiber per cubic centimeter and

notify Engineer. After correcting cause of high fiber levels, do not recommence work for 24 hours unless otherwise authorized, in writing, by the Engineer.

Outside Work Area: If any air sample taken outside of the work area exceeds the base line or 0.05 fiber per cubic centimeter, immediately and automatically stop all work except corrective action. The Consultant will determine the source of the high reading and so notify the Contractor.

If the high reading was the result of a failure of work area isolation measures, initiate the following actions:

Immediately erect new Critical Barriers to isolate the affected area from the balance of the building. Erect Critical Barriers at the next existing structural isolation of the involved space (e.g. wall, ceiling, and floor).

Leave Critical Barriers in place until completion of work and ensure that the operation of the pressure differential system in the work area results in a flow of air from the balance of the building to the affected area.

AUTHORITY TO STOP WORK: The Consultant shall have the authority to stop work at any time it becomes apparent that abatement work is not proceeding as required by these Specifications. If at any time the Consultant determines that conditions are not within specifications and applicable regulation, abatement can be stopped. The stoppage of work shall continue until conditions have been corrected to the satisfaction of the Consultant. Standby time required to resolve the problem shall be at the abatement Contractor's expense.

Those individuals who have been designated as "competent persons" by the Contractor may be removed at the Engineer's discretion for non-performance. The replacement individuals must meet the previous same standards and be approved by the Consultant.

Specifications and regulatory violations observed by the Consultant will be reported in writing to the site foreman and Engineer. Immediate corrective measures are expected. Uncorrected or repeat violations may result in work stoppage, change in removal methods, or personnel removal from the project.

Air monitoring for the City/Agency by the Consultant does not relieve the Contractor of providing necessary tests required by other regulations, codes, and standards for the protection of his workers (i.e. OSHA requirements), or for any other purpose.

Air monitoring results will be available to the Contractor. The Contractor is cautioned that interpretations made, opinions formed, and conclusions drawn as a result of examining the test results will be those made, formed and drawn solely by the Consultant.

Inspection and air monitoring tests will be made in the work area after final clean-up by the Consultant. The inspection will be the visual clearance and the air monitoring clearance.

Failure of the Contractor to comply with the requirements of the Consultant shall be grounds for determination by the City/Agency that the Contractor is not prosecuting the work in a safe and/or diligent manner. Upon such determination, the City/Agency shall have the right, without limiting any other right to terminate the Contractor's right to proceed with the work or any separable part thereof.

10-2.9 Housekeeping/Protection of Work. The Contractor shall at all times keep the premises free from accumulation of waste materials or rubbish caused by their employees.

Bags of asbestos material and other waste material shall be removed immediately at the completion of the work.

While it is the City/Agency's intent to demolish the structures following this asbestos abatement activity, the Contractor shall avoid unnecessary destruction and/or damage to adjacent existing improvements and property. If in the opinion of the Engineer, the Contractor DOES NOT USE reasonable care to protect the improvements to an acceptable condition, cost for any restorative work will be at the Contractor's expense.

10-2.10 Protection of Workers. Workers shall not be allowed to eat, drink, smoke, chew gum, or chew tobacco in the containment area.

Respiratory Protection: The Contractor shall instruct and train workers in proper respirator use. Respiratory protection is a function of the protection factor provided by the type of respirator in use and the concentration of the hazardous atmosphere outside the mask.

Select respirators and filter cartridges from those approved by or the National Institute for Occupational Safety and Health (NIOSH), Department of Health and Human Services. These respirators must be capable of being qualitatively tested using positive and negative methods. The Contractor must observe the following criteria for respirators from 29 CFR 1910.001 & 29 CFR 1926.58:

Air Purifying Respirators: A reusable purifying respirator, shall be used to reduce the concentrations of airborne asbestos fibers in the respirator below TLV/PEL 8-hour Time-Weighted Average (TWA), when the ceiling or the 8-hour TWA airborne concentrations of asbestos fibers are reasonably expected to exceed no more than 10 times those limits.

Determine both the short-term excursion limit (STEL) and the 8-hour Time-Weighted Average concentration of asbestos to which each of the employees is exposed during each type of removal operations.

The minimum acceptable respirator for use within the work area is the Powered Air Purifying Respirator (PAPR).

The nature of the encapsulant may affect the requirements for respiratory protection. Vapors that may be given off during encapsulant application must be taken into account when selecting respirators, if types other than air supplied are used.

The Contractor shall provide a sufficient quantity of filters approved for asbestos so that workers can change filters during the workday. Filters shall not be used any longer than one (1) workday or after they have been wetted (ex. in decontamination shower or during decontamination). The respirator filters may be stored at the job site but shall be totally protected from exposure to asbestos prior to their use.

Workers shall always wear a respirator properly fitted on the face while in the containment area. Workers wearing tight-fitting face pieces shall be clean-shaven to the extent that the hair does not interfere with the sealing surface of the respirator. This must be documented by a standard respirator fit test.

Protective Clothing: Workers shall wear disposable, full-body coveralls and disposable head covers and footwear suitable for asbestos work when in the work area.

Entering: Remove street clothes in the change room and put on new disposable coveralls, head covers, footwear and cleaned respirator. When work is to be performed in a non-contained

work area, or modified enclosure area, workers shall wear two layers of disposable, full-body coveralls.

Exiting: Prior to leaving the work area, workers shall decontaminate each other, or themselves if working alone, with wet cloths or HEPA vacuums to capture any incidental asbestos that may have adhered to the disposable protective wear. If two layers are being utilized, the outside overall shall be removed and disposed of. The worker(s) shall then proceed to the workers decontamination unit. While in the equipment room, remove the disposable coveralls, head covers and footwear and dispose of in an appropriate asbestos waste container. Still wearing their respirators, workers shall proceed to the decontamination area and remove their respirators while showering with tempered water. Wetted HEPA respirator cartridges shall be disposed of in appropriate asbestos waste containers.

Worker Decontamination Enclosure: The Contractor must provide a minimum of one Worker Decontamination Enclosure for each site consisting of a serial arrangement of connected rooms or spaces, changing room, shower room, equipment room and airlocks. All persons without exception are required to pass through this Decontamination Unit for entry into and exiting from the work area for any purpose.

Changing Room (clean room): Provide a room that is physically and visually separated from the rest of the building for the purpose of changing into protective clothing.

Construct changing room using polyethylene sheeting of, at least 2 layers of 6-mil in thickness, to provide an airtight seal between the changing room and the rest of the building.

Locate so that access to work area from changing room is through shower room.

Separate changing room from the building by a sheet plastic flapped doorway.

Require workers to remove all street clothes in this room, dress in clean, disposable coveralls, and put on respiratory protection equipment. Do not allow asbestos-contaminated items to enter this room. Require workers to enter this room either from outside the structure dressed in street clothes, or naked from the showers.

Maintain floor of changing room dry and clean at all times. Do not allow overflow water from shower to wet floor in changing room.

Damp wipe all surfaces twice after each shift change with a disinfectant solution.

Provide posted information for all emergency phone numbers and procedures.

Shower Room: Provide a completely watertight operational shower to be used for transit by cleanly dressed workers heading for the work area from the changing room, or for showering by workers headed out of the work area after undressing in the equipment room.

Provide shower head and controls for the shower.

Provide temporary extensions of existing hot and cold water and drainage, as necessary for a complete and operable shower.

Provide a continuously adequate supply of liquid soap and maintain in sanitary condition.

Arrange so that water from showering does not splash into the changing or equipment rooms.

Arrange water shut off and drain pump operation controls so that a single individual can shower without assistance from either inside or outside of the work area.

Provide flexible hose shower head for the shower.

Pump wastewater to drain or to storage for use in amended water. If pumped to drain, provide 20 micron and 5-micron wastewater filters in line to drain or wastewater storage. Change filters daily or more often if necessary. Locate filters inside shower unit so that water lost during filter changes is caught by shower pan.

Equipment Room (contaminated area): Require work equipment, footwear and additional contaminated work clothing to be left here. This is a change and transit area for workers.

Separate this room from the work area by a 6-mil polyethylene flapped doorway.

Separate this room from the shower room and work area with airtight walls fabricated of 6-mil polyethylene.

Work Area: Separate work area from the equipment room by polyethylene barriers. If the airborne asbestos level in the work area is expected to be high, as in dry removal, add an intermediate cleaning space between the equipment room and the work area. Damp wipe clean all surfaces after each shift change. Provide one additional floor layer of 6 -mil polyethylene per shift change and remove contaminated layer after each shift.

Construction of the Decontamination Enclosures:

Walls and Ceiling: Construct airtight walls and ceiling using black, clear, or frosted flame-resistant polyethylene sheeting, at least 6-mil in thickness. Attach to existing building components or a temporary framework.

Floors: Use two layers (minimum of 6-mil) polyethylene sheeting to cover floors in all areas of the Decontamination Enclosure. Use only clear plastic to cover floors.

Flap Doors: Fabricated from three (3) overlapping flame resistant polyethylene sheets. Configure so that sheeting overlaps adjacent surfaces. Weigh sheet at bottoms as required so that they quickly close after being released. Put arrows on sheets to indicate direction of overlap and/or travel.

10-2.11 Materials. Selecting Products: The Contractor's options in selecting products are limited by requirements of the contract documents and governing regulations. They are not controlled by industry traditions or procedures and include but are not limited to the various indicated materials.

The Contractor must submit a written request to the Engineer of the proposed materials to be used and for any proposed changes. These changes should keep with the general intent of the contract document and the requests must be timely and properly submitted. Otherwise, the requests will be returned without action except to record non-compliance with these requirements.

Polyethylene Sheet: Provide flame resistant polyethylene film that conforms to requirements set forth by the National Fire Protection Association Standard 701, Small Scale Fire Test for Flame-Resistant Textiles and Films. Provide largest size possible to minimize seams 6.0 mil thick frosted or black.

Where plastic sheet is the only separation between the work area and building exterior, provide translucent, nylon, laminated, flame-resistant polyethylene film that conforms to requirements set forth by the National Fire Protection Association Standard 701, Small Scale Fire Test for Flame-resistant Textiles and Films. Provide largest size possible to minimize seams 6.0 mil thick, frosted or black.

Spray Adhesive: Provide spray adhesive in aerosol cans which is specifically formulated to stick tenaciously to sheet polyethylene.

Tape: Glass fiber or other type capable of sealing joints of adjacent plastic sheets and for attachment of plastic sheet finished or unfinished surfaces of dissimilar materials under both dry and wet conditions.

Tools/Equipment: To the fullest extent possible, provide tools and equipment of the same generic kind, from a single source for each unit of work.

Impermeable Containers: Air and water-tight, suitable to receive and retain any asbestos-containing or contaminated materials until disposal at an approved site and labeled in accordance with OSHA Regulations 29 CFR 1910.1001 and 29 CFR 1916.58.

Minimal requirement for containers shall be 6-mil double bag.

Warning Labels and Signs: As set forth in Section 10-4, "Disposal Bag".

Other Materials: Provide all other materials, such as lumber, plastic pipe, nails and hardware, which may be required to construct and dismantle the decontamination area and the barriers that isolate the work area.

Scaffolding: As required to accomplish the specified work. The type, erection technique and use of all scaffolding shall comply with all applicable OSHA standards.

10-2.12 Work Area Preparation/Insulation. Prior to any abatement work in the area, seal off the entire area to anybody other than trained personnel and authorized visitors. Erect signs around the perimeter in accordance with EPA and OSHA regulations and these Specifications. Post all required on-site notifications and postings. Provide security against unauthorized entry during abatement process. The work area must be locked when the Contractor is not on-site. Maintain a log of all people entering and exiting the workplace.

Enclosure Set Up: Pre-clean the work area of visible dust and debris with a HEPA vacuum, or wet cleaning as appropriate. Do not use methods that raise dust such as broom sweeping or standard vacuuming. Seal off all doors, windows, etc., with 2 layers of 6-mil poly.

Ascertain that all HVAC systems are turned off in the work areas, and ducts related to the system are sealed with 2 layers of 6-mil poly. All remaining objects in the room are covered and sealed with 6-mil poly.

Seal off all openings to areas not receiving asbestos and/or lead removal and penetrations of the work areas with plastic sheeting sealed with tape. Seal electrical panels with 2 layers of 6-mil plastic prior to placement of wall plastic.

Place 2 layers of 6-mil minimum polyethylene on all exposed floor. Ground surfaces and minimum 6-mil polyethylene sheeting on all other surfaces of the containment area. All splices in the polyethylene shall be overlapped by at least 12 inches and sealed with water-resistant duct or fiber tape. Spray adhesive is recommended to assist handling of plastic.

Ensure that barriers and plastic enclosures remain effectively sealed and taped. Inadvertent tears in plastic shall be repaired with fiber tape and the tear covered by plastic applied with spray adhesive, overlapping the tear by 6 inches on all sides.

The Contractor shall then proceed with the setup of the Worker Decontamination Enclosure(s) and the Containment enclosure(s) as required.

Containment Enclosure Type Required:

A work area containment enclosure(s) is required as indicated for, under work practice on the Asbestos Abatement Bid Calculation sheets and are defined as follows:

Full Enclosure (FE): A completely elasticized area installed with a negative-pressure ventilation system and with an attached equipment room, but not directly attached Worker Decontamination Enclosure.

Modified Enclosure (ME): A completely plasticized area installed with a Pressure Differential that will cause a movement of air from outside to inside at any breach in the physical isolation of the work area.

Continuously maintain the work area at an air pressure that is lower than that in any surrounding space in the building, or at any location in the immediate proximity outside of the building envelope. This pressure differential when measured across any physical or critical barrier must equal or exceed a static pressure of 0.02 inches of water.

Determine the number of units required for pressure isolation by the following procedure:

Air Circulation Required in Cubic Feet of Air per Minute (CFM)=

Volume of work area (cu. ft.) x 4 air changes per hour (minimum)
60 (minutes per hour)

Number of Units Needed = Air Circulation Requirement (CFM)
Capacity of Unit with Loaded
Filters (CFM)

Add one additional unit as backup in case of equipment failure or machine shutdown for filter changing.

Vent all HEPA filtered fan units to outside of building.

Continuously maintained, will require 24-hour operation of the negative-pressure ventilation system.

The number of units of HEPA filtered fan required will depend on machine characteristics, the seal at barriers, and required air circulation. The number of units will increase with increased make-up air or leak into the work area.

10-2.13 Workplace Entry and Exit Procedures. Personnel entry and exit: All workers and authorized personnel shall enter the work area through the worker decontamination enclosure system.

All personnel who enter the work area must sign the entry log located in the clean room upon entry and exit.

All personnel, before entering the work area, shall read and be familiar with all posted regulations, personnel protection requirements (including workplace entry and exit procedures) and emergency procedures. A sign-off sheet shall be used to acknowledge that these have been reviewed and understood by all personnel prior to entry.

All personnel shall proceed first to the clean room, remove all street clothes and appropriately done respiratory protection (as deemed adequate for the job conditions) and disposable coveralls, head covering and foot covering. Hard hats, eye protection and gloves shall also be utilized as required by law. Clean respirators and protective clothing shall be provided and utilized by each person for each separate entry into the work area.

Personnel wearing designated personal protective equipment shall proceed from the clean room through the shower room and equipment room to the main work area.

Before leaving the work area, all personnel shall remove gross contamination from the outside of respirators and protective clothing by brushing and/or wet wiping procedures. (Small HEPA vacuums with brush attachments may be utilized for this purpose as larger machines may tear the suits). Each person shall clean bottoms of protective footwear in the walk-off pan just prior to entering the equipment room.

The Contractor shall establish emergency exits and procedures for the containment area, in compliance with all local, state and federal regulations, laws, codes, or ordinances.

The Contractor shall post signs as required by OSHA regulations, 29 CFR 1926.58 and CCR Title 8.

10-2.14 Sign-In/Out Log. Contractor shall maintain a sign-in/out log in the immediate vicinity of the change room of any decontamination area or areas where asbestos removal is being performed. The log shall be maintained from the time the first activity is performed involving the disturbance of asbestos-containing material until acceptance of the final air test results. All persons entering the work or containment area, including the Contractor's workers, consultants, and government officials shall be required to sign in and out each time upon entering and leaving the work area. All persons shall indicate name, time, company or agency represented and reason for entering the containment area.

Two copies of all daily sign-in/out logs shall be provided to the City at the completion of the project.

Except for governmental inspectors having jurisdiction, no visitors shall be allowed in any work area.

10-2.15 Roofing Material Removal Process. Spray asbestos-containing roofing materials with a fine mist of amended water or removal encapsulant. Allow time for amended water or removal encapsulant to penetrate into materials. However, if the amended water or removal encapsulant penetrates to the sub-floor or sheathing, the affected area must be immediately wet wiped. This process shall continue until the work area(s) is visually inspected and approved by the Engineer/Consultant. Remove materials through a dust tight chute to a container lined with 6-mil polyethylene sheeting.

Place a layer of polyethylene sheeting around the perimeter of the buildings to catch any excess pieces of falling debris.

This strategy will eliminate the need for construction of a containment area. However, if it is determined by the Consultant that the Contractor is unsuccessful in removing the roofing

materials without releasing asbestos fibers, the Consultant will then require the roofing materials to be removed within a full enclosure.

10-2.16 Tar on Ductwork/Flexible Fabric Joint Removal Process. Spray asbestos-containing materials with a fine mist of amended water or removal encapsulant. Allow time for amended water or removal encapsulant to penetrate into materials. Wrap the materials in 2 layers of 6-mil polyethylene sheeting. Dismantle the ductwork and flexible fabric joint from bases. Care must be exercised during the dismantling process.

This strategy will eliminate the need for construction of a containment area. However, if it is determined by the Consultant that the Contractor is unsuccessful in removing these materials without releasing asbestos fibers, the Consultant will then require these materials to be removed within a full enclosure.

10-2.17 Final Cleanup and Post Abatement Procedure and Requirements. All plastic sheeting tape, cleaning material, clothing, and all other disposable material used in the asbestos removal operation or items used in the work area shall be packed into sealable plastic bags (6-mil minimum). These bags must be marked with the OSHA label prescribed by the OSHA regulations and in accordance with waste regulations.

The Contractor's designated the "competent person" must perform a final inspection and request the Consultant conduct an inspection. Upon Consultant's approval of the site as clean, the Contractor shall apply an extensive application of encapsulant to the entire work area.

After showing a 24-hour settling period, work areas and all structural decontaminated areas and cleaned areas shall be considered clean when air testing performed by the Consultant shows 0.01 or less fibers/cc of air using standard test methods of phase contrast microscopy, NIOSH Analytical Method No. 7400. Air testing shall be performed with air environment agitated mechanical devices such as fans. Fans shall be provided by the Contractor as required by the Engineer.

Areas which do not comply with the standard of cleaning for final clearance shall continue to be cleaned by and at the Contractor's expense until the specified standard of cleaning is achieved as evidenced by results of air sampling tests by Consultants as previously specified. The cost of all follow-up tests performed by Consultant necessitated by the failure of the air tests to meet the cleaning criteria shall be borne by the Contractor; the City will deduct the cost of such follow-up tests from whatever monies remain due to the Contractor.

Following satisfactory completion of the applicant of the encapsulant, and when the air testing indicates that the 0.01f/cc or less asbestos concentration is achieved, the decontamination enclosure systems shall be removed, the area thoroughly wet cleaned, and materials from the equipment room and shower disposed of as contaminated waste. The remaining barriers between contaminated and clean areas and all seals on openings into the work area and fixtures shall be removed and disposed of as contaminated waste.

Site Close Out: When all barriers are removed, the Engineer/Consultant will visually inspect the affected surfaces for residual asbestos-containing materials and accumulated dust; the Contractor shall re-clean areas showing dust or residual asbestos containing materials. If re-cleaning is required, the Engineer/Consultant will monitor the airborne fiber concentration after re-cleaning. The re-cleaning and air monitoring shall be performed at no additional cost to owner. Upon satisfactory completion of the clean-up, the Consultant will certify the site as complete.

10-2.18 Disposal. The asbestos containing material shall be separately packed while still wet into sealable plastic bags (6-mil minimum). Initial bagging of waste shall be supplemented by use of a second bag (6-mil minimum) and/or the use of a fiber or metal drum. Large items, such as sections of pipe, may be removed intact and can be wrapped in 2 layers of 6-mil minimum polyethylene sheeting or bags, secured with tape. If it appears likely that the waste material will tear the plastic, the bag must be placed to a drum for disposal. Bags shall be marked with the OSHA label described by the OSHA regulations referenced in these Specifications and by applicable waste regulations. The outside of all containers shall be wet cleaned before leaving the work area.

The Contractor shall transport the sealed asbestos and/or lead materials to the approved waste disposal site. Undamaged sealed plastic bags may be removed from drums at the landfill site, subject to the disposal site regulations. Damaged bags shall be left in the drum and the entire contaminated drum shall be buried. Uncontaminated drums may be recycled. Workers unloading the sealed drums shall wear appropriate respirators and personal protective equipment when handling asbestos materials at the disposal site.

ACM waste taken from the work area shall be loaded into an enclosed truck for transportation, and the vehicle license plate number shall be written on the waste manifest.

The Contractor will also be responsible to dispose of all contaminated air filters and disposable protective clothing utilized by the Consultant.

The enclosed cargo area of the truck shall be free of debris and lined with 6-mil polyethylene sheeting to prevent contamination from leaking or spilled containers. Floor sheeting shall be installed first and extend up the side walls. Wall sheeting shall overlap by 12 inches and be taped into place.

Bags shall be placed on level surfaces in the cargo area and packed tightly together to prevent shifting and tipping. Large structural components shall be secured to prevent shifting of bags placed on top. Bags shall not be thrown into the truck cargo area.

Personnel loading asbestos-containing waste shall be protected by disposable clothing including head, body, and foot protection and at a minimum, half-face piece, air-purifying, dual cartridge respirators equipped with high efficiency filters.

Any debris or residues observed on containers or surfaces outside of the work area resulting from clean up or disposal activities shall be immediately cleaned up using HEPA filtered vacuum equipment and/or wet methods.

Asbestos-containing materials and lead waste shall be transported directly to the landfill. Temporary storage at a location other than the abatement project shall not be permitted. All manifests and disposal receipts from the asbestos disposal landfill must be submitted to the City within 5 working days after each shipment leaves the premises. Disposal manifests must include the following information:

- A. Company name and address of transporter; and the vehicles license plate number;
- B. Driver name and signature;
- C. Company name and address of the landfill and landfill owner;
- D. Name and signature of landfill operator;

E. The date and amount (number of bags, cubic yards and weight) of ACM delivered;

F. The name and address of the ACM and/or lead source.

Failure to provide these manifests may result in delaying the project, delaying payment to the Contractor and the proper authorities will be notified of any regulatory violations.

10-2.19 Wastewater Treatment/Disposal. Wastewater containing asbestos, including drainage from decontaminated showers, shall be either disposed of as contaminated waste or filtered with the following requirements prior to introduction into the sanitary sewer system.

A. Filter water using multi-stage in-line filter cartridges capable of removing all asbestos fibers greater than 5-microns.

B. When filters and pre-filters become clogged, remove and replace with new filters and dispose of the clogged filters as contaminated waste.

C. Provide a holding tank for contaminated wastewater as required to prevent backup of water into sewer or structure when the amount of water generated exceeds the flow rate of the filters.

D. Discharge shall be within the tolerable limits of the Orange County Sanitation District.

ASBESTOS ABATEMENT CALCULATION SHEETS

An Asbestos Survey Report will be prepared for this property and provided to the contractor prior to demolition of building. These reports are provided for the information of the Contractor and any conclusions or reliance on the formation contained therein is solely the responsibility of the Contractor.

The work practices indicated are the minimum acceptable containment practice to be employed by the Contractor in removing the applicable asbestos-containing construction material.

The Contractor's attention is directed to Section 10-2.10 of these Specifications as to the requirement of a minimum of one worker decontamination enclosure per site and to the Engineer's/Consultant authority to require full Enclosure Containment when removal method utilized by Contractor is not successful in maintaining fiber count below acceptable level(s).

The work practice method abbreviations are as follows:

ABBREVIATION	WORK CONTAINMENT REMOVAL PROCESS
FE/Tile	Full Enclosure/Linoleum or Floor Tile Removal Process
ME/Tile	Modified Enclosure/Linoleum or Floor Tile Removal Process
US/Roof	Non-contained/Roofing Material Removal
UC/Transite	Not-contained/Transite Pipe Panel Removal Process

UC/Tar	Non-contained/Tar/or Flexible Fabric Joint Removal Process
UC/Paper Ins.	Non-contained/Paper Insulation Removal Process
GB/Pipe Ins.	Glove Bag/Pipe Insulation Removal
FE/Acoustic	Full Enclosure/Acoustic Removal Process
FE/Stucco	Full Enclosure/Stucco Removal Process

10-2.20 Measurement and Payment. Payment for all hazardous material removal impacted by renovation shall be included in the contract lump sum price for Demolition as shown in the bid schedule. Payment shall include full compensation for furnishing all labor, material, equipment, tools, structure supports, permit fees, disposal fees and incidentals required to perform the work and dispose of the hazardous materials and to conform with the General Provisions and the Special Provisions of these Specifications and applicable regulations.

Whenever immediate action is required to prevent injury, death, or property damage, and precautions which are the Contractor's responsibility have not been taken, and are not reasonably expected to be taken, the City/Agency may, after reasonable attempt to notify the Contractor, cause such precautions to be taken and shall charge the cost thereof against the Contractor, or may deduct such cost from any amount due or becoming due from the City/Agency. City/Agency action or inaction under such circumstances shall not be construed as relieving the Contractor or its surety from liability.

10-3 CLEARING AND GRUBBING. The Clearing and grubbing shall conform to the provisions of Section 300-1 of the Standard Specifications and the following Special Provisions. In addition to the work outlined in Section 300-1, the following items of work are included under "Clearing and Grubbing":

- A. Furnishing, developing, applying and providing water supply and watering equipment for the entire project where separate payment for water would otherwise be required.
- B. Saw cutting asphalt concrete and PCC improvements along removal limits and when required by the Engineer.
- C. As applicable, Contractor shall secure the project site outside public street right of way and protect the public from work area and materials. This is expected to include installing and maintaining a 6-foot high temporary chain link fence equipped with green wind screen fabric. Fencing that is damaged from any cause during the progress of work shall be repaired at no additional cost to the City.
- D. In areas of work – relocation of signs; replacement of impacted vegetation and turf; repair, modification or relocation of sprinkler system if necessary; root pruning of trees if necessary.
- E. Irrigation and Landscape repair - All work shall be performed in accordance with Section 7-9 of the Standard Specifications. Any sprinkler system, landscaping, or curb drains damaged during construction shall be repaired, in kind, by the Contractor within 48 hours, (2 calendar days) after written notification from the City. The landscape repair must include sodding or seeding as required by the Engineer. If not complete within said time

limit, the City shall have the authority to complete said work and deduct the cost thereof from any monies due or to become due to the Contractor.

- F. All related utility coordination, including but not limited to, coordination of USA field markings, potholing prior to construction, potholing during construction, hand digging in areas of suspected underground line and coordination with the utility owners for any required owner performed relocations.
- G. Capping of all unused/abandoned utilities.
- H. Removal, trimming and disposal of interfering trees and shrubs, if any, as shown on the plans and within the project sites as required. Grinding roots minimum of 12" from top of grade. Root pruning and removing and disposing of any interfering tree roots and branches. Contractor shall notify City Tree Inspector and coordinate for inspection when pruning any tree root.
- I. Protection of all existing improvements, unless shown to be removed/relocated/adjusted as part of the construction. The Contractor shall repair or replace these items if damaged with new materials equal to the original or better, as required by the Engineer.
- J. Protection of all utilities, walls, fences, hedges, buildings, concrete slabs, planters, tree and other private or public improvements not specifically shown to be removed as part of the construction. The Contractor shall replace these items, if damaged, with new material equal to the original or better, as required by the Engineer.
- K. Area adjacent to construction site shall be left clean and free of dirt, sand, debris, and trash at the end of each day.
- L. All miscellaneous inactive lines shall be disconnected, removed, and plugged or capped to the local governing ordinances.
- M. This item shall also be interpreted to include the removal and disposal of any additional items not specifically mentioned herein or included in a specific bid item which may be found within the work limits.

Payment for clearing and grubbing shall be at the contract lump sum price for Clearing and Grubbing as shown in the bid schedule. Payment shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-4 DEMOLITION.

10-4.1 Scope of Work. The work to be performed under demolition includes demolition of existing structures, and clearing the site, removal and disposal of the building material foundation, concrete, and utilities and all other improvements as specified on the plans including compacting and grading of exposed earth to drain, temporary capping of sewer & water laterals, and other related work, as specified herein.

All work shall be done in a neat, workmanlike manner, and shall conform with all State and local building, fire safety, sanitary, health and air pollution control ordinances which may apply, and the Contractor shall assume all responsibility therewith. If the Contractor performs any work contrary to such laws, ordinances, rules and regulations, he/she shall bear all costs incidental to its correction.

10-4.2 Safety.

The Contractor shall provide any barricades, guards, lights, signs and other devices as are necessary to prevent accidents and avoid damage or injury to the public. The Contractor shall also provide all permanent or temporary bracing, shoring, and anchoring that the nature of the work may require in order to make all parts thereof stable and secure; and the Contractor will be held accountable for any damage resulting from his failure to furnish said bracing, shoring, or anchoring. The Contractor shall be held responsible for damages to any building, fence, etc., or property not a part of the removal contract. Where a building exists on an adjacent property, the existing fences shall be protected in place.

10-4.3 Building Demolition. The Contractor shall remove and clear the site of all concrete, wood, masonry block, steel, vegetation, and all other objectionable materials in accordance with the following Special Provisions.

- A. All floor, walls, roof, shades/storage adjacent to the building and concrete slabs shall be removed entirely. All concrete, steel, masonry block, wood, vegetation, and other deleterious material shall be hauled off-site at the Contractor's expense.
- B. All dirt or debris deposited or spilled upon public streets during hauling operations shall be immediately cleaned up by the Contractor to the satisfaction of the Engineer. Failure to do so shall be cause for the City to order the cleanup work by City crews or other forces and deduct all cost from any monies due the Contractor.
- C. The Contractor shall be responsible for providing drainage and preventing ponding of water and damage to adjacent properties.
- D. The Contractor shall be responsible for the control of dust and other airborne particles during the demolition and removal of improvements by using an appropriate method such as water spray, etc. In addition, the Contractor shall clean all areas in which dirt or debris has accumulated such as sidewalks, streets and other adjoining properties.
- E. Unless noted otherwise, all demolished improvements shall become property of the Contractor and shall be removed from the project site. The Contractor shall furnish all labor, materials, equipment, and tools to remove all improvements in their entirety.
- F. Temporary Sewer Capping: The Contractor shall disconnect, remove and cap the existing sewer line 5' from the restroom building. Locating the sewer line shall be the Contractor's responsibility. All sewer capping shall be subject to approval by the City Building Inspector. Contractor shall submit a sketch depicting the location of the sewer lateral to Engineering Department within 3 days after capping the sewer lateral.
- G. Temporary Water Capping: The Contractor shall disconnect, remove the service line 5' from the restroom building, plug and notify the Golden State Water Company. Refer to Section 6-1.2 for utility contacts.
- H. It shall be the Contractor's responsibility to verify that all utilities are disconnected prior to commencement of work.
- I. Burning of combustible materials on the site shall not be permitted.
- J. The City/Agency reserves the right to search for buried debris after completion of the demolition and removal operations. If debris is uncovered, the Contractor agrees to pay

the City/Agency the cost of the exploratory work and all removal costs.

- K. Backfill - Any voids left from concrete slab, footings, or wall removals shall be filled with type II crushed aggregate base. The material shall be furnished by the Contractor. All fill material shall be compacted to 95% of maximum density. The backfill area shall be graded to meet adjoining grades and provide drainage to the satisfaction of the Engineer.
- L. The Contractor shall furnish, install, and maintain all traffic control devices and fencing in the construction area as required by these Special Provisions and the City Engineer or his representative.
- M. The Contractor shall furnish, develop, apply, and provide watering equipment for the entire project, including the water required for extra work, where separate payment for water would otherwise be required.
- N. The Contractor shall pay for all disposal fees. Refer to Section 7-8.4.1 for additional demolition and disposal information.
- O. The Contractor shall verify disconnection of electrical, water, and sewer services. Locating all the utilities is the responsibility of the Contractor.
- P. In addition to Section 7-5 Permit, Contractor shall obtain a Demolition permit from the Community Development Department and its pertaining to Waste Management and Recycling Plan (Sample Form attached for your reference, **Appendix D**).

The information contained in these Specifications are presumed to be correct, but as the City/Agency makes no warranty as to the exactness of the Specifications, the Contractor is not relieved of the responsibility of making an inspection of the subject property to ascertain its true condition and scope of work involved.

The property shall be left in a graded condition, free of debris, satisfactory to the City/Agency and in accordance with all local building codes.

Payment for demolition shall be included in the lump sum bid price for Demolition. Payment shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-5. CONSTRUCTION FENCE.

Contractor shall completely fence work area to remove and install the modular building, and as directed by the Engineer.

Privacy screens shall be provided to limit visibility of the work site and shall be 300 Series – Commercial Block 96%, Dark Green by FenceScreen.com, or approved equal. Privacy screen shall be installed for the complete construction fence height and width.

Payment for construction fencing shall be considered included in the contract lump sum price for Clearing and Grubbing as shown in the bid schedule, and no additional compensation will be allowed therefore.

10-6. TRAFFIC CONTROL.

The Contractor shall furnish, place and maintain all temporary traffic control devices required for

the safe and orderly flow of vehicular and pedestrian traffic during construction. All Traffic control shall conform to the California Manual of Temporary Traffic Controls (California M.U.T.C.D.) or Work Area Traffic Control Handbook (W.A.T.C.H. Handbook).

Lane closures shall be allowed between 8:00a.m. and 4:00p.m. only. No traveled lane shall be closed overnight without prior City approval. Access to private property shall be maintained at all times.

The order of work, except where otherwise specifically required by the plans and specifications, such as the phasing requirements, shall be determined by the Contractor who shall be solely responsible for coordinating all subcontract and prime contract work to minimize delays during construction.

"Temporary No Parking" signs shall be posted no more than 100 feet apart at least 72 hours prior to work. The signs shall be mounted on either 1" x 2" X 3' high wood stakes, Type II barricades, or 39-inch high delineators. Signs shall not be posted on trees, traffic signal poles, utility poles, streetlights, or any other street furniture. Signs shall be professionally made of moisture-resistant, heavy duty cardboard or other approved material. "Temporary No Parking" signs shall be maintained by the contractor at all times and shall be approved by the Engineer prior to posting. Cover existing street signs as directed by the Engineer.

Lane closure for all arterial streets shall require the use of lighted arrow boards. Arrow boards required overnight shall be solar/battery-powered.

The Contractor shall provide traffic control measures to accommodate a level unobstructed area large enough for a crane and a large tractor-trailer to park adjacent to the modular building pad for delivery of the modular building and unloading crane operation. Temporary lane closure is anticipated and shall be coordinated with the modular building manufacturer's contractor or authorized City representative.

Temporary lane closures shall be allowed during working hours specified in these Technical Provisions. Temporary lane closures maintained beyond the normal working hours may have a negative economic effect on the local residential, commercial/industrial business, and traveling public. Unless the Contractor secures prior written approval from the Engineer to maintain temporary lane closures beyond the working hours allowed, the Engineer may deduct a fee from a progress payment or bond for each temporary lane closure maintained beyond the allowed working hours. The fee will be assessed at a rate of Five Hundred (\$500) per each travel lane per each thirty (30) minute interval, or fraction thereof as required by the Engineer. In no event will work be allowed past 5pm.

Contractor shall maintain access to all driveways at Rowley Park except when actually doing construction within the driveway boundaries, at which time partial access will be maintained unless alternate arrangements can be made with the City's authorized representative in advance. If the driveway is to be closed for construction work, the Contractor shall prepare a notice, which shall state the approximate time it will be reopened. The notice will be posted 72 hours in advance.

When construction signs are not in effect, they shall be removed, covered or relocated out of the drivers' view. Construction signing shall be in place prior to the beginning of each workday or maintained continuously when overnight conditions are allowed.

The Contractor is responsible to field check daily all temporary traffic control signs, barricades and other devices including Saturdays, Sundays, and holidays to ensure their proper

maintenance and conformance to Plans & Specifications.

Pedestrian traffic shall be detoured to the opposite side of the street, away from the construction area, whenever possible.

Excavations or trenching shall not be left open during non-working hours. They shall be backfilled, plated over with traffic bearing steel plates (when opened to traffic) or securely fenced and lighted with 6 foot high chain link fencing or equivalent, with temporary lighting as appropriate.

- a. Provide a minimum 12" lap of steel plate on each side of trench to assure no slipping of plate or collapsing of trench wall. Where 12" lap cannot be met, engineering design is required and shall be approved by the City Engineer. Trench shoring including overlap must be based on shoring calculations.
- b. Steel plate must fit snug within the recessed area and installed to operate with minimum noise.
- c. The pavement shall be cold planed to a depth equal to the thickness of the plate and to a width and length equal to the dimensions of the plate.
- d. Multiple plates must be tack welded as needed to secure plates, 6" minimum.
- e. All plates must meet required traffic loads, and be skid-resistant. The Contractor shall be responsible for the appropriate selection and maintenance of the steel plates.
- f. Steel plates must be removed and permanent pavement shall be placed within fifteen (15) working days or as approved by the Engineer.
- g. Advance warning signs "steel plates ahead" shall be placed as needed.

When entering or leaving roadways carrying public traffic, the Contractor's equipment, whether empty or loaded shall in all cases yield to public traffic. No excavation within the traveled way shall remain open longer than is necessary to perform the work, and in no case shall remain unplated overnight or on weekends.

If traffic control measures are not in conformance with these provisions, the project shall be stopped until conformance is attained to the satisfaction of the Engineer.

Payment for traffic control shall be at the contract lump sum bid price and shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-7. SURVEY AND MONUMENTATION.

The Contractor shall provide all surveying to complete the project and to replace any damaged monuments, benchmarks, ties, etc. All survey work shall be performed by a Land Surveyor registered by the State of California. Work shall be laid out and constructed to provide smooth profiles to adjacent improvements and drainage of all surfaces.

Payment for survey and monumentation shall be included in the costs of the various items of work and no additional compensation will be allowed.

10-8. INCIDENTAL WORK.

All work and materials required by the plans and specifications, and not specifically listed in the bid schedule items of work, shall be considered incidental and no additional payment shall be made, therefore. Incidental items shall include, but not be limited to, survey and monumentation, site

preparation, implementation of the SWPPP and Best Management Practices for the protection of storm drain structures; construction water, adjusting utility access covers to grade; saw cutting; disposal of materials; survey; and utilities location & coordination.

10-9. INSPECTIONS.

Inspection shall be made once a day for areas ready for inspection. Areas or items that fail inspection or that are not ready for inspection shall be rescheduled by the contractor.

Inspection of the work shall not relieve the contractor of the obligation to fulfill all conditions and requirements of the contract.

10-10. ESTIMATED QUANTITIES.

The quantities shown on the Bid Schedule are approximate only. The Contractor will be paid for the actual quantities of work based on approved field measurements as provided for in these Specifications. The City reserves the right to increase or decrease the amount of any item or portion of work to be performed or materials furnished, or to delete any item, in accordance with the Specifications. Additional bid item work shall be completed within the total working days in these specifications. Additional working days maybe allowed with the approval of the engineer.

10-11. SUBMITTALS.

Provide submittals as requested by the engineer.

10-12. CONSTRUCTION WATER.

The Contractor shall obtain a construction water meter from Golden State Water including required deposit and fees. The Contractor shall pay for the water used, at the current water rates. All arrangements for construction water shall be made by contractor with Golden State Water at Contractor expense.

Payment for construction water shall be considered incidental and no additional payment shall be made, therefore.

10-13. UTILITIES LOCATION.

The Contractor shall provide coordination with all utility companies involved and shall provide protection from damage to their facilities. The Contractor shall be responsible for repair or replacement to said facilities made necessary by its failure to provide required protection.

The Contractor shall be solely responsible to check all utility record maps, books, and/or other data in the possession of the CITY, other agencies, and/or all utility companies, and no allowance shall be made for any failure to have done so.

The Contractor shall utilize the services of "Underground Service Alert-Southern California" for utility locating in all public right-of-ways by calling 811 or 1-800-227-2600 at least 48 hours prior to any excavation.

Underground lines that are potentially hazardous such as oil company lines, natural gas mains, and electrical conduits will be carefully located by the contractor as provided in the Standard Specifications. The Contractor shall take special precautions in determining the precise location and depth of these structures and coordinate work with the utility to ensure that they will not be damaged by its operations.

Payment for utilities location shall be considered incidental and no additional payment shall be made, therefore.

10-14 UNCLASSIFIED EXCAVATION. Excavation shall include saw-cutting, excavating, removing, hauling, and disposing of all existing asphaltic concrete pavement, aggregate base, subgrade soil materials, and similar appurtenances which are to be removed for installation of the modular building as shown on the plans.

Contractor shall also have a backhoe on site for excavating areas of unsuitable soil in the event that unsuitable soil is encountered. Use of pavement breaking equipment (stomper) is not permitted.

All concrete shall be removed to edges and saw-cut to a minimum depth of 1-1/2 inches or to joint lines.

All existing improvements not specified to be removed including those on private property shall be protected in place. Any damage to and removal of these improvements shall be repaired and replaced by the Contractor at his expense.

All excavated material shall be immediately hauled away and disposed of outside the project limits. The Contractor shall be responsible for all damages and claims that may arise as a result of this disposal.

All excavations shall be backfilled as soon as permitted under the specifications so that when the job is closed for the day, the open excavation will be kept at a minimum and adjacent utilities will receive maximum backfill support.

10-14.1 Scope. This item includes, where applicable, all the work involved in; 1) compacting original ground; 2) removal and disposal of all existing pavement and similar appurtenances which are within the grading and excavation limits as shown on the plans; and 3) over excavating.

10-14.2 Relative Compaction. All references to relative compaction on the Plans and these Special Provisions may be determined by California Test Methods No. 231, as modified herein. The moisture content shall be within $\pm 2\%$ of the optimum moisture content.

The City shall provide all compaction testing for purposes of certifying compliance with these provisions on all work. The cost for any retesting as a result of the Contractor's failure to meet the requirements of these Specifications shall be borne by the Contractor.

10-14.3 Payment. Payment for unclassified excavation shall be made at the contract unit price per cubic yard and shall include full compensation for furnishing all labor, tools, equipment, materials, and incidentals for doing all the work, asphalt concrete removal, concrete removal, overexcavation, and no additional compensation will be allowed therefore.

10-15. SITE PREPARATION.

Contractor shall coordinate with the manufacturer of the modular building to accommodate installation at the time of delivery. The Contractor shall be responsible to obtain installation instructions from the manufacturer and perform the excavation, backfill, and site preparation in accordance with those instructions. The excavation shall be over excavated one foot (horizontal measurement) on each side of the modular building and to the depth of the gravel base installation, as specified on the plans. The Contractor must have site preparation complete prior to delivery of the modular building. The Contractor will be provided 1-week minimum lead-time to have the excavation and site preparation performed.

1. Compact the natural ground at the bottom of the excavation with a minimum of 95% compaction.
2. The floating foundation of crushed stone or sand should be placed on a well-drained and graded area to preclude the retention of standing water. On a well-drained and properly graded site, any ground swell should be minimal and linear.
3. The modular building shall bear fully on a crushed stone base that is at least two feet larger than the length and width of building.
4. Stone shall be a minimum of 4" thick or down to firm subgrade. The vertical soil capacity under stone shall be compacted to have minimum bearing of 1,500 pounds per square foot. Stone shall be 3/8" or smaller and must be screeded level within 1/4" in both directions. Stone shall be placed within a perimeter form with flat and level top edge for screeding. Forming material shall remain around stone until after the building is set.
5. The crushed stone base shall be kept within the confines of the soil or perimeter form. Do not allow the base to become unconfined so that it may wash, erode, or otherwise be undermined. Or if building is placed on pavement or concrete slab, substrate below pavement or slab must have a vertical soil capacity of 1,500 pounds per square foot. Place stone or sand to 1" above highest point of area where building will be placed and at least 1'-0" wide all around the building footprint. Retain stone or sand with a perimeter form to prevent the material from washing out.
6. Provide positive drainage for the fill, pad, or slab as required.
7. Contractor must provide level unobstructed area large enough for a crane and a tractor-trailer to park adjacent to the pad. Crane must be able to place outriggers within 5'-0" of edge of pad and truck and crane must be able to get side by side under their own power. No overhead lines may be within 75' radius of center of pad. A minimum of 24" clearance is required between this building and adjacent buildings.
8. After backfilling and grading has been completed, the disturbed area shall be finished to present as near a natural appearance as possible and cleaned up by removing all debris and materials not utilized.
9. All unsuitable excavated material, oversize boulders, stumps, small limbs, brush, sod and other construction refuse shall be disposed of off-site at a City-approved disposal site.

Payment for gravel foundation shall be made at the contract unit price per cubic yard for Modular Restroom Building Gravel Foundation (4" thick). Payment shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-16. ASPHALT PAVEMENT REMOVAL.

The edges of asphalt pavement remaining in place shall be sawcut and shall have clean, solid vertical faces. The edges of asphalt pavement broken during construction shall be resawn and removed before surfacing material is placed at the expense of the Contractor

All edges shall be parallel or perpendicular to curb faces except cuts around objects shall be on a curvilinear cut, a maximum 4 inches departure from the straight cut every 2 feet.

Payment for asphalt pavement removal shall be included in the cubic yard bid price for Unclassified Excavation. Payment shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-17. CONCRETE REMOVAL.

Concrete to be removed shall be sawcut to a minimum depth of 5 inches at score marks or as marked by the City. Sawed edges, broken or chipped during construction shall be resawn at the contractor's expense. Increase in concrete quantity due to resawing shall not be considered for payment. Upon concrete removal, the City Parks Superintendent shall be informed to check and approve all roots to be removed. If he determines the tree cannot be saved, removal and planting of a new tree shall be per unit cost.

All edges shall be parallel or perpendicular to curb faces except cuts around objects shall be on a curvilinear cut, a maximum of 4 inches departure from the straight cut within every 2 feet. The edges of Portland cement concrete remaining in place shall be sawcut and shall have clean, solid vertical faces.

Payment for concrete removal shall be included in the cubic yard bid price for Unclassified Excavation. Payment shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-18. CONCRETE SIDEWALKS.

Portland cement concrete shall be 520-C-2500 for concrete walkways. Curing compound shall be Type 2 (if required).

Payment for concrete sidewalk around restroom building shall be made at the contract unit price per square foot and shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-19. ASPHALT CONCRETE PAVEMENT.

Asphalt hot mix shall be C2-PG64-10 for capping or finish course. Feather join edges shall be made along straight lines by hand raking out all heavy aggregates prior to rolling to produce a smooth uniform surface. Compacted edge along gutter lip shall be 3/8 inch in height.

The minimum temperatures for rolling shall be per section 302-5 of the "Greenbook" Standard Specifications for Public Works Construction, latest edition.

BOTTOM DUMPING OF ASPHALT PAVING SHALL NOT BE ALLOWED.

COLD JOINTS SHALL NOT BE ALLOWED WITHOUT PRIOR WRITTEN APPROVAL FROM THE ENGINEER. COLD JOINTS PLACED WITHOUT APPROVAL SHALL BE REMOVED AT THE SOLE EXPENSE OF THE CONTRACTOR.

The Contractor shall establish designated asphalt truck routes and staging areas and shall communicate these routes and areas to truck drivers prior to the arrival at the job site. This plan must be approved by the Engineer five (5) days prior to paving.

Payment for asphalt concrete pavement shall be made at the contract unit price per square foot price and shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-20. PAVEMENT COMPACTION.

The compaction after rolling shall be 95% of the density obtained with the California Kneading Compactor per California Test 304. The field density of the compacted asphalt concrete shall be determined by a properly calibrated nuclear asphalt-testing device. Failed areas shall be removed and replaced at Contractor's expense.

Payment for pavement compaction shall be considered incidental and no additional payment shall be made, therefore.

10-21. 1-1/2" PVC WATER LATERAL. Water pipeline construction shall conform to the California Plumbing Code (Chapter 6 Water Supply and Distribution) from meter to building and these Specifications with the following additions and modifications.

10-21.1. Excavation, Bedding, and Backfill. Excavation, bedding, and backfill for all water lateral and appurtenances shall be done in accordance with Sections 306-3, 306-6, and 306-12 respectively, of these Special Provisions, the project plans, the Standard Specifications, and City Standard Drawings ST-20.

Open trench, as referred to herein, is defined as all excavations made for the permanent installations required on the project, which have not been completely backfilled, as required elsewhere in these specifications and in which either temporary or permanent paving has not been placed.

The Contractor is fully responsible for locating and protecting existing utilities. The Contractor is responsible for repairing any damages to existing utilities and no additional compensation will be allowed therefore.

Excavation shall be performed as required to construct pipelines and appurtenances as shown on the plans. All trenches shall be backfilled by the end of each day.

Additional lengths of open trench may be permitted by the Engineer for such circumstances as unusual dewatering operations, or in the event of unforeseen conditions, should it be considered to be in the best interest of the City.

No native material shall be used for backfill. All backfill material shall be imported. Excavated material shall become the property of the Contractor and shall be disposed of off site, at the end of each day. Full compensation for the disposal of said materials shall be considered as being included on the contract price paid for various contract items and no additional compensation will be allowed.

If wet, unstable, or unusually soft conditions are encountered in the trench bottom, the Contractor shall stabilize the bottom of the pipe trench. Trench stabilization shall include over excavation of the soft or saturated soil and backfill with gravel or sand, compacted to 95%

relative compaction.

If any trench is excavated below the bottom grade required by the plans, it shall be refilled to grade with sand and compacted in place at the Contractor's expense for all materials and labor.

All materials not suitable or not needed for backfill shall become the property of the Contractor and shall be disposed of off the project site. The Contractor shall be responsible for all damages and claims that may arise as a result of this disposal.

All existing improvements not specified to be removed including those on private property should be protected in place. Any damage to improvements located on private property shall be repaired and replaced by the Contractor at their expense.

Failure by the Contractor to comply with the limitations specified herein, or as may be specifically authorized by the Engineer, may result in a written order from the Engineer to halt progress of the work until such time as compliance with this subsection has been achieved and the work can be prosecuted in an orderly sequence of operations. All costs to secure and maintain the work site to meet public safety and traffic control requirements of these specifications shall be borne by the Contractor.

10-21.1.1. Compaction. Compaction for all underground conduits and appurtenances shall be done in accordance with Section 306-12.3 of the Standard Specifications, these Special Provisions and as shown on the plans.

Trench backfill material shall be compacted to a relative compaction of not less than 90%, in accordance with City Standard Plan ST-20.

Soil tests for bedding and backfill material shall be conducted per Section 211 of the Standard Specifications. The Contractor shall furnish SE certification or gradation certification for all backfill material prior to use on the job. The Contractor shall provide for backfill compaction and the City shall provide for sand equivalence testing for purposes of certifying compliance with these provisions. This shall include scheduling and coordinating field tests with the Engineer.

The Engineer will specify the number and location of tests to be taken. The testing of material or of any portion of the job under construction shall be at the option of the Engineer. The Contractor shall furnish without charge any material requested for testing. The Contractor shall also provide access to any area of the job for testing purposes and shall furnish, without cost, any assistance necessary to perform the testing.

10-21.1.2 Dewatering. If groundwater is encountered, the Contractor shall keep all excavations free from water and all construction shall be in the dry. The Contractor shall submit a Dewatering Plan to the City for approval. This item shall be the responsibility of the Contractor.

Payment for dewatering shall be considered included in the various items of work and no additional compensation will be allowed therefore.

10-21.2. Materials. Unless otherwise indicated, the Contractor will furnish all materials installed under this contract. These materials shall be new and conform to the latest revision of the City of Gardena Water Utility Specifications.

10-21.3. Handling Pipe and Other Materials. Proper implements, tools, and facilities satisfactory to the Engineer shall be provided and used by the Contractor for the safe and convenient prosecution of the work. All pipe, fittings, valves, and hydrants shall be carefully lowered into the trench piece by piece, by means of a derrick, ropes, or other suitable tools or

equipment in such a manner as to prevent damage to water main materials and protective coatings and linings. Under no circumstances shall water main materials be dropped or dumped into the trench.

10-21.3.1. Protection and Cleaning of Pipe and Fittings. The Contractor shall take extreme care to ensure cleanliness and protection of the inside coatings of all piping and fittings.

10-21.4. Protection of Metal Surfaces. All lumps, blisters and excess lining and costing materials shall be removed from the bell and spigot end of each pipe or fitting; and the outside of the spigot and the inside of the bell shall be wire brushed and wiped clean and dry and free from oil and grease before the pipe is laid. All exposed metal surfaces of piping, flanges, bolts, nuts, tie rods, and turnbuckles shall be coated with bitumastic prior to backfilling.

10-21.4.1. Welding Pipe. Field welding of Ductile or Cast Iron for repair or joining is prohibited. Any welding of Steel Pipe must be performed by an AWS Certified Welder.

10-21.5. Polyethylene Encasement for Pipe and Appurtenances. The metal pipe and appurtenances installed by the Contractor shall be encased by polyethylene tubing and with a minimum thickness of eight (8) mil in accordance with AWWA C105, as last revised. Any existing pipe and appurtenances, which have been previously encased by polyethylene tubing and is exposed to the backfill and/or bedding material because of this pipe installation, shall be rewrapped to the satisfaction of the Engineer.

10-21.5.1. Buried Valves. Any buried valves encountered during construction shall either be raised to grade or abandoned. The Contractor is not responsible for finding buried valves.

10-21.6. Pressure and Leakage Tests. Pressure and leakage tests shall be conducted by a subcontractor per Section 6 of the City of Gardena Water Utility Specifications. No more than 1,200 feet of pipe should be tested at one time. Costs for pressure leakage testing such as tapping mains or valves, furnishing and inserting corporation stops, valves, test caps or plugs, appurtenances, labor, materials, etc. shall be included in the unit price per linear foot of pipe.

10-21.7. Flushing and Disinfecting. Flushing and disinfecting shall be conducted per Section 6 of the City of Gardena Water Utility Specifications. These procedures shall also be followed for temporary by-pass pipelines. Costs for flushing and disinfecting mains such as for tapping mains or valves, furnishing and inserting corporation stops, valves, appurtenances, labor, materials, etc. shall be included in the unit price per linear foot of pipe.

10-21.8 Payment.

Payment for installing 4" PVC Water Lateral and Connection shall be at the contract per linear foot price as shown in the bid schedule and shall include full compensation for all labor, material, tools, equipment, and incidentals, for doing all work involved including control of ground and surface water, potholing, trenching, removal of native soil, roots, thrust blocks, and abandoned facilities, installation of pipe and appurtenances, DI fittings, couplings, nuts and bolts, gaskets, joint restraints, tracer wire, warning tape, temporary by-pass (if needed), pressure and disinfection tests, connecting to existing mains, abandonment of existing water main (including plugging and removing interfering portions of pipe, fittings, tees, valve and valve boxes), bedding and backfill material, aggregate base, compaction, and temporary asphalt concrete trench resurfacing per applicable City of Gardena Standard Drawings.

10-22. BACKFLOW PREVENTION ASSEMBLY.

Backflow prevention assembly installation shall conform to the Golden State Water Standard Drawing No. P-35A, City of Gardena Water Utility Specifications and these Specifications.

Backflow prevention assembly shall be installed within a Coast Guardshack CGS-3 hinged enclosure, or approved equal.

Payment for Backflow Prevention Assembly and Enclosure Box shall be made at the contract unit price per each and shall include full compensation for furnishing all labor, tools, equipment, and materials involved, including, but not limited to, an approved backflow prevention assembly, reduced pressure or double check valve and hinged enclosure and no additional compensation will be allowed therefore.

10-23. 4" PVC SEWER LATERAL AND CONNECTION. The sewer lateral installation shall be constructed per the project plans.

The slope of the new sewer lateral toward the existing sewer main shall have a minimum slope of two percent (2%) or as specified by the Engineer.

10-23.1. Payment.

Payment for 4" PVC Sewer Lateral and Connection shall be at a contract unit price per linear foot and shall include full compensation for all labor, materials, tools, equipment and incidentals to complete the work including the cost of the sewer lateral, connection to existing sewer main, control of ground and surface waters, preparation of subgrade, excavation including pavement removal, bedding, aggregate base, backfill, soil import, temporary trench resurfacing, installation of wyes, couplings, and adapters, and locating laterals, and no additional compensation will be allowed therefore.

10-24. 5 GALLON SHRUB (BERBERIS THUNBERGII).

10-24.1 General

Planting of 5 gallon shrubs as shown on the plans shall comply with Section 801-4 of the Standard Specifications. All plants shall be inspected by the Engineer prior to planting. The Contractor shall be responsible for the condition of all plants, planted or otherwise, until acceptance.

The final placement of each shrub will be subject to the approval of the Engineer or authorized representative before planting. The Contractor shall coordinate the approval of the planting placement/layout so as not to impact the project's schedule.

The Contractor shall moisten prepared surface immediately prior to installing plant material.

The Contractor shall install plant material immediately after delivery to site, within 24 hours after harvesting to prevent deterioration, and water landscaped areas immediately after installation.

10-24.2 Maintenance and Plant Establishment Period.

Maintenance and Plant Establishment Period shall comply with Section 801-6 of the Standard Specifications. Plant establishment period will be a minimum of 90 calendar days. The maintenance period shall not officially begin or end without written notification from the Engineer.

Payment for 5 gallon shrub (*Berberis Thunbergii*) shall be made at the contract unit price per each and shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-25. COBBLESTONE MULCH.

Cobblestone mulch shall be 2" to 4" in size and installed at the locations shown on the plans. Contractor shall submit type and size of cobblestone to the Engineer for approval prior to installation.

Redwood header for perimeter of the cobblestone mulch shall comply with Section 800-1.5 and 801-3 of the Standard Specifications.

Payment for Cobblestone Mulch shall be at the contract per square feet price as shown in the bid schedule. Payment shall include full compensation for furnishing all labor, tools, equipment, and materials involved, including redwood header as shown on the plans, and no additional compensation will be allowed therefore.

10-26. ELECTRICAL IMPROVEMENTS.

The work herein for the proposed electrical improvements as shown on the plans shall comply with Technical Specification Sections 26_05_00, 26_05_18, 26_05_21, 26_05_26, 26_05_29, 26_05_33, and 26_05_34 which are included in **Appendix C** of these specifications.

Payment for Electrical Improvements shall be made at the contract unit lump sum price and shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

Payment for Electrical Pull Box shall be made at the contract unit price per each and shall include full compensation for furnishing all labor, tools, equipment, and materials involved, and no additional compensation will be allowed therefore.

10-27. WATER FOUNTAIN WITH FILL STATION.

Outdoor drinking fountain and bottle filling station shall be Elay Outdoor EZH2O Bottle Filling Station Bi-Level Pedestal, Model LK4420BF1U, powder-coated exterior over a corrosion-resistant stainless-steel type-316, vandal resistant, ADA-compliant and Evergreen color finish or approved equal. Installation shall be per manufacturer's recommendations.

The Contractor shall submit to the Engineer a product data sheet consisting of the manufacturer's literature describing the product, installation procedures and routine maintenance.

The manufacturer shall provide a written five year warranty for outdoor drinking fountain and bottle filling station, guaranteeing replacement when there is defect in materials and workmanship. The warranty period shall begin upon acceptance of the project.

French drain pipe shall be 3" perforated PVC ASTM D2729 pipe or approved equal. Pipe joints shall conform to ASTM D2672, the solvent cement to ASTM D2564 and the primer to ASTM F656. Perforations shall have 2 rows of holes, 120 degrees apart, parallel to the axis of the pipe. Holes shall be 1/2" in diameter and spaced 5" on center. Perforated pipe shall be placed in the 3/4" gravel bedding as shown on the Plans. Gravel shall be placed on the geotextile fabric to the depth shown

prior to placement of the perforated underdrain pipe. Non-woven geotextile fabric shall be Mirafi 140 NS filter fabric per TenCate Geosynthetics or approved equal. Care shall be taken not to tear any geotextile fabric during backfilling. After the pipe is in place, the gravel shall be placed along and over the top of the pipe in a manner that shall not damage the pipe. The Contractor shall take the necessary precautions to prevent contamination of the trench with sand, silt and foreign materials. The trench shall slope uniformly at the grade shown on the Plans.

Payment for Water Fountain with Fill Station shall be made at the contract unit price per each and shall include full compensation for furnishing all labor, tools, equipment, and materials involved, including 3" perforated drain pipe, pipe fittings, ¾" max size aggregate gravel layer, geotextile fabric, trench excavation, backfill and compaction and no additional compensation will be allowed therefore.

END OF TECHNICAL PROVISIONS

APPENDIX A

ELECTRICAL TECHNICAL SPECIFICATIONS

SECTION 26_05_00

COMMON WORK RESULTS FOR ELECTRICAL

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. General requirements applicable to all Electrical Work.
 - 2. General requirements for electrical submittals.
- B. Interfaces to equipment, instruments, and other components:
 - 1. The Drawings, Specifications, and overall design are based on preliminary information furnished by various equipment manufacturers which identify a minimum scope of supply from the manufacturers. This information pertains to, but is not limited to, instruments, control devices, electrical equipment, packaged mechanical systems, and control equipment provided with mechanical systems.
 - 2. Provide all material and labor needed to install the actual equipment furnished, and include all costs to add any additional conduit, wiring, terminals, or other electrical hardware to the Work, which may be necessary to make a complete, functional installation based on the actual equipment furnished:
 - a. Make all changes necessary to meet the manufacturer's wiring requirements.
 - 3. Submit all such changes and additions to the Engineer for acceptance.
 - 4. Review the complete set of Drawings and Specifications in order to ensure that all items related to the electrical power and control systems are completely accounted for. Include any such items that appear on the Drawings or in the Specifications from another discipline in the scope of Work:
 - a. If a conflict between Drawings and Specifications is discovered, refer conflict to the Engineer as soon as possible for resolution.
 - 5. Loop drawings:
 - a. Provide all electrical information required in the preparation of loop drawings including, but not limited to:
 - 1) Conduit numbers and associated signal(s) contained within each conduit.
 - 2) Wire numbers.
 - 3) Equipment terminal numbers.
 - 4) Junction boxes and signal(s) contained within each junction box.
 - 5) Equipment power sources, and associated circuit numbers.
 - 6) As-built drawings detailing wiring.
- C. All electrical equipment and systems for the entire Project must comply with the requirements of the Electrical Specifications, whether referenced in the individual Equipment Specifications or not:
 - 1. The requirements of the Electrical Specifications apply to all Electrical

- Work specified in other sections.
2. Inform all vendors supplying electrical equipment or systems of the requirements of the Electrical Specifications.
 3. Owner is not responsible for any additional costs due to the failure of Contractor to notify all subcontractors and suppliers of the Electrical Specifications requirements.
- D. Contract Documents:
1. General:
 - a. The Drawings and Specifications are complementary and are to be used together in order to fully describe the Work.
 2. Specifications:
 - a. The General and Supplementary Conditions of the Contract Documents govern the Work.
 - b. These requirements are in addition to all General Requirements.
 3. Contract Drawings:
 - a. The Electrical Drawings show desired locations, arrangements, and components of the Electrical Work in a diagrammatic manner.
 - b. Locations of equipment, control devices, instruments, boxes, panels, etc. are approximate only; exercise professional judgment in executing the Work to ensure the best possible installation:
 - 1) The equipment locations and dimensions indicated on the Drawings are approximate. Use the shop drawings to determine the proper layout, foundation, and pad requirements, etc. for final installation. Coordinate with all subcontractors to ensure that all electrical equipment is compatible with other equipment and space requirements. Make changes required to accommodate differences in equipment dimensions.
 - 2) The Contractor has the freedom to select any of the named manufacturers identified in the individual specification sections, if noted; however, the Engineer has designed the spatial equipment layout based upon a single manufacturer and has not confirmed that every named manufacturer's equipment fits in the allotted space. It is the Contractor's responsibility to ensure that the equipment being furnished fits within the defined space.
 - c. Installation details:
 - 1) The Contract Drawings include typical installation details the Contractor is to use to complete the Electrical Work. For cases where a typical detail does not apply, develop installation details that may be necessary for completing the Work, and submit these details for review by the Engineer.
 - 2) Not all typical installation details are referenced within the Drawing set. Apply and use typical details where appropriate.
 - d. Schematic diagrams:
 - 1) All controls are shown de-energized.
 - 2) Schematic diagrams show control function only. Incorporate other necessary functions for proper operation and protection of the system.
 - 3) Add slave relays, where required, to provide all necessary

contacts for the control system or where needed to function as interposing relays for control voltage coordination, equipment coordination, or control system voltage drop considerations.

- 4) Mount all devices shown on motor controller schematic diagrams in the controller compartment enclosure, unless otherwise noted or indicated.
- 5) Schematic diagrams are to be used in conjunction with the descriptive operating sequences in the Contract Documents. Combine all information and furnish a coordinated and fully functional control system.

E. Alternates/Alternatives:

1. In accordance with Owner's front end bid documents.

F. Changes and change orders:

1. In accordance with Owner's front end bid documents.

1.2 REFERENCES

A. Code compliance:

1. The publications are referred to in the text by the basic designation only. The latest edition accepted by the Authority Having Jurisdiction of referenced publications in effect at the time of the bid governs.
2. The standards listed are hereby incorporated into this Section.
 - a. American National Standards Institute (ANSI).
 - b. American Society of Civil Engineers (ASCE):
 - 1) ASCE 7 - Minimum Design Loads for Buildings and Other Structures.
 - c. ASTM International (ASTM).
 - d. Illuminating Engineering Society (IES).
 - e. Institute of Electrical and Electronics Engineers (IEEE).
 - f. Insulated Cable Engineers Association (ICEA).
 - g. International Code Council (ICC).
 - 1) International Code Council Evaluation Service (ICC-ES).
 - a) AC 156 – Acceptance Criteria for Seismic Certification by Shake Table Testing of Non-Structural Components (ICC-ES AC 156).
 - h. International Society of Automation (ISA).
 - i. National Electrical Manufacturers Association (NEMA):
 - 1) 250 - Enclosures for Electrical Equipment (1000 V Maximum).
 - j. National Fire Protection Association (NFPA):
 - 1) 70 - National Electrical Code (NEC).
 - k. National Institute of Standards and Technology (NIST).
 - l. Underwriters' Laboratories, Inc. (UL).

B. Compliance with laws and regulations:

1. In accordance with Owner's front end bid documents.

1.3 DEFINITIONS

A. Definitions of terms and other electrical and instrumentation considerations as

set forth by:

1. IEEE.
2. NETA.
3. IES.
4. ISA.
5. NEC.
6. NEMA.
7. NFPA.
8. NIST.

B. Specific definitions:

1. FAT: Factory acceptance test.
2. ICSC: Instrumentation and controls subcontractor.
3. LCP: Local control panel: Operator interface panel that may contain an HMI, pilot type control devices, operator interface devices, control relays, etc. and does not contain a PLC or RIO.
4. PCM: Process control module: An enclosure containing any of the following devices: PLC, RTU, or RIO.
5. PCIS: Process control and instrumentation system.
6. RTU: Remote telemetry unit: A controller typically consisting of a PLC, and a means for remote communications. The remote communications devices typically are radios, modems, etc.
7. Space: That portion of the switchgear, motor control center, panelboard, switchboard or control panel that does not physically contain a device but is capable of accepting a device with no modifications to the equipment, i.e., provide all standoffs, bus, and hardware, as part of the space.
8. Spare: That portion of the switchgear, motor control center, panelboard, switchboard or control panel that physically contains a device with no load connections to be made.
9. VCP: Vendor control panel: Control panels that are furnished with particular equipment by a vendor other than the ICSC. These panels may contain PLCs, RIO, OIT, HMI, etc.
10. Unequipped space: That portion of the switchgear, motor control center, panelboard, switchboard or control panel that does not physically contain a device, standoff, bus, hardware, or other equipment.

1.4 SYSTEM DESCRIPTION

A. General requirements:

1. The Work includes everything necessary for and incidental to executing and completing the Electrical Work indicated on the Drawings and specified in the Specifications and reasonably inferable there from:
 - a. The Electrical Drawings are schematic in nature; use the Structural, Architectural, Mechanical, and Civil Drawings for all dimensions and scaling purposes.
2. It is the intent of these Specifications that the entire electrical power, instrumentation, and control system be complete and operable. Provide all necessary material and labor for the complete system from source of power to final utilization equipment, including all connections, testing, calibration of equipment furnished by others as well as equipment furnished by the Contractor, whether or not specifically mentioned but which are necessary

- for successful operation.
3. Provide all Electrical Work, including conduit, field wiring, and connections by the electrical subcontractor under the provisions of the Electrical Specifications for all aspects of the Work.
 4. Coordinate all aspects of the Work with the electrical subcontractor and other subcontractors before bidding in order to ensure that all costs associated with a complete installation are included. The Owner is not responsible for any change orders due to lack of coordination of the Work between the Contractor, the electrical subcontractor, the other subcontractors or suppliers.
 5. Provide all trenching, forming, rebar, concrete, back filling, hard surface removal and replacement, for all items associated with the Electrical Work and installation:
 - a. As specified in the Contract Documents.
 6. Defective work:
 - a. In accordance with Owner's front end bid documents.
 7. Utility coordination: Coordinate with the electric utility as required.

1.5 SUBMITTALS

- A. Furnish submittals as specified in this Section.
- B. General:
 1. Instruct all equipment suppliers of submittals and operation and maintenance manuals of the requirements in this Section.
 2. Furnish the submittals required by each section in the Electrical Specifications.
 3. Adhere to the wiring numbering scheme specified in Section 26_05_18 throughout the Project:
 - a. Uniquely number each wire.
 - b. Wire numbers must appear on all Equipment Drawings.
 4. Use equipment and instrument tags, as indicated on the Drawings, for all submittals.
- C. Seismic requirements:
 1. Provide electrical equipment with construction and anchorage to supporting structures designed to resist site seismic loads based on the seismic design criteria per the Manufacturer's instructions.
 2. Exemptions: A "statement of seismic qualification" and a "special seismic certification" are not required for the following equipment:
 - a. Temporary or moveable equipment.
 - b. Equipment anchored to the structure and having a total weight of 20 pounds or less.
 - c. Distribution equipment anchored to the structure and having a total unit weight of 3 pounds per linear foot, or less.
- D. Operation and maintenance manuals:
 1. Furnish the Engineer with a complete set of written operation and maintenance manuals 8 weeks before Functional Acceptance Testing.
- E. Material and equipment schedules:
 1. Furnish a complete schedule and/or matrix of all materials, equipment, apparatus, and luminaries that are proposed for use:

- a. Include sizes, names of manufacturers, catalog numbers, and such other information required to identify the items.
- F. Schedule of values:
 - 1. In addition to completing all items referred to in the schedule of values, submit per unit material and labor costs used in developing the final bid for the electrical system, for the express purpose of pricing and cost justification for any proposed change orders. In addition to the items shown on the schedule of values, provide per unit material and labor costs for conduit and wire installation for specific types, sizes, and locations as indicated on the Drawings and Conduit Schedule. It is the responsibility of the electrical subcontractor to prove to the Engineer's satisfaction that said per unit costs were used in the development of the final Bid amount.
- G. Record Documents:
 - 1. In accordance with Owner's front end bid documents.
- H. Calculations:
 - 1. Where required by specific Electrical Specifications:
 - a. Because these calculations are being provided by a registered professional engineer, they will be reviewed for form, format, and content but will not be reviewed for accuracy and calculation means.

1.6 QUALITY ASSURANCE

- A. Furnish all equipment listed by and bearing the label of UL or of an independent testing laboratory acceptable to the Engineer and the Authority Having Jurisdiction.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. In accordance with Owner's front end bid documents and per Manufacturer's instructions.

1.8 PROJECT OR SITE CONDITIONS

- A. Site conditions:
 - 1. Provide an electrical, instrumentation and control system, including all equipment, raceways, and any other components required for a complete installation that meets the environmental conditions for the Site as specified in the General Requirements and below.
 - 2. Altitude, temperature and humidity:
 - a. Provide all electrical components and equipment fully rated for continuous operation at this altitude, with no additional derating factors applied.
 - b. Provide additional temperature conditioning equipment to maintain all equipment in non-conditioned spaces subject to these ambient temperatures, with a band of 10 degrees Fahrenheit above the minimum operating temperature and 10 degrees Fahrenheit below maximum operating temperature, as determined by the equipment manufacturer's guidelines:

- 1) Provide all power conduits wiring for these devices (e.g. heaters, fans, etc.) whether indicated on the Drawings or not.
- B. Provide enclosures for electrical, instrumentation and control equipment, regardless of supplier or subcontractor furnishing the equipment, that meet the requirements outlined in NEMA Standard 250 for the following types of enclosures:
1. NEMA Type 1: Intended for indoor use, primarily to provide a degree of protection from accidental contact with energized parts or equipment.
 2. NEMA Type 3R: Intended for outdoor use, to provide a degree of protection against ingress of solid foreign objects (falling dirt), and from the ingress of water (rain, sleet, snow).
 3. NEMA Type 4: Intended for indoor or outdoor use, primarily to protect equipment from exposure to windblown dust and rain, splashing or hose directed water, ice formation and freezing.
 4. NEMA Type 4X: Made from corrosion resistant materials (fiberglass reinforced plastic, 316 stainless steel or equal) and are intended for indoor or outdoor use, primarily to protect equipment from exposure to windblown dust and rain, splashing or hose directed water, ice formation and freezing, and corrosion.
 5. NEMA Type 12: Intended for indoor use, primarily to provide a degree of protection from dust, falling dirt and dripping non-corrosive liquids.
- C. Plant area Electrical Work requirements:
1. Provide all Electrical Work in accordance with the following table, unless otherwise specifically indicated on the Drawings:

PLANT AREA	NEMA ENCLOSURE TYPE	EXPOSED CONDUIT TYPE	ENVIRONMENT W = WET D = DAMP C = CLEAN/DRY X = CORROSIVE H = HAZARDOUS	SUPPORT MATERIALS
Electrical Building	1, 12	Galvanized Steel	C	Galvanized Steel
Outdoors	3R, 4	Galvanized Steel	W	Stainless Steel

2. Modify exposed conduit runs as specified in Section 26_05_33.

1.9 SEQUENCING (NOT USED)

1.10 SCHEDULING

- A. General:

1. As specified in accordance with the Owner's front end bid documents.
- B. Pre-submittal conference:
 1. Before producing any submittals, schedule a pre-submittal conference for the purposes of reviewing the entire Project, equipment, control philosophy, schedules, and submittal requirements.

1.11 WARRANTY

- A. Warrant the Electrical Work as specified in in accordance with the Owner's front end bid documents.
 1. Provide additional warranty as specified in the individual Electrical Specifications.

1.12 SYSTEM START-UP

- A. Replace or modify equipment, software, and materials that do not achieve design requirements after installation in order to attain compliance with the design requirements:
 1. Following replacement or modification, retest the system and perform additional testing to place the complete system in satisfactory operation and obtain compliance acceptance from the Engineer.

1.13 OWNER'S INSTRUCTIONS (NOT USED)

1.14 MAINTENANCE

- A. Before Substantial Completion, perform all maintenance activities required by any sections of the Specifications including any calibrations, final adjustments, component replacements or other routine service required before placing equipment or systems in service.
- B. Furnish all spare parts as required by other sections of the Specifications.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Provide similar items of same manufacturer throughout the electrical and instrumentation portion of the Project.
- B. Allowable manufacturers are specified in individual Electrical Specifications.

2.2 EXISTING PRODUCTS (NOT USED)

2.3 MATERIALS

- A. Furnish all materials under this Contract that are new, free from defects, and standard products produced by manufacturers regularly engaged in the production of these products and that bear all approvals and labels as required by the Specifications.

- B. Provide materials complying with the applicable industrial standards.
- C. Stainless steel:
 - 1. Where stainless steel is indicated or used for any portion of the Electrical Work, provide a non-magnetic, corrosion-resistant alloy, ANSI Type 316, satin finish.
 - 2. Provide exposed screws of the same alloys.
 - 3. Provide finished material free of any burrs or sharp edges.
 - 4. Use only stainless steel hardware, when chemically compatible, in all areas that are or could be in contact with corrosive chemicals.
 - 5. Use stainless steel hardware, when chemically compatible, in all chemical areas or areas requiring NEMA Type 4X construction.
 - 6. Do not use stainless steel in any area containing chlorine, gas or solution, chlorine products or ferric chloride.

2.4 MANUFACTURED UNITS (NOT USED)

2.5 EQUIPMENT (NOT USED)

2.6 COMPONENTS (NOT USED)

2.7 ACCESSORIES (NOT USED)

2.8 MIXES (NOT USED)

2.9 FABRICATION (NOT USED)

2.10 FINISHES (NOT USED)

2.11 SOURCE QUALITY CONTROL

- A. Provide all equipment that is new, free from defects, and standard products produced by manufacturers regularly engaged in the production of these products.

PART 3 EXECUTION

3.1 EXAMINATION

- A. It is the electrical subcontractor's responsibility to be fully familiar with the existing conditions and local requirements and regulations.
- B. Comply with pre-bid conference requirements as specified in in accordance with the Owner's front end bid documents.
- C. Review the site conditions and examine all shop drawings for the various items of equipment in order to determine exact routing and final terminations for all wiring and cables.

3.2 PREPARATION (NOT USED)

3.3 INSTALLATION

- A. Equipment locations shown on Electrical Drawings may change due to variations in equipment size or minor changes made by others during construction:
 - 1. Verify all dimensions indicated on the Drawings:
 - a. Actual field conditions govern all final installed locations, distances, and levels.
 - 2. Review all Contract Documents and approved equipment shop drawings and coordinate Work as necessary to adjust to all conditions that arise due to such changes.
 - 3. Make minor changes in location of equipment before rough in, as directed by the Owner or Engineer.
 - 4. Provide a complete electrical system:
 - a. Install all extra conduits, cables, and interfaces as may be necessary to provide a complete and operating electrical system.
- B. Install the equipment in accordance with the accepted installation instructions and anchorage details to meet the seismic and wind load requirements at the Project site.
- C. Cutting and patching:
 - 1. Perform all cutting, patching, channeling, core drilling, and fitting required for the Electrical Work, except as otherwise directed:
 - a. Secure the permission of the Engineer before performing any operation likely to affect the strength of a structural member such as drilling, cutting or piercing:
 - 1) Before cutting, channeling, or core drilling any surface, ensure that no penetration of any other systems will be made:
 - a) Verify that area is clear and free of conduits, cables, piping, ductwork, post-tensioning cables, etc.
 - b) Use tone-locate system or X-ray to ensure that area is clear of obstructions.
 - b. Review the complete Drawing set to ensure that there are no conflicts or coordination problems before cutting, channeling, or core drilling any surface.
 - 2. Perform all patching to the same quality and appearance as the original work. Employ the proper tradesmen to secure the desired results. Seal around all conduits, wires, and cables penetrating walls, ceilings, and floors in all locations with a fire stop material, typically:
 - a. 3M: CP 25WB+: Caulk.
 - b. 3M: Fire Barrier: Putty.
 - 3. Use the installation details indicated on the Drawings as a guide for acceptable sealing methods.
- D. Install all conduits and equipment in such a manner as to avoid all obstructions and to preserve headroom and keep openings and passageways clear:
 - 1. Install all conduits and equipment in accordance with working space requirements in accordance with the NEC.
 - a. This includes any panel, disconnect switch or other equipment that can be energized while open exposing live parts regardless of whether it is likely to require examination or has serviceable parts.

2. Where the Drawings do not show dimensions for locating equipment, install equipment in the approximate locations indicated on the Drawings.
 - a. Adjust equipment locations as necessary to avoid any obstruction or interferences.
 3. Where an obstruction interferes with equipment operation or safe access, relocate the equipment.
 4. Where the Drawings do not indicate the exact mounting and/or supporting method to be used, use materials and methods similar to the mounting details indicated on the Drawings.
- E. Earthwork and concrete:
1. Install all trenching, shoring, concrete, backfilling, grading and resurfacing associated with the Electrical Work:
 - a. Requirements as specified in the Contract Documents.
- F. Terminations:
1. Provide and terminate all conductors required to interconnect power, controls, instruments, panels, and all other equipment.
- G. Miscellaneous installation requirements:
1. In case of interference between electrical equipment indicated on the Drawings and the other equipment, notify the Engineer.
 2. Location of manholes and pullboxes indicated on the Drawings are approximate. Coordinate exact location of manholes and pullboxes with Mechanical and Civil Work.
 3. Provide additional manholes or pullboxes to those shown where they are required to make a workable installation.
- H. Labeling:
1. Provide all labels as specified in 26_05_18.
- I. Equipment tie-downs:
1. Anchor all instruments, control panels, and equipment by methods that comply with seismic and wind bracing criteria, which apply to the Site.
 2. All control panels must be permanently mounted and tied down to structures in accordance with the Project seismic criteria.

3.4 ERECTION, INSTALLATION, APPLICATION, CONSTRUCTION (NOT USED)

3.5 REPAIR/RESTORATION (NOT USED)

3.6 RE-INSTALLATION (NOT USED)

3.7 COMMISSIONING

- A. For Owner and Engineer witnessed FAT:
1. Contractor is responsible for the Owner's and Engineer's costs associated with FAT as specified in other sections.
- B. Owner training:
1. In accordance with Owner's front end bid documents and in this Section.

C. Source testing (FAT):

1. Provide source testing and owner training on electrical equipment as defined in the table below:

Table: Source Testing and Owner Training Requirements:

Section Number	Section Title	Source Testing	Owner Training Requirements	
		(Witnessed or Non-witnessed)	Maintenance (hrs per session)	Operation (hrs per session)
26_29_25	Variable Frequency Drives 60–500 Horsepower	Witnessed	16	16
26_32_14	Single Diesel Fueled Engine Generator	Non-Witnessed	4	4

3.8 FIELD QUALITY CONTROL

A. Inspection:

1. Allow for inspection of electrical system installation as specified in this section.
2. Provide any assistance necessary to support inspection activities.
3. Engineer inspections may include, but are not limited to, the following:
 - a. Inspect equipment and materials for physical damage.
 - b. Inspect installation for compliance with the Drawings and Specifications.
 - c. Inspect installation for obstructions and adequate clearances around equipment.
 - d. Inspect equipment installation for proper leveling, alignment, anchorage, and assembly.
 - e. Inspect equipment nameplate data to verify compliance with design requirements.
 - f. Inspect raceway installation for quality workmanship and adequate support.
 - g. Inspect cable terminations.
4. Inspection activities conducted during construction do not satisfy inspection.

B. Field acceptance testing (Functional Testing):

1. Notify the Engineer when the Electrical Work is ready for field acceptance testing.
2. Perform the field acceptance tests.
3. Record results of the required tests along with the date of test:
 - a. Use conduit identification numbers to indicate portion of circuit tested.

C. Workmanship:

1. Leave wiring in panels, manholes, boxes, and other locations neat, clean, and organized:
 - a. Neatly coil and label spare wiring lengths.
 - b. Shorten, re-terminate, and re-label excessive used as well as spare

wire and cable lengths, as determined by the Engineer.

3.9 ADJUSTING (NOT USED)

3.10 CLEANING

- A. Remove all foreign material and restore all damaged finishes to the satisfaction of the Engineer and Owner.
- B. Clean and vacuum all enclosures to remove all metal filings, surplus insulation and any visible dirt, dust or other matter before energization of the equipment or system start-up:
- C. As specified in other sections of the Contract Documents.

3.11 PROTECTION

- A. Protect all Work from damage or degradation until Substantial Completion.
- B. Maintain all surfaces to be painted in a clean and smooth condition.

3.12 SCHEDULES (NOT USED)

END OF SECTION

SECTION 26_05_18

600-VOLT OR LESS WIRES AND CABLES

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. 600 volt class or less wire and cable.
- B. Related sections:
 - 1. Section 26_05_00 - Common Work Results for Electrical.
 - 2. Section 26_05_26 - Grounding and Bonding.

1.2 REFERENCES

- A. As specified in Section 26_05_00.
- B. ASTM International (ASTM):
 - 1. B3 - Standard Specification for Soft or Annealed Copper Wire.
 - 2. B8 - Standard Specification for Concentric-Lay-Stranded Copper Conductors, Hard, Medium-Hard, or Soft.
- C. CSA International (CSA).
- D. Insulated Cable Engineers Association (ICEA):
 - 1. NEMA WC 70/ICEA S-95-658-1999 - Standard for Nonshielded Power Cables Rated 2000 Volts or Less for the Distribution of Electrical Energy.
 - 2. NEMA WC 57/ICEA S-73-532 - Standard for Control, Thermocouple Extension, and Instrumentation Cables.
- E. National Fire Protection Association (NFPA):
 - 1. 70 - National Electrical Code (NEC).
 - 2. 72 - National Fire Alarm and Signaling Code.
 - 3. 101 - Life Safety Code.
- F. Telecommunications Industry Association/Electronics Industry Association (TIA/EIA):
 - 1. 568-C.2 - Balanced Twisted-Pair Telecommunication Cabling and Components Standard.
- G. Underwriter's Laboratories Inc., (UL):
 - 1. 44 - Thermoset-Insulated Wires and Cables.
 - 2. 1277 - Standard for Electrical Power and Control Tray Cables with Optional Optical-Fiber Members.
 - 3. 1424 - Standard for Cables for Power-Limited Fire-Alarm Circuits.
 - 4. 1569 - Standard for Metal-Clad Cables.
 - 5. 2196 - Standard for Tests for Fire Resistive Cables.
 - 6. 2225 - Standard for Cables and Cable-Fittings For Use in

Hazardous (Classified) Locations.

1.3 DEFINITIONS

- A. As specified in Section 26_05_00.
- B. Definitions of terms and other electrical considerations as set forth in the:
 - 1. ASTM.
 - 2. ICEA.

1.4 SYSTEM DESCRIPTION

- A. Furnish and install the complete wire and cable system.

1.5 SUBMITTALS

- A. Furnish submittals as specified in Section 26_05_00.
- B. Product data:
 - 1. Manufacturer of wire and cable.
 - 2. Insulation:
 - a. Type.
 - b. Voltage class.
 - 3. American wire gauge (AWG) size.
 - 4. Conductor material.
 - 5. Pulling compounds.
- C. Shop drawings:
 - 1. Show splice locations.
 - a. For each proposed splice location provide written justification describing why the splice is necessary.
- D. Test reports:
 - 1. Submit test reports for meg-ohm tests.
- E. Calculations:
 - 1. Submit cable pulling calculations to the Engineer for review and comment for all cables that will be installed using mechanical pulling equipment. Show that the maximum cable tension and sidewall pressure will not exceed manufacturer recommended values:
 - a. Provide a table showing the manufacturer's recommended maximum cable tension and sidewall pressure for each cable type and size included in the calculations.
 - b. Submit the calculations to the Engineer a minimum of 2 weeks before conduit installation.

1.6 QUALITY ASSURANCE

- A. As specified in Section 26_05_00.
- B. All wires and cables shall be UL listed and labeled.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. As specified in Section 26_05_00.

1.8 PROJECT OR SITE CONDITIONS (NOT USED)

1.9 SEQUENCING (NOT USED)

1.10 SCHEDULING (NOT USED)

1.11 WARRANTY

- A. As specified in Section 26_05_00.

1.12 SYSTEM START-UP

- A. As specified in Section 26_05_00.

1.13 OWNER`S INSTRUCTIONS (NOT USED)

1.14 MAINTENANCE (NOT USED)

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. One of the following or equal:
 - 1. 600 volt class wire and cable:
 - a. General Cable.
 - b. Okonite Company.
 - c. Southwire Company.
 - 2. Instrumentation class wire and cable:
 - a. Alpha Wire Company.
 - b. Belden CDT.
 - c. General Cable BICC Brand.
 - d. Okonite Company.
 - e. Rockbestos Surprenant Cable Corporation.

2.2 EXISTING PRODUCTS (NOT USED)

2.3 MATERIALS

- A. Conductors:
 - 1. Copper in accordance with ASTM B3.

2.4 MANUFACTURED UNITS

- A. General:
 - 1. Provide new wires and cables manufactured within 1 year of the date of delivery to the Site.

2. Permanently mark each wire and cable with the following at 24-inch intervals:
 - a. AWG size.
 - b. Voltage rating.
 - c. Insulation type.
 - d. UL symbol.
 - e. Month and year of manufacture.
 - f. Manufacturer's name.
 3. Identify and mark wire and cable as specified in this section.
 - a. Use integral color insulation for Number 2 AWG and smaller wire.
 - b. Wrap colored tape around cable larger than Number 2 AWG.
- B. 600 volt class wire and cable:
1. Provide AWG or kcmil sizes as indicated on the Drawings or in the Conduit Schedules:
 - a. When not indicated on the Drawings, size wire as follows:
 - 1) In accordance with the NEC:
 - a) Use 75 degree Celsius ampacity ratings.
 - b) Ampacity rating after all derating factors, equal to or greater than rating of the overcurrent device.
 - 2) Provide Number 12 AWG minimum for power conductors.
 - 3) Provide Number 14 AWG minimum for control conductors.
 2. Provide Class B stranding in accordance with ASTM B8:
 - a. Provide Class C stranding where extra flexibility is required.
 3. Insulation:
 - a. THHN/THWN-2
 - b. 90 degrees Celsius rating.
- C. Instrumentation class cable:
1. Type TC.
 2. Suitable for use in wet locations.
 3. Voltage rating: 600 volts.
 4. Temperature rating:
 - a. 90 degrees Celsius rating in dry locations.
 - b. 75 degrees Celsius rating in wet locations.
 5. Conductors:
 - a. Insulation:
 - 1) Flame-retardant PVC, 15 mils nominal thickness, with nylon jacket 4 mils nominal thickness.
 - b. Number 16 AWG stranded and tinned.
 - c. Color code:
 - 1) Pair: Black and white.
 - 2) Triad: Black, white and red.
 - 3) Multiple pairs or triads:
 - a) Color-coded and numbered.
 6. Drain wire:
 - a. 18 AWG.
 - b. Stranded, tinned.
 7. Jacket:
 - a. Flame retardant, moisture and sunlight resistant PVC.
 - b. Ripcord laid longitudinally under jacket to facilitate removal.
 8. Shielding:

- a. Individual pair/triad:
 - 1) Minimum 1.35-mil double-faced aluminum foil/polyester tape overlapped to provide 100 percent coverage.
- b. Multiple pair or triad shielding:
 - 1) Group shield: Minimum 1.35-mil double-faced aluminum foil/polyester tape overlapped to provide 100 percent coverage.
 - 2) Completely isolate group shields from each other.
 - 3) Cable shield: 2.35 mils double-faced aluminum and synthetic polymer backed tape overlapped to provide 100 percent coverage.
- c. All shielding to be in contact with the drain wire.

2.5 EQUIPMENT (NOT USED)

2.6 COMPONENTS (NOT USED)

2.7 ACCESSORIES

- A. Wire ties:
 - 1. One of the following or equal:
 - a. T&B "Ty-Rap" cable ties.
 - b. Panduit cable ties.
- B. Wire markers:
 - 1. As specified in this Section.

2.8 MIXES (NOT USED)

2.9 FABRICATION (NOT USED)

2.10 FINISHES (NOT USED)

2.11 SOURCE QUALITY CONTROL

- A. Assembly and testing of cable shall comply with the applicable requirements of ICEA S-95-658-1999.
- B. Test Type THHN/THWN-2 in accordance with the requirements of UL 44.

PART 3 EXECUTION

3.1 EXAMINATION (NOT USED)

3.2 PREPARATION (NOT USED)

3.3 INSTALLATION

- A. As specified in Section 26_05_00.
- B. Color-coding:
 - 1. Color-coding shall be consistent throughout the facility.

2. The following color code shall be followed for all 240/120 volt and 208/120 volt systems:
 - a. Phase A - Black.
 - b. Phase B - Red.
 - c. Phase C - Blue.
 - d. Single phase system - Black for one hot leg, red for the other.
 - e. Neutral - White.
 - f. High phase or wild leg - Orange.
 - g. Equipment ground - Green.
 3. The following color code shall be followed for all 480/277 volt systems:
 - a. Phase A - Brown.
 - b. Phase B - Orange.
 - c. Phase C - Yellow.
 - d. Neutral - Gray.
 - e. Equipment ground - Green.
 4. The following color code shall be followed for all 120 VAC control wiring:
 - a. Power - Red.
 - b. Neutral - White.
 5. The following color code shall be followed for all general purpose DC control circuits:
 - a. Grounded conductors - White with blue stripe.
 - b. Ungrounded conductors - Blue.
 6. Switch legs shall be violet. Three-way switch runners shall be pink.
 7. Wires in intrinsically safe circuits shall be light blue.
 8. Wire colors shall be implemented in the following methods:
 - a. Wires manufactured of the desired color.
 - b. Continuously spiral wrap the first 6 inches of the wire from the termination point with colored tape:
 - 1) Colored tape shall be wrapped to overlap 1/2 of the width of the tape.
- C. Install conductors only after the conduit installation is complete, and all enclosures have been vacuumed clean, and the affected conduits have been swabbed clean and dry:
1. Install wires only in approved raceways.
 2. Do not install wire:
 - a. In incomplete conduit runs.
 - b. Until after the concrete work and plastering is completed.
- D. Properly coat wires and cables with pulling compound before pulling into conduits:
1. For all Number 4 AWG and larger, use an approved wire-pulling lubricant while cable is being installed in conduit:
 - a. Ideal Products.
 - b. Polywater Products.
 - c. 3M Products.
 - d. Greenlee Products.
 - e. Or equal as recommended by cable manufacturer.
 - f. Do not use oil, grease, or similar substances.
- E. Cable pulling:
1. Prevent mechanical damage to conductors during installation.
 2. For cables Number 1 AWG and smaller, install cables by hand.

3. For cables larger than Number 1 AWG, power pulling winches may be used if they have cable tension monitoring equipment.
 4. Provide documentation that maximum cable pulling tension was no more than 75 percent of the maximum recommended level as published by the cable manufacturer. If exceeded, the Engineer may, at his discretion, require replacement of the cable.
 5. Ensure cable pulling crews have all calculations and cable pulling limitations while pulling cable.
 6. Add a junction box or pullbox where required to prevent cable pulling tension or sidewall pressure from exceeding 75 percent of manufacturer's recommendation for the specified cable size:
 - a. Leave sufficient slack to make proper connections.
- F. Use smooth-rolling sheaves and rollers when pulling cable into cable tray to keep pulling tension and bending radius within manufacturer's recommendations.
- G. Install and terminate all wire in accordance with manufacturer's recommendations.
- H. Neatly arrange and lace conductors in all switchboards, panelboards, pull boxes, and terminal cabinets by means of wire ties:
 1. Do not lace wires in gutter or panel channel.
 2. Install all wire ties with a flush cutting wire tie installation tool:
 - a. Use a tool with an adjustable tension setting.
 3. Do not leave sharp edges on wire ties.
- I. Terminate stranded conductors on equipment box lugs such that all conductor strands are confined within the lug:
 1. Use ring type lugs if box lugs are not available on the equipment.
- J. Lighting circuits:
 1. Each circuit shall have a dedicated neutral.
- K. Apply wire markers to all wires at each end after being installed in the conduit and before meg-ohm testing and termination.
- L. Instrumentation class cable:
 1. Install instrumentation class cables in separate raceway systems from power cables:
 - a. Install instrument cable in metallic conduit within non-dedicated manholes or pull boxes.
 - b. Install cable without splices between instruments or between field devices and instrument enclosures or panels.
 2. Do not make intermediate terminations, except in designated terminal boxes as indicated on the Drawings.
 3. Shield grounding requirements as specified in Section 26_05_26.
- M. Signal cable:
 1. Separate and isolate electrical signal cables from sources of electrical noise and power cables by minimum 12 inches.
- N. Wiring allowances:

1. Equipment locations may vary slightly from the drawings. Include an allowance for necessary conductors and terminations for motorized equipment, electrical outlets, fixtures, communication outlets, instruments, and devices within 10 linear feet of locations indicated on the Drawings.
2. Locations for pull boxes, manholes, and duct banks may vary slightly from the drawings. Include an allowance for necessary conductors and related materials to provide conductors to all pull boxes, manholes and duct banks within 20 linear feet of locations indicated on the Drawings.

3.4 ERECTION, INSTALLATION, APPLICATION, CONSTRUCTION (NOT USED)

3.5 REPAIR/RESTORATION (NOT USED)

3.6 RE-INSTALLATION (NOT USED)

3.7 TESTING

- A. As specified in Section 26_05_00.

3.8 FIELD QUALITY CONTROL

- A. As specified in Section 26_05_00.
- B. Grounding:
1. As specified in Section 26_05_26.

3.9 ADJUSTING (NOT USED)

3.10 CLEANING (NOT USED)

3.11 PROTECTION

- A. As specified in Section 26_05_00.

3.12 SCHEDULES (NOT USED)

END OF SECTION

SECTION 26_05_21

LOW VOLTAGE WIRE CONNECTIONS

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Wire connecting devices.
 - 2. Terminations.
 - 3. Splices.
- B. Related sections:
 - 1. Section 26_05_00 - Common Work Results for Electrical.
 - 2. Section 26_05_18 - 600-Volt or Less Wires and Cables.

1.2 REFERENCES

- A. As specified in Section 26_05_00.
- B. ASTM International (ASTM):
 - 1. D3005 – Standard Specification for Low-Temperature Resistant Vinyl Chloride Plastic Pressure-Sensitive Electrical Insulating Tape.
- C. CSA International (CSA):
 - 1. C22.2 - No.197-M1983 (R2208) - PVC Insulating Tape.
- D. Underwriters Laboratories, Inc. (UL):
 - 1. 510 - Standard for Polyvinyl Chloride, Polyethylene, and Rubber Insulating Tape.

1.3 DEFINITIONS

- A. As specified in Section 26_05_00.

1.4 SYSTEM DESCRIPTION

- A. Provide a complete system of wiring connectors, terminators, fittings, etc. for a complete wiring system suitable for the cables and conductors used.

1.5 SUBMITTALS

- A. Furnish submittals as specified in Section 26_05_00.
- B. Product data:
 - 1. Catalog cut sheets.
 - 2. Installation instructions.

1.6 QUALITY ASSURANCE

- A. As specified in Section 26_05_00.
- B. All materials shall be UL listed.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. As specified in Section 26_05_00.

1.8 PROJECT OR SITE CONDITIONS

- A. As specified in Section 26_05_00.

1.9 SEQUENCING (NOT USED)

1.10 SCHEDULING (NOT USED)

1.11 WARRANTY

- A. As specified in Section 26_05_00.

1.12 SYSTEM START-UP

- A. As specified in Section 26_05_00.

1.13 OWNER'S INSTRUCTIONS (NOT USED)

1.14 MAINTENANCE (NOT USED)

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers for each type of technology are specified with the equipment in this Section.

2.2 EXISTING PRODUCTS (NOT USED)

2.3 MATERIALS (NOT USED)

2.4 MANUFACTURED UNITS (NOT USED)

2.5 EQUIPMENT

- A. Control connections:
 - 1. Use insulated ring type wire terminators for connections to all screw terminals:
 - a. With chamfered/funneled terminal barrel entry.
 - b. Deep internal serrations.
 - c. Long barrel design to reduce electrical resistance and increased

- insulator-barrel surface area to ensure that the insulator remains in contact with the barrel.
 - d. Electroplated-tin copper conductor.
 - e. Manufacturer: The following or equal:
 - 1) Thomas and Betts, Sta-Kon.
 - 2. For process equipment connections work from manufacturer's drawings.
- B. Joints, taps, and connections:
- 1. 600-volt conductors:
 - a. Use solderless connectors.
 - b. Use only plated copper alloy connectors or lugs:
 - 1) Aluminum connectors or lugs are not acceptable for copper conductors.
 - c. For wire Number 10 AWG and smaller use compression splice caps, with insulating caps:
 - 1) Manufacturer: The following or equal:
 - a) Buchanan 2006S or 2011S, with 2007 or 2014 insulating caps.
 - d. For wire Number 8 AWG and larger, use heavy duty copper compression connectors:
 - 1) Manufacturer: One of the following or equal:
 - a) Burndy.
 - b) Thomas and Betts.
 - e. Heat shrink tubing:
 - 1) Suitable for indoors, outdoors, overhead, direct burial or submerged applications.
 - 2) Minimum shrink ratio: 4 to 1.
 - 3) Continuous operating temperature: -55 degrees Celsius to 110 degrees Celsius.
 - 4) Internally applied adhesive sealant.
 - 5) Cross-linked polyolefin:
 - a) Manufacturers, one of the following or equal:
 - (1) 3M ITCSN.
 - (2) Thomas & Betts Shrink-Kon.
- C. Insulating tape:
- 1. General purpose insulating tape:
 - a. Minimum 7 mil vinyl tape.
 - b. Suitable for application in an ambient of -18 degrees Celsius (0 degrees Fahrenheit).
 - c. Operating range up to 105 degrees Celsius (220 degrees Fahrenheit).
 - d. Flame retardant, hot- and cold- weather resistant, UV resistant.
 - e. For use as a primary insulation for wire cable splices up to 600 VAC.
 - f. Meeting and complying with:
 - 1) ASTM D3005 Type I
 - 2) UL 510.
 - 3) CSA C22.2.
 - g. Manufacturer: The following or equal:
 - 1) 3M - Scotch Number Super 33+.
 - 2. General-purpose color-coding tape:
 - a. Minimum 7 mil vinyl tape.
 - b. Suitable for application on PVC and polyethylene jacketed cables.

- c. For use indoors and outdoors in weather protected enclosures.
- d. Available with the following colors:
 - 1) Red.
 - 2) Yellow.
 - 3) Blue.
 - 4) Brown.
 - 5) Gray.
 - 6) White.
 - 7) Green.
 - 8) Orange.
 - 9) Violet.
- e. For use as phase identification, marking, insulating, and harnessing.
- f. Meeting and complying with:
 - 1) UL 510.
 - 2) CSA C22.2.
- g. Manufacturer the following or equal:
 - 1) 3M - Scotch Number 35.

2.6 COMPONENTS (NOT USED)

2.7 ACCESSORIES (NOT USED)

2.8 MIXES (NOT USED)

2.9 FABRICATION (NOT USED)

2.10 FINISHES (NOT USED)

2.11 SOURCE QUALITY CONTROL (NOT USED)

PART 3 EXECUTION

3.1 EXAMINATION (NOT USED)

3.2 PREPARATION (NOT USED)

3.3 INSTALLATION

- A. As specified in Section 26_05_00.
- B. Load connections:
 - 1. Connect loads to the circuits as indicated. Color-code all branch circuits as specified in Section 26_05_18.
- C. Zero to 600-volt systems:
 - 1. Make all connections with the proper tool and die as specified by the device manufacturer.
 - 2. Use only tooling and dies manufactured by the device manufacturer.
 - 3. Insulate all connections and splices with Scotch 33+ tape and Scotchfill,

- or pre-molded plastic covers, or heat shrink tubing and caps.
- 4. Number all power and control wires before termination.
- D. Motor connections (600 volts and below):
 - 1. Terminate wires with compression type ring lugs at motors.
 - 2. Connection at both the motor leads and the machine wires shall have ring type compression lugs.
 - 3. Cover bolted connectors with a heat shrinkable, cross-linked polyolefin material formed as a single opening boot:
 - a. In damp and wet locations, use a complete kit containing mastic that shall seal out moisture and contamination.
 - b. Shrink cap with low heat as recommended by manufacturer.
 - 4. Wire markers shall be readable after boot installation.
 - 5. Manufacturer: The following or equal:
 - a. Raychem MCK.

3.4 ERECTION, INSTALLATION, APPLICATION, CONSTRUCTION (NOT USED)

3.5 REPAIR/RESTORATION (NOT USED)

3.6 RE-INSTALLATION (NOT USED)

3.7 FIELD QUALITY CONTROL

- A. As specified in Section 26_05_00.

3.8 ADJUSTING (NOT USED)

3.9 CLEANING (NOT USED)

3.10 PROTECTION

- A. As specified in Section 26_05_00.

3.11 SCHEDULES (NOT USED)

END OF SECTION

SECTION 26_05_26

GROUNDING AND BONDING

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Grounding materials and requirements.
- B. Related sections:
 - 1. Section 26_05_00 - Common Work Results for Electrical.

1.2 REFERENCES

- A. As specified in Section 26_05_00.
- B. ASTM International (ASTM):
 - 1. B3 - Standard Specification for Soft or Annealed Copper Wire.
 - 2. B8 - Standard Specification for Concentric-Lay-Stranded Copper Conductors, Hard, Medium-Hard, or Soft.
- C. Institute of Electrical and Electronics Engineers (IEEE):
 - 1. 81 - IEEE Guide for Measuring Earth Resistivity, Ground Impedance, and Earth Surface Potentials of a Grounding System.
- D. Underwriters Laboratories, Inc. (UL):
 - 1. 467 - Ground and Bonding Equipment.

1.3 DEFINITIONS

- A. As specified in Section 26_05_00.

1.4 SYSTEM DESCRIPTION

- A. Ground equipment and raceway systems so that the completed installation conforms to all applicable code requirements.
- B. Provide a complete electrical grounding system as indicated on the Drawings and as specified including but not limited to:
 - 1. Grounding electrodes.
 - 2. Bonding jumpers.
 - 3. Ground connections.
- C. Provide bonding jumpers and wire, grounding bushings, clamps and appurtenances required for complete grounding system to bond equipment and raceways to equipment grounding conductors.
- D. The ground system resistance (electrode to ground) of the completed installation, as determined by tests specified in NETA, shall be:

1. 5 ohms or less for industrial systems.
2. 1 ohm or less for electrical buildings.

1.5 SUBMITTALS

- A. Furnish submittals as specified in Section 26_05_00.
- B. Product data:
 1. Catalog cut sheets.

1.6 QUALITY ASSURANCE

- A. As specified in Section 26_05_00.
- B. All grounding components and materials shall be UL listed and labeled.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. As specified in Section 26_05_00.

1.8 PROJECT/SITE CONDITIONS (NOT USED)

1.9 SEQUENCING (NOT USED)

1.10 SCHEDULING (NOT USED)

1.11 WARRANTY

- A. As specified in Section 26_05_00.

1.12 SYSTEM START-UP

- A. As specified in Section 26_05_00.

1.13 OWNER'S INSTRUCTIONS (NOT USED)

1.14 MAINTENANCE (NOT USED)

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Compression connectors: One of the following or equal:
 1. FCI Burndy.
 2. Thomas & Betts.
- B. Ground rods: One of the following or equal:
 1. Erico.
 2. Harger.
 3. Nehring
- C. Ground cable: One of the following or equal:

1. Nehring.
 2. Harger.
 3. Southwire.
- D. Precast ground well boxes: One of the following or equal:
1. Brooks Products.
 2. Christy Concrete Products.

2.2 EXISTING PRODUCTS (NOT USED)

2.3 MATERIALS

- A. Ground rod:
1. Minimum: 3/4-inch diameter, 10 feet long.
 2. Uniform 10 mil covering of electrolytic copper metallicity bonded to a rigid steel core:
 - a. The copper-to-steel bond shall be corrosion resistant.
 3. In accordance with UL 467.
 4. Sectional type joined by threaded copper alloy couplings.
 5. Fit the top of the rod with a threaded coupling and steel-driving stud.
- B. Ground cable:
1. Requirements:
 - a. Soft drawn (annealed).
 - b. Concentric lay, coarse stranded in accordance with ASTM B8.
 - c. Bare copper in accordance with ASTM B3.
 2. Size is as indicated on the Drawings, but not less than required by the NEC.
- C. Compression connectors:
1. Manufactured of high copper alloy specifically for the particular grounding application.
 2. Suitable for direct burial in earth and concrete.
 3. Identifying compression die number inscription to be impressed on compression fitting.
- D. Equipment grounding conductors:
1. Conductors shall be the same type and insulation as the load circuit conductors:
 - a. Use 600-volt insulation for the equipment grounding conductors for medium voltage systems.
 2. Size is as indicated on the Drawings, but not less than required by the NEC.
- E. Grounding electrode conductors:
1. Size is as indicated on the Drawings, but not less than required by the NEC.
- F. Main bonding jumpers and bonding jumpers:
1. Size is as indicated on the Drawings, but not less than required by the NEC.

2.4 MANUFACTURED UNITS (NOT USED)

2.5 EQUIPMENT (NOT USED)

2.6 COMPONENTS (NOT USED)

2.7 ACCESSORIES

- A. Precast ground well boxes:
 - 1. Minimum 10 inch interior diameter.
 - 2. Traffic-rated cast iron cover.
 - 3. Permanent "GROUND" marking on cover.

2.8 MIXES (NOT USED)

2.9 FABRICATION (NOT USED)

2.10 FINISHES (NOT USED)

2.11 SOURCE QUALITY CONTROL (NOT USED)

PART 3 EXECUTION

3.1 EXAMINATION (NOT USED)

3.2 PREPARATION (NOT USED)

3.3 INSTALLATION

- A. As specified in Section 26_05_00.
- B. Provide a separate, green insulated, grounding conductor in each raceway independent of raceway material.
 - 1. Provide a separate grounding conductor in each individual raceway for parallel feeders.
- C. Provide a separate grounding conductor for each motor and connect at motor terminal box. Do not use bolts securing motor box to frame or cover for grounding connectors:
 - 1. When grounding motors driven by variable frequency drives (VFD) comply with the requirements of the VFD manufacturer.
- D. Provide a grounding type bushing with lug for connection of grounding conductor for conduits that originate from each motor control center section, switchboard, or panelboard:
 - 1. Individually bond these raceways to the ground bus in the equipment.
- E. Provide grounding type bushings with lugs for connection of grounding conductor at both ends of metallic conduit runs. Bond ground bushings to the grounding system.
- F. Provide a green insulated wire-grounding jumper from the ground screw to a box grounding screw and, for grounding type devices, to equipment grounding conductor.

- G. Interconnect the secondary switchgear, switchboard, or panelboard neutral bus to the ground bus in the secondary switchgear, switchboard, or panelboard compartment, only at service entrance point or after a transformer.
- H. Duct bank ground system:
 - 1. Provide a bare copper grounding conductor the entire length of each duct bank, embedded in the concrete of the duct bank as indicated on the Drawings and specified in the Specifications.
 - 2. Bond duct bank ground conductors together where duct banks join, merge, intersect, or split.
- I. Grounding at service (600 V or Less):
 - 1. Connect the neutral to ground only at one point within the enclosure of the first disconnecting means on the load side of the service transformer.
- J. Ground connections:
 - 1. All connections to the ground grid system, the duct bank grounding system, equipment, ground rods, etc., shall be made using compression type grounding connectors as indicated on the Drawings, UL listed, and labeled for the application.
 - 2. Make ground connections in accordance with the manufacturer's instructions.
 - 3. Do not conceal or cover any ground connections until the Engineer or authorized representative has established and provided written confirmation that every grounding connection is as indicated on the Drawings and specified in the Specifications.
- K. Grounding electrode system:
 - 1. Ground ring:
 - a. Provide all trenching and materials necessary to install the ground ring as indicated on the Drawings.
 - b. Ground ring conductor shall be in direct contact with the earth, or where embedded, concrete, of the size as indicated on the Drawings.
 - c. Minimum burial depth 36 inches or as indicated on the Drawings.
 - d. Re-compact disturbed soils to original density in 6-inch lifts.
 - 2. Ground rods:
 - a. Locations as indicated on the Drawings.
 - b. Length of rods forming an individual ground array shall be equal in length.
 - c. Drive ground rods and install grounding conductors before construction of concrete slabs and duct banks.
 - d. Pre-crimp all ground rods, as recommended by the manufacturer, before crimping connector to ground rod.
 - 3. Metal underground water pipe:
 - a. Bond metal underground domestic water pipe to grounding electrode system.
 - 4. Metal frame of building or structure:
 - a. Bond metal frame of building or structure to grounding electrode system.
 - 5. Extend grounding conductors through concrete to accessible points for grounding equipment and electrical enclosures.
 - 6. Where grounding conductors are not concrete-encased or direct buried, install in Schedule 40 PVC conduit for protection.

7. Install grounding system at each structure where switchgear, motor control centers, switchboards, panelboards, panels, or other electrical equipment are installed.
- L. Shield grounding:
1. Shielded instrumentation cable shall have its shield grounded at one end only unless shop drawings indicate otherwise:
 - a. The grounding point shall be at the control panel or at the power source end of the signal carried by the cable.
 2. Terminate the shield drain wire on a dedicated terminal block.
 3. Use manufacturer's terminal block jumpers to interconnect ground terminals.
 4. Connection to the panel main ground bus shall be via a green No. 12 conductor to the main ground bus for the panel.
- M. Antenna ground:
1. Install individual ground rod or ground system for communication system antenna:
 - a. Install a dedicated grounding electrode conductor from the antenna ground to the grounding electrode system.
 - b. Do not connect any other grounds to the antenna grounding electrode conductor.
 2. Install ground rod or ground system in accordance with the radio manufacturer's requirements.
- N. Where indicated on the Drawings, install ground rods in precast ground wells.
- O. Ground all gates, fences, and handrails, even if not shown on Drawings. Grounding conductor from ground grid to gates, fences and handrails shall be #2 AWG minimum.

3.4 ERECTION, INSTALLATION, APPLICATION, CONSTRUCTION (NOT USED)

3.5 REPAIR/RESTORATION (NOT USED)

3.6 RE-INSTALLATION (NOT USED)

3.7 TESTING

- A. As specified in Section 26_05_00.

3.8 FIELD QUALITY CONTROL

- A. As specified in Section 26_05_00.
- B. Measure grounding electrode system resistance to ground in accordance with IEEE 81.

3.9 ADJUSTING

- A. Under the direction of the Engineer, add additional parallel connected ground rods and/or deeper driven rods until the ground resistance measurement meets

the specified resistance requirements:

1. Use of salts, water, or compounds to attain the specified ground resistance is not acceptable.

3.10 CLEANING (NOT USED)

3.11 PROTECTION

- A. As specified in Section 26_05_00.

3.12 SCHEDULES (NOT USED)

END OF SECTION

SECTION 26_05_29

HANGERS AND SUPPORTS

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Mounting and supporting electrical equipment and components.
- B. Related sections:
 - 1. Section 26_05_00 - Common Work Results for Electrical.

1.2 REFERENCES

- A. As specified in Section 26_05_00.
- B. ASTM International (ASTM):
 - 1. A123 - Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products.
 - 2. A153 - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware.
 - 3. A240 - Standard Specification for Chromium and Chromium-Nickel Stainless Steel Plate, Sheet, and Strip for Pressure Vessels and for General Applications.

1.3 DEFINITIONS

- A. As specified in Section 26_05_00.

1.4 SYSTEM DESCRIPTION

- A. Design requirements:
 - 1. Conform to the requirements of the Building Code.
 - 2. Demonstrate the following using generally accepted engineering methods:
 - a. That the anchors to the structure are adequate to resist the loads generated in accordance with the Building Code and equipment requirements.
 - b. That the required load capacity of the anchors can be fully developed in the structural materials to which they are attached.
 - 3. Design loading and anchoring requirements:
 - a. As indicated in the Building Code unless otherwise specified.
 - b. Seismic loading requirements:
 - 1) Freestanding, suspended, or wall-hung equipment shall be anchored in place by methods that will satisfy the requirements for the seismic design specified in Section 26_05_00.
 - c. Wind loading requirements:
 - 1) All exterior equipment shall be anchored in place by methods that will satisfy the requirements for wind design specified in Section

26_05_00.

- d. Minimum safety factor against overturning: 1.5.
- e. The foundation and structures to which hangers and supports are attached shall be capable of withstanding all anchor loads.

B. Performance requirements:

- 1. Hangers and supports individually and as a system shall resist all weights and code-required forces without deflections and deformations that would damage the supporting elements, the equipment supported, or the surrounding construction.

1.5 SUBMITTALS

A. Furnish submittals as specified in Section 26_05_00.

B. Product data:

- 1. Supports:
 - a. Materials.
 - b. Geometry.
 - c. Manufacturer.
- 2. Hardware:
 - a. Materials.
 - b. Manufacturer.

C. Shop drawings:

- 1. Complete dimensioned and scalable shop drawings of all supporting structures, trapezes, wall supports, etc.
- 2. Complete anchoring details for equipment, lighting and raceway, supporting structures, trapezes, wall supports for all equipment in excess of 200 pounds, and all freestanding supports:
 - a. Stamped by a professional engineer licensed in the state where the Project is being constructed.
 - b. Said submittals, by virtue of the fact that they bear the stamp of a registered engineer, will be reviewed for general consistency with the requirements specified in the Contract Documents, but not for context, accuracy, or method of calculation.
- 3. Include data on attachment hardware and construction methods that will satisfy the design loading and anchoring criteria.

D. Installation instructions:

- 1. Furnish anchorage instructions and requirements based on the seismic and wind conditions of the Site:
 - a. Stamped by a professional engineer licensed in the state where the Project is being constructed.

1.6 QUALITY ASSURANCE

A. As specified in Section 26_05_00.

1.7 DELIVERY, STORAGE, AND HANDLING

A. As specified in Section 26_05_00.

1.8 PROJECT OR SITE CONDITIONS

- A. As specified in Section 26_05_00.

1.9 SEQUENCING (NOT USED)

1.10 SCHEDULING (NOT USED)

1.11 WARRANTY

- A. As specified in Section 26_05_00.

1.12 SYSTEM STARTUP

- A. As specified in Section 26_05_00.

1.13 OWNER'S INSTRUCTIONS (NOT USED)

1.14 MAINTENANCE (NOT USED)

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. One of the following or equal:
 - 1. Thomas & Betts.
 - 2. Power-Strut.
 - 3. Unistrut.
 - 4. Cooper B-Line.
 - 5. Robroy.
 - 6. Aickinstrut.

2.2 EXISTING PRODUCTS (NOT USED)

2.3 MATERIALS

- A. Use materials appropriate for the area as specified in Section 26_05_00.
- B. Hot dip galvanized steel:
 - 1. Supports:
 - a. In accordance with ASTM A123 or A153.
 - b. Minimum zinc coating thickness of 2.5 mils.
 - 2. Hardware:
 - a. Electro-galvanized.
 - b. In accordance with ASTM A153.
- C. Stainless steel:
 - 1. Supports:
 - a. In accordance with ASTM A240.

- b. ANSI Type 316 material.
- 2. Hardware:
 - a. ANSI Type 316 material.

2.4 MANUFACTURED UNITS (NOT USED)

2.5 EQUIPMENT (NOT USED)

2.6 COMPONENTS (NOT USED)

2.7 ACCESSORIES

- A. Anchor bolts:
 - 1. Indoor, Dry Locations: Anchor bolts shall be ASTM A307 galvanized steel.
 - 2. Outdoor, Wet or Corrosive Areas: Anchor bolts shall be Type 316 ASTM A276 stainless steel.

2.8 MIXES (NOT USED)

2.9 FABRICATION (NOT USED)

2.10 FINISHES

- A. Paint and finish all supporting structures per Owner's requirements.

2.11 SOURCE QUALITY CONTROL (NOT USED)

PART 3 EXECUTION

3.1 EXAMINATION (NOT USED)

3.2 PREPARATION (NOT USED)

3.3 INSTALLATION

- A. As specified in Section 26_05_00.
- B. Mount all raceways, cabinets, boxes, fixtures, instruments, and devices on Contractor-fabricated racks unless otherwise indicated on the Drawings.
 - 1. Provide the necessary sway bracing to keep trapeze type structures from swaying under seismic events or wind loading.
- C. Brace and anchor freestanding equipment supports using methods that provide structural support based on the seismic loads and wind loads:
 - 1. Lateral deflection at top of supports not to exceed support height divided by 240 unless otherwise approved by the Engineer.
- D. Provide fabricated steel support pedestals for wall mounted panels that weigh more than 200 pounds:
 - 1. Fabricate pedestals out of welded angle, tube sections, or preformed channel.
 - 2. If the supported equipment is a panel or cabinet, match the

- supported equipment in physical appearance and dimensions.
- 3. Provide auxiliary floor supports for transformers hung from stud walls and weighing more than 200 pounds.
- 4. Mount all equipment, cabinets, boxes, instruments, and devices in damp or wet locations on minimum of 7/8-inch preformed mounting channel.
 - a. Mount channel vertically along the length of the device so that water or moisture may run freely behind the device.
- E. Corrosion protection:
 - 1. Isolate dissimilar metals, except where required for electrical continuity.
 - a. Use neoprene washers, 9-mil polyethylene tape, or gaskets for isolation.
- F. Raceway:
 - 1. Furnish all racks and trapeze structures needed to support the raceway from the structure.
 - a. Group raceway and position on racks to minimize crossovers.
 - b. Provide the necessary bracing to keep trapeze type structures from swaying under loads from cable installation, seismic forces, or wind forces.
- G. Anchoring methods:
 - 1. Solid concrete: Anchor bolts, anchor rods, or post-installed anchors as specified herein.
 - 2. Metal surfaces: Machine screws or bolts.
 - 3. Hollow masonry units: Post-installed anchors as specified on drawings.
- H. Recoat or seal all drilled holes, cut or scratched surfaces or with products recommended by the manufacturer.

3.4 ERECTION, INSTALLATION, APPLICATION, CONSTRUCTION (NOT USED)

3.5 REPAIR/RESTORATION (NOT USED)

3.6 RE-INSTALLATION (NOT USED)

3.7 FIELD QUALITY CONTROL

- A. As specified in Section 26_05_00.

3.8 ADJUSTING (NOT USED)

3.9 CLEANING (NOT USED)

3.10 PROTECTION

- A. As specified in Section 26_05_00.

3.11 SCHEDULES (NOT USED)

END OF SECTION

SECTION 26_05_33

CONDUITS

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Metallic conduits.
 - 2. Nonmetallic conduits.
 - 3. Conduit bodies.
 - 4. Conduit fittings and accessories.
 - 5. Conduit installation.
- B. Related sections:
 - 1. Section 26_05_00 - Common Work Results for Electrical.
 - 2. Section 26_05_29 - Hangers and Supports.

1.2 REFERENCES

- A. As specified in Section 26_05_00.
- B. American National Standards Institute (ANSI):
 - 1. C80.1 - Electrical Rigid Steel Conduit.
 - 2. C80.3 - Steel Electrical Metallic Tubing.
 - 3. C80.5 - Electrical Rigid Aluminum Conduit.
 - 4. C80.6 - Electrical Intermediate Metal Conduit.
- C. National Electrical Manufacturer's Association (NEMA):
 - 1. RN-1 - Polyvinyl Chloride (PVC) Externally Coated Galvanized Rigid Steel Conduit and Intermediate Steel Conduit.
 - 2. TC2 - Electrical Polyvinyl Chloride (PVC) Conduit.
 - 3. TC3 - Polyvinyl Chloride (PVC) Fittings for Use with Rigid PVC Conduit and Tubing.
 - 4. TC7 - Smooth-Wall Coilable Electrical Polyethylene Conduit.
 - 5. TC13 - Electrical Nonmetallic Tubing.
 - 6. TC14 - Reinforced Thermosetting Resin Conduit (RTRC) and Fittings.
- D. Underwriters Laboratories (UL):
 - 1. 1 - Standard for Flexible Metal Conduit.
 - 2. 6 - Standard for Electrical Rigid Metal Conduit - Steel.
 - 3. 6A - Standard for Electrical Rigid Metal Conduit - Aluminum, Red Brass, and Stainless Steel.
 - 4. 360 - Standard for Liquidtight Flexible Steel Conduit.
 - 5. 651 - Standard for Schedule 40 and 80 Rigid PVC Conduit and Fittings.
 - 6. 651B - Standard for Continuous Length HDPE Conduit.
 - 7. 797 - Standard for Electrical Metallic Tubing - Steel.
 - 8. 1242 - Standard for Electrical Intermediate Metal Conduit - Steel.
 - 9. 1653 - Standard for Electrical Nonmetallic Tubing.
 - 10. 1660 - Standard for Liquidtight Flexible Nonmetallic Conduit.

11. 1684 - Standard for Reinforced Thermosetting Resin Conduit (RTRC) and Fittings.

1.3 DEFINITIONS

- A. As specified in Section 26_05_00.
- B. Specific definitions and abbreviations:
 - 1. Conduit bodies: A separate portion of a conduit system that provides access through a removable cover to the interior of the system at a junction of 2 or more conduit sections. Includes, but not limited to, Shapes C, E, LB, T, X, etc.
 - 2. Conduit fitting: An accessory that primarily serves a mechanical purpose. Includes, but not limited to, bushings, locknuts, hubs, couplings, reducers, etc.
 - 3. GRC: Galvanized rigid steel conduit.
 - 4. PCS: Polyvinyl chloride (PVC) coated rigid steel conduit.
 - 5. PVC: Polyvinyl chloride rigid nonmetallic conduit.
 - 6. SLT: Sealtight-liquidtight flexible conduit.
 - 7. NPT: National pipe thread.

1.4 SYSTEM DESCRIPTION

- A. Provide conduits, conduit bodies, fittings, junction boxes, and all necessary components, whether or not indicated on the Drawings, as required, to install a complete electrical raceway system.

1.5 SUBMITTALS

- A. Furnish submittals as specified in Section 26_05_00.
- B. Product data:
 - 1. Furnish complete manufacturer's catalog sheets for every type and size of conduit, fitting, conduit body, and accessories to be used on the Project.
 - 2. Furnish complete manufacturer's recommended special tools to be used for installation if required.
 - 3. Certified test results for PVC-coated metallic conduit showing the adhesive bond is stronger than the tensile strength of the PVC.
- C. Certifications:
 - 1. Furnish PVC-coated conduit manufacturer's certification for each installer.
- D. Record Documents:
 - 1. Incorporate all changes in conduit routing on electrical plan drawings.
 - 2. Dimension underground and concealed conduits from building lines.

1.6 QUALITY ASSURANCE

- A. As specified in Section 26_05_00.

- B. All conduits, conduit bodies, and fittings shall be UL listed and labeled.
- C. Every installer of PVC-coated metallic conduit shall be certified by the manufacturer for installation of the conduit.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. As specified in Section 26_05_00.
- B. Do not expose nonmetallic to direct sunlight.
- C. Do not store conduit in direct contact with the ground.

1.8 PROJECT OR SITE CONDITIONS

- A. As specified in Section 26_05_00.

1.9 SEQUENCING

- A. Before installing any conduit or locating any device box:
 - 1. Examine the complete set of Drawings and Specifications, and all applicable shop drawings.
 - 2. Verify all dimensions and space requirements and make any minor adjustments to the conduit system as required to avoid conflicts with the building structure, other equipment, or the work of other trades.

1.10 SCHEDULING (NOT USED)

1.11 WARRANTY

- A. As specified in Section 26_05_00.

1.12 SYSTEM START-UP

- A. As specified in Section 26_05_00.

1.13 OWNER'S INSTRUCTIONS (NOT USED)

1.14 MAINTENANCE (NOT USED)

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Galvanized rigid steel conduit:
 - 1. One of the following or equal:
 - a. Western Tube and Conduit.
 - b. Allied Tube and Conduit.
 - c. Wheatland Tube Co.
- B. PVC-coated rigid steel conduit:

1. One of the following or equal:
 - a. Robroy Industries.
 - b. Ocal, Inc.
 - c. Calbond.
- C. Sealtight-liquidtight flexible conduit:
 1. One of the following or equal:
 - a. Southwire.
 - b. AFC Cable Systems.
 - c. Electri-Flex Company.
 - d. Anaconda.
- D. Conduit bodies:
 1. One of the following or equal:
 - a. Crouse-Hinds.
 - b. Appleton.
 - c. O-Z/Gedney.
 - d. Ocal, Inc..
 - e. Robroy Industries.
 - f. Calbond.
 - g. Carlon.
- E. Joint compound:
 1. Thomas and Betts.
- F. Galvanized rigid steel conduit expansion fittings:
 1. One of the following or equal:
 - a. Crouse-Hinds.
 - b. Appleton.
 - c. O-Z/Gedney.
- G. Conduit hangers and supports:
 1. As specified in Section 26_05_29.

2.2 EXISTING PRODUCTS (NOT USED)

2.3 MATERIALS (NOT USED)

2.4 MANUFACTURED UNITS (NOT USED)

2.5 EQUIPMENT (NOT USED)

2.6 COMPONENTS

- A. GRC:
 1. All threads: NPT standard conduit threads with a 3/4-inch taper per foot:
 - a. Running conduit threads are not acceptable.
 2. Hot-dip galvanized inside and out:
 - a. Ensures complete coverage and heats the zinc and steel to a temperature that ensures the zinc alloys with the steel over the entire surface.

- b. Electro-galvanizing is not acceptable.
 - 3. Manufactured in accordance with:
 - a. UL-6.
 - b. ANSI C80.1.
- B. PCS:
 - 1. The steel conduit, before PVC coating, shall be new, unused, hot-dip galvanized material, conforming to the requirements for Type GRC.
 - 2. Coated conduit NEMA Standard RN-1:
 - a. The galvanized coating may not be disturbed or reduced in thickness during the cleaning and preparatory process.
 - 3. Factory-bonded PVC jacket:
 - a. The exterior galvanized surfaces shall be coated with primer before PVC coating to ensure a bond between the zinc substrate and the PVC coating.
 - b. Nominal thickness of the exterior PVC coating shall be 0.040 inch except where part configuration or application of the piece dictates otherwise.
 - c. PVC coating on conduits and associated fittings shall have no sags, blisters, lumps, or other surface defects and shall be free of holes and holidays.
 - d. The PVC adhesive bond on conduits and fittings shall be greater than the tensile strength of the PVC plastic coating:
 - 1) Confirm bond with certified test results.
 - 4. A urethane coating shall be uniformly and consistently applied to the interior of all conduits and fittings:
 - a. Nominal thickness of 0.002 inch.
 - b. Conduits having areas with thin or no coating are not acceptable.
 - c. All threads shall be coated with urethane.
 - 5. The PVC exterior and urethane interior coatings applied to the conduits shall afford sufficient flexibility to permit field bending without cracking or flaking at temperature above 30 degrees Fahrenheit (-1 degree Celsius).
 - 6. PCS conduit bodies and fittings:
 - a. Malleable iron.
 - b. The conduit body, before PVC coating, shall be new, unused material and shall conform to appropriate UL standards.
 - c. The PVC coating on the outside of conduit bodies shall be 0.040-inch thick and have a series of longitudinal ribs to protect the coating from tool damage during installation.
 - d. 0.002-inch interior urethane coating.
 - e. Utilize the PVC coating as an integral part of the gasket design.
 - f. Stainless steel cover screw heads shall be encapsulated with plastic to ensure corrosion protection.
 - g. A PVC sleeve extending 1 conduit diameter or 2 inches, whichever is less, shall be formed at each female conduit opening.
 - 1) The inside diameter of the sleeve shall be the same as the outside diameter of the conduit to be used.
 - 2) The sleeve shall provide a vapor- and moisture-tight seal at every connection.

- C. SLT:
 - 1. Temperature rated for use in the ambient temperature at the installed location but not less than the following:
 - a. General purpose:
 - 1) Temperature range: -20 degrees Celsius to +80 degrees Celsius.
 - b. Oil-resistant:
 - 1) Temperature range: -20 degrees Celsius to +60 degrees Celsius.
 - 2. Sunlight-resistant, weatherproof, and watertight.
 - 3. Manufactured from single strip steel, hot-dip galvanized on all 4 sides before conduit fabrication.
 - 4. Strip steel spiral wound resulting in an interior that is smooth and clean for easy wire pulling.
 - 5. Overall PVC jacket.
 - 6. With integral copper ground wire, built in the core, in conduit trade sizes 1/2 inch through 1-1/4 inch.
- D. PVC:
 - 1. Extruded from virgin PVC compound:
 - a. Schedule 40 unless otherwise specified.
 - b. Schedule 80 extra-heavy wall where specified.
 - 2. Rated for 90 degrees Celsius conductors or cable.
 - 3. Rated for use in direct sunlight.
- E. Conduit bodies:
 - 1. Material consistent with conduit type:
 - a. Malleable iron bodies and covers when used with Type GRC.
 - b. PVC-coated malleable iron bodies and covers when used with Type PCS.
 - 2. Conduit bodies to conform to Form 8, Mark 9, or Mogul design:
 - a. Mogul design conforming to NEC requirements for bending space for large conductors for conduit trade sizes of 1 inch and larger with conductors #4 AWG and larger, or where required for wire-bending space.
 - 3. Gasketed covers attached to bodies with stainless steel screws secured to threaded holes in conduit body.

2.7 ACCESSORIES

- A. Connectors and fittings:
 - 1. Manufactured with compatible materials to the corresponding conduit.
- B. Insulated throat metallic bushings:
 - 1. Construction:
 - a. Malleable iron or zinc-plated steel when used with steel conduit.
 - b. Positive metallic conduit end stop.
 - c. Integrally molded non-combustible phenolic-insulated surfaces rated at 150 degrees Celsius.
 - d. Use fully insulated bushings on nonmetallic conduit system made of high-impact 150 degrees Celsius rated non-combustible thermosetting phenolic.

- C. Insulated grounding bushings:
 - 1. Construction:
 - a. Malleable iron or steel, zinc-plated, with a positive metallic end stop.
 - b. Integrally molded non-combustible phenolic-insulated surfaces rated at 150 degrees Celsius.
 - c. Tin-plated copper grounding saddle for use with copper or aluminum conductors.
- D. Electrical unions (Erickson Couplings):
 - 1. Construction:
 - a. Malleable iron for use with steel conduit.
 - b. Concrete tight, 3-piece construction.
 - c. Rated for Class I Division 1 Group D in hazardous areas.
- E. SLT fittings:
 - 1. Construction:
 - a. Malleable iron.
 - b. Furnished with locknut and sealing ring.
 - c. Liquidtight, rain-tight, oil-tight.
 - d. Insulated throat.
 - e. Furnish as straight, 45-degree elbows, and 90-degree elbows.
 - f. Designed to prevent sleeving:
 - 1) Verify complete bonding of the raceway jacket to the plastic gasket seal.
 - g. Equipped with grounding device to provide ground continuity irrespective of raceway core construction. Grounding device, if inserted into raceway and directly in contact with conductors, shall have rolled-over edges for sizes under 5 inches.
 - h. Where terminated into a threadless opening using a threaded hub fitting, a suitable moisture-resistant/oil-resistant synthetic rubber gasket shall be provided between the outside of the box or enclosure and the fitting shoulder. Gasket shall be adequately protected by and permanently bonded to a metallic retainer.
 - 2. Corrosion-resistant and outdoor SLT fittings:
 - a. Construction:
 - 1) PVC-coated liquidtight fittings with a bonded 0.040-inch thick PVC coating on the metal connector to form a seal around the SLT conduit.
 - 2) Insulated throat and an integral sealing ring.
- F. Hubs for threaded attachment of steel conduit to sheet metal enclosures:
 - 1. Construction:
 - a. Insulated throat.
 - b. PVC-coated when used in corrosive areas.
 - c. Bonding locknut.
 - d. Recessed neoprene O-ring to ensure watertight and dust-tight connector.
 - e. One half (1/2)-inch through 1-1/4-inch steel zinc electroplated.
 - f. One and one half (1-1/2)-inch through 6-inch malleable iron zinc plated.
 - 2. Usage:
 - a. All conduits in damp, wet, outdoor, and corrosive areas shall use threaded hubs for connections to sheet metal enclosures.

- G. PVC fittings:
 - 1. Materials:
 - a. All devices shall be made of PVC, using the same materials as used for Type PVC conduit.
 - b. All metal hardware shall be stainless steel.
- H. Expansion/deflection couplings:
 - 1. Use to compensate for movement in any directions between 2 conduit ends where they connect.
 - 2. Shall allow movement of 3/4 inch from the normal in all directions.
 - 3. Shall allow angular movement for a deflection of 30 degrees from normal in any direction.
 - 4. Constructed to maintain electrical continuity of the conduit system.
 - 5. Materials:
 - 6. End couplings: Bronze or galvanized ductile iron.
 - a. Sleeve: Neoprene.
 - b. Bands: Stainless steel.
 - c. Bonding jumper: Tinned copper braid.
- I. Expansion couplings:
 - 1. Shall allow for expansion and contraction of conduit:
 - a. Permitting 8-inch movement, 4 inches in either direction.
 - 2. Constructed to maintain electrical continuity of the conduit system.
 - 3. Materials:
 - a. Head: Malleable or ductile iron.
 - b. Sleeve: Steel.
 - c. Insulating bushing: Phenolic.
 - d. Finish: Hot-dip galvanized.
- J. Conduit markers:
 - 1. As specified in this Section.

2.8 MIXES (NOT USED)

2.9 FABRICATION (NOT USED)

2.10 FINISHES (NOT USED)

2.11 SOURCE QUALITY CONTROL

- A. As specified in Section 26_05_00.

PART 3 EXECUTION

3.1 EXAMINATION (NOT USED)

3.2 PREPARATION (NOT USED)

3.3 INSTALLATION

- A. As specified in Section 26_05_00.
- B. General:
 - 1. Conduit routing:
 - a. The electrical drawings are diagrammatic in nature:
 - 1) Install conduit runs as specified with schematic representation indicated on the Drawings and as specified.
 - 2) Modify conduit runs to suit field conditions, as accepted by the Engineer:
 - a) Make changes in conduit locations that are consistent with the design intent but are dimensionally different, or routing to bypass obstructions.
 - b) Make changes in conduit routing due to the relocation of equipment.
 - 3) The electrical drawings do not indicate all required junction boxes and pull boxes:
 - a) Provide junction boxes and pull boxes to facilitate wire pulling as required:
 - (1) To meet cable manufacturer's pulling tension requirements.
 - (2) To limit total conduit bends between pull locations.
 - b) Install junction boxes and pull boxes at locations acceptable to the Engineer.
 - b. The Contractor is responsible for any deviations in general location, conduit size, routing, or changes to the conduit schedule without the express written approval or direction by the Engineer:
 - 1) The Engineer is the sole source in determining whether the change is constituted as a deviation:
 - 2) Perform any changes resulting in additional conduits, or extra work from such deviations.
 - 3) Incorporate any deviations on the Record Documents.
 - 2. Use only tools recommended by the conduit manufacturer for assembling the conduit system.
 - 3. Provide adequate clearances from high-temperature surfaces for all conduit runs.
 - 4. Do not install 1-inch or larger conduits in or through structural members unless approved by the Engineer.
 - 5. Run conduits exposed to view parallel with or at right angles to structural members, walls, or lines of the building:
 - a. Install straight and true conduit runs with uniform and symmetrical elbows, offsets, and bends.
 - b. Make changes in direction with long radius bends or with conduit bodies.
 - 6. Install conduits with total conduit bends between pull locations less than or equal to 270 degrees.
 - 7. Route all exposed conduits to preserve headroom, access space and work space, and to prevent tripping hazards and clearance problems:
 - a. Install conduit runs so that runs do not interfere with proper and safe operation of equipment and do not block or interfere with ingress or egress, including equipment-removal hatches.

- b. Route conduits to avoid drains or other gravity lines. Where conflicts occur, relocate the conduit as required.
- 8. When installing conduits through existing slabs or walls, make provisions for locating any possible conflicting items where the conduit is to penetrate. Use tone signal or X-ray methods to make certain that no penetrations will be made into the existing conduits, piping, cables, post-tensioning cables, etc.
- 9. Plug conduits brought into pull boxes, manholes, handholes, and other openings until used to prevent entrance of moisture.
- 10. For 2-inch and larger conduit runs, snake conduits with a conduit cleaner equipped with a cylindrical mandrel of a diameter not less than 85 percent of nominal diameter of the conduit:
 - a. Remove and replace conduits through which mandrel will not pass.
- 11. Provide all sleeves and openings required for the passage of electrical raceways or cables even when these openings or sleeves are not specifically indicated on the Drawings.
- 12. Install complete conduit systems before conductors are installed.
- 13. Provide metallic conduits terminating in transformer, switchgear, motor control center, or other equipment conduit windows with grounding bushings and ground with a minimum No. 6 AWG ground wire.
- 14. Underground conduits:
 - a. Install underground conduits, including conduit runs below slabs-on-grade in concrete-reinforced duct bank construction:
 - 1) If noted on plans.
 - b. Make underground conduit size transitions at handholes and manholes.
 - c. Install spare conduits in underground duct banks towards top center of runs to allow for ease of installation of future cables as conduits enter underground manholes and handholes.
 - d. Seal around conduit penetrations of below grade walls with a mechanical seal.
 - e. Provide 24-inch-minimum cover at finished grade for direct burial underground conduit. Provide 3-inch-minimum sand above and below conduit.
 - f. Provide 24-inch minimum cover at finished grade above top of concrete for concrete-encased duct banks. Provide 2-inch minimum separation between conduits and 3-inch minimum concrete encasement around conduits. Extend the concrete encasement under any floor slabs or equipment mounting pads to the point of raceway termination. After the concrete envelope has set, pull a bristle brush through each raceway to remove debris. Underground conduits shall be concrete encased unless shown as direct buried on the Drawings.
 - g. Where other utility piping systems are encountered or being installed along a raceway route, maintain a 12-inch-minimum vertical separation between raceways and other systems at crossings. Maintain a 12-inch-minimum separation between raceways and other systems in parallel runs. Do not place raceways over valves or couplings in other piping systems. Refer conflicts with these requirements to the Engineer for instructions before further work is done.
 - h. Thoroughly clean conduits before lying. During construction and after completion, the conduit ends shall be kept plugged to prevent water from washing mud into the manholes or pull boxes.

- i. Terminate conduit in end bells in manholes and pull boxes and enter at right angles to the wall.
- j. Place conduit separators every 4 feet on centers and securely anchor to prevent movement.
- k. Backfill, Non-paved Areas: Use native backfill, compacted in 6-inch layers to 90 percent relative compaction. Final backfill elevation shall match existing.
- l. Backfill, Paved Areas:
 - 1) Use clean imported sand having the following gradation:

Sieve Size	Percent Passing By Weight
3/8 inch	100
No. 4	75 - 100
No. 30	12 - 50
No. 100	5 - 20
No. 200	0 - 15

Imported sand shall be free from organic material, trash, debris and rubbish.

- 2) Compact trench backfill by manual methods. Water flooding or jetting is not permitted.
- C. Lighting and receptacle conduits:
 - 1. Provide conduit runs for lighting and receptacle circuits, whether or not indicated on the Drawings:
 - 2. Install conduits in accordance with the requirements of this Section unless otherwise indicated.
 - 3. Minimum conduit size:
 - a. 3/4-inch for exposed conduits.
 - b. 1-inch for underground or in-slab conduits.
 - 4. Provide conduit materials for the installed location as specified in Section 26_05_00.
- D. Conduit usage:
 - 1. Exposed conduits:
 - a. Rigid conduit:
 - 1) Install the rigid conduit type for each location as specified in Section 26_05_00.
 - 2) Minimum size: 3/4-inch.
 - b. Flexible conduit:
 - 1) Use flexible conduit for final connections between rigid conduit and motors, vibrating equipment, instruments, control equipment, or where required for equipment servicing:
 - a) Use Type SLT with rigid metallic conduit.
 - 2) Minimum size: 3/4-inch:
 - a) 1/2 when required for connection to instruments.
 - 3) Maximum length:

a) Fixed equipment:

Conduit Trade Size	Flexible Conduit Length (inch)
3/4	18
1	18
1-1/4	18
1-1/2	18
2	36
2-1/2	36
3	36
3-1/2	38
4	40

b) Removable instruments or hinged equipment:

- (1) As required to allow complete removal or full movement without disconnecting or stressing the conduit.

2. Concrete-encased and embedded conduits:

- a. Type PVC Schedule 40 and PVC-coated rigid metallic conduit as specified below:
 - 1) Use Type PCS in underground and embedded installation as follows:
 - a) Stub-up and risers to grade floor or equipment from nonmetallic conduits.
 - b) Entering and exiting underground or embedded conduit runs a minimum 12 inches above and below grade of finished floor.
 - c) For any and all bends where the total deflection is greater than 45 degrees.
 - b. Minimum size:
 - 1) 2-inch in duct banks unless otherwise indicated on the Drawings.
 - 2) 1-inch for in-slab conduits unless otherwise indicated on the Drawings.

3. Direct-buried and sand-bedded duct bank conduits:

- a. Type PVC Schedule 40.
- b. Minimum size: 1-inch.

4. PVC-coated rigid metallic conduit:

- a. Use specifically manufactured or machined threading dies to manufacturer's specifications to accommodate the PVC jacket.

5. GRC:

- a. Conduit shall be cut square and reamed before threading.

6. PVC:

- a. Conduit terminations shall be via threaded adapters into threaded hubs on the junction boxes or conduit bodies.
- b. Conduit terminations into boxes without threaded hubs shall utilize a threaded adapter and a flat neoprene washer on the outside of the

box.

- 1) Use a locknut on the inside of the box to tighten the adapter to the box.
- c. Route conduit to afford it the maximum physical protection.
 - 1) If necessary, cover conduit to afford additional protection when it cannot be shielded by the structure or machinery frames.
 - a) Use Schedule 80 where exposed runs may be subject to physical damage.

E. Conduit joints and bends:

1. General:

- a. Where conduit is underground, under slabs on grade, exposed to the weather, or in NEMA Type 4 or NEMA Type 4X locations, make joints liquidtight.
- b. Keep bends and offsets in conduit runs to an absolute minimum.
- c. All bends shall be symmetrical.
- d. The following conduit systems shall use large-radius sweep elbows:
 - 1) Underground conduits.
 - 2) Conduits containing shielded cables.
- e. Provide large-radius factory-made bends for 1-1/4-inch trade size or larger.
- f. Make field bends with a radius of not less than the requirements found in the NEC:
 - 1) The minimum bending radius of the cable must be less than the radius of the conduit bend.
 - 2) Make all field bends with power bending equipment or manual benders specifically intended for the purpose:
 - a) Make bends so that the conduit is not damaged and the internal diameter is not effectively reduced.
 - b) For the serving utilities, make bends to meet their requirements.
- g. Replace all deformed, flattened, or kinked conduit.

2. Threaded conduit:

- a. Cut threads on rigid metallic conduit with a standard conduit-cutting die that provides a 3/4-inch per foot taper and to a length such that all bare metal exposed by the threading operation is completely covered by the couplings or fittings used. In addition, cut the lengths of the thread such that all joints become secure and wrench-tight just preceding the point where the conduit ends would butt together in couplings or where conduit ends would butt into the ends or shoulders of other fittings.
- b. Thoroughly ream conduit after threads have been cut to remove burrs.
- c. Use bushings or conduit fittings at conduit terminations.
- d. On exposed conduits, repair scratches and other defects with galvanizing repair stick, Enterprise Galvanizing "Galvabar," or CRC "Zinc It."
- e. Coat conduit threads with an approved electrically conductive sealant and corrosion inhibitor that is not harmful to the conductor insulation:
 - 1) Apply to the male threads and tighten joints securely.
 - 2) Clean excess sealant from exposed threads after assembly.

- f. Securely tighten all threaded connections.
 - g. Any exposed threaded surfaces must be cleaned and coated with a galvanizing solution so that all exposed surfaces have a galvanized protective coating.
 - 3. PVC:
 - a. Use approved solvent-weld cement specifically manufactured for the purpose. Spray-type cement is not allowed.
 - b. Apply heat for bends so that conduit does not distort or discolor. Use a spring mandrel as required to ensure full inside diameter at all bends:
 - 1) Utilize a heater specifically for PVC conduit as recommended by the conduit manufacturer.
- F. Conduit sealing and drainage:
- 1. Conduit drainage and sealing:
 - a. Provide sealing and drainage in vertical drops of long (in excess of 20 feet), exterior, above-grade conduit runs at the points at which the conduit enters buildings, switchgear, control panels, lighting panelboards, and other similar enclosures.
 - b. Provide seal fittings with drains in vertical drops directly above grade for exterior and above-grade conduit runs that are extended below grade.
 - c. Provide conduit seals with drains in areas of high humidity and rapidly changing temperatures:
 - 1) Where portions of an interior raceway pass through walls, ceilings, or floors that separate adjacent areas having widely different temperatures.
- G. Conduit supports:
- 1. General:
 - a. Provide appropriate hangers, supports, fasteners, and seismic restraints to suit applications:
 - 1) As specified in Section 26_05_29.
 - 2) Provide support materials consistent with the type of conduit being installed as specified in Section 26_05_00.
 - b. Support conduit at the intervals required by the NEC.
 - c. Perforated strap and plumbers tape are not acceptable for conduit supports.
 - 2. Conduit on concrete or masonry:
 - a. Use 1-hole malleable iron straps with metallic or plastic expansion anchors and screws or support from preset inserts.
 - b. Use preset inserts in concrete when possible.
 - c. Use pipe spacers (clamp backs) in wet locations.
 - d. On plaster or stucco, use 1-hole malleable iron straps with toggle bolts.
 - 3. Conduit on metal decking:
 - a. Use 1-hole malleable iron straps with 1-inch long cadmium-plated Type A panhead sheet-metal screws. Fully or partially hammer-driven screws are not acceptable.
 - 4. Suspended conduit:
 - a. Use malleable-iron factory-made split-hinged pipe rings with threaded suspension rods sized for the weight to be carried

- (minimum 3/8-inch diameter), Kindorf, or equal.
 - b. For grouped conduits, construct racks with threaded rods and tiered angle iron or preformed channel cross members. Clamp each conduit individually to a cross member. Where rods are more than 2-feet long, provide rigid sway bracing.
 - 5. Supports at structural steel members:
 - a. Use beam clamps.
 - b. Drilling or welding may be used only as specified or with approval of the Engineer.
 - 6. PVC-coated rigid metal systems:
 - a. Provide right-angle beam clamps and "U" bolts specially formed and sized to snugly fit the outside diameter of the coated conduit. Provide "U" bolts with PVC-encapsulated nuts that cover the exposed portions of the threads.
 - b. Securely fasten exposed conduits with Type 316 stainless steel clamps or straps.
- H. Expansion or expansion/deflection fittings:
 - 1. General:
 - a. Align expansion coupling with the conduit run to prevent binding.
 - b. Follow manufacturer's instructions to set the piston opening.
 - c. Install expansion fittings across concrete expansion joints and at other locations where necessary to compensate for thermal or mechanical expansion and contraction.
 - d. Furnish fittings of the same material as the conduit system.
- I. Empty conduits:
 - 1. Provide a polyethylene rope rated at 250 pounds tensile strength in each empty conduit more than 10 feet in length.
 - 2. Seal ends of all conduits with approved, manufactured conduit seals, caps, or plugs immediately after installation:
 - a. Keep ends sealed until immediately before pulling conductors.
- J. Miscellaneous:
 - 1. Provide electrical unions at all points of union between ends of rigid conduit systems that cannot otherwise be coupled:
 - a. Running threads and threadless couplings are not allowed.
 - 2. Replace any conduits installed that the Engineer determines do not meet the requirements of this Specification.

3.4 ERECTION, INSTALLATION, APPLICATIONS, CONSTRUCTION (NOT USED)

3.5 REPAIR/RESTORATION (NOT USED)

3.6 RE-INSTALLATION (NOT USED)

3.7 FIELD QUALITY CONTROL

- A. As specified in Section 26_05_00.

3.8 ADJUSTING (NOT USED)

3.9 CLEANING (NOT USED)

3.10 PROTECTION

A. As specified in Section 26_05_00.

3.11 SCHEDULES (NOT USED)

END OF SECTION

SECTION 26_05_34

BOXES

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Device boxes.
 - 2. Raceway system boxes.
- B. Related sections:
 - 1. Section 26_05_00 - Common Work Results for Electrical.

1.2 REFERENCES

- A. As specified in Section 26_05_00.
- B. ASTM International (ASTM):
 - 1. A47 - Standard Specification for Ferritic Malleable Iron Castings.
 - 2. D149 - Standard Test Method for Dielectric Breakdown Voltage and Dielectric Strength of Solid Electrical Insulating Materials at Commercial Power Frequencies.
 - 3. D495 - Standard Test Method for High-Voltage, Low-Current, Dry Arc Resistance of Solid Electrical Insulation.
 - 4. D570 - Standard Test Method for Water Absorption of Plastics.
 - 5. D648 - Standard Test Method for Deflection Temperature of Plastics Under Flexural Load in the Edgewise Position.
 - 6. D790 - Standard Test Methods for Flexural Properties of Unreinforced and Reinforced Plastics and Electrical Insulating Materials.
 - 7. D792 - Standard Test Methods for Density and Specific Gravity (Relative Density) of Plastics by Displacement.
- C. Joint Industry Conference (JIC).
- D. Underwriters Laboratories, Inc. (UL):
 - 1. 94 - Standard for Tests for Flammability of Plastic Materials for Parts in Devices and Appliances.

1.3 DEFINITIONS

- A. As specified in Section 26_05_00.
- B. Specific definitions:
 - 1. Raceway system boxes: Boxes that are used for wire and cable pullboxes, conduit junction boxes, or terminal boxes.

1.4 SYSTEM DESCRIPTION

- A. Provide outlet boxes for devices such as switches, receptacles, telephone

and computer jacks, security systems, junction, and pullboxes for use in the raceway systems, etc.

- B. Provide boxes as indicated on the Drawings or as needed to complete the raceway installation.

1.5 SUBMITTALS

- A. Furnish submittals as specified in Section 26_05_00.
- B. Product data:
 - 1. Manufacturer.
 - 2. Materials.
 - 3. Dimensions:
 - a. Height.
 - b. Width.
 - c. Depth.
 - d. Weight.
 - e. NEMA rating.
 - 4. Conduit entry locations.
 - 5. Catalog cut sheets.
 - 6. Installation instructions.
- C. Shop drawings:
 - 1. Include identification and sizes of pull boxes.

1.6 QUALITY ASSURANCE

- A. As specified in Section 26_05_00.
- B. Regulatory requirements:
 - 1. Outlet boxes shall comply with all applicable standards of:
 - a. JIC.
 - b. NEC.
 - c. NEMA.
 - d. UL.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. As specified in Section 26_05_00.

1.8 PROJECT OR SITE CONDITIONS

- A. As specified in Section 26_05_00.

1.9 SEQUENCING

- A. As specified in Section 26_05_00.

1.10 SCHEDULING (NOT USED)

1.11 WARRANTY

- A. As specified in Section 26_05_00.

1.12 SYSTEM START-UP

- A. As specified in Section 26_05_00.

1.13 OWNER'S INSTRUCTIONS (NOT USED)

1.14 MAINTENANCE (NOT USED)

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. One of the following or equal:
 - 1. Plastic coated boxes:
 - a. Rob Roy.
 - b. OCAL.
 - 2. Cast device boxes:
 - a. Appleton.
 - b. Crouse - Hinds.
 - c. OZ/Gedney.
 - 3. Formed steel enclosures:
 - a. Hoffman.
 - b. Thomas and Betts.
 - c. Stahlin.
 - d. Rittal.
 - 4. Stainless steel enclosures:
 - a. Hoffman.
 - b. Stahlin.
 - c. Rittal.

2.2 EXISTING PRODUCTS (NOT USED)

2.3 MATERIALS (NOT USED)

2.4 MANUFACTURED UNITS

- A. Cast device boxes:
 - 1. Construction:
 - a. With internal green ground screw.
 - b. Furnished with a suitable gasketed cover.
 - c. With integral cast mounting lugs when surface mounted.
 - d. Conduit sizes range from 3/4 inch to 1 inch.
 - e. Tapered threaded hubs with integral bushing.
 - 2. Malleable iron boxes:
 - a. Conforming to ASTM A47 Grade 32510.
- B. Plastic coated cast device boxes:

1. Construction:
 - a. With internal green ground screw.
 - b. Furnished with a suitable gasketed cover.
 - c. With integral cast mounting lugs when surface mounted.
 - d. Conduit sizes range from 3/4 inch to 1 inch.
 - e. Double coated with a nominal 0.002-inch (2 mil) urethane on both the interior and exterior before application of PVC coating.
 - f. With a minimum 0.040-inch (40 mil) PVC coating bonded to exterior.
 - g. With pressure sealing sleeve to protect the connection with conduit.

- C. Formed steel enclosures:
 1. Steel:
 - a. NEMA Type 12.
 - b. Fabricated from 14-gauge steel, minimum.
 - c. All seams continuously welded ground smooth.
 - d. Door:
 - 1) Rolled lip around 3 sides.
 - 2) Attached to enclosure by means of a continuous stainless steel hinge and pin.
 - e. Neoprene door gasket to provide a watertight, dusttight, oiltight seal:
 - 1) Attached with an adhesive.
 - 2) Retained by a retaining strip.
 - f. Fabricate all external removable hardware for clamping the door to the enclosure body from zinc-plated heavy gauge steel:
 - 1) With a hasp and staple for padlocking.
 - g. Provide large enclosures with door and body stiffeners for extra rigidity.
 - h. No holes or knockouts.
 - i. Finish:
 - 1) ANSI-61 gray electrostatically applied polyester powder inside and out over cleaned and primed surfaces.
 - 2) White electrostatically applied polyester powder mounting plate.
 - j. Heavy gauge steel external mounting brackets when surface mounted.
 2. Stainless steel:
 - a. NEMA Type 4X:
 - 1) Boxes in locations subject to flooding or temporary submersion:
 - a) NEMA Type 6.
 - b. Fabricated from 14-gauge Type 316 stainless steel.
 - c. All seams continuously welded.
 - d. Door:
 - 1) Rolled lip around 3 sides.
 - 2) Attached to enclosure by means of a continuous stainless steel hinge and pin.
 - e. Neoprene door gasket to provide a watertight seal:
 - 1) Attached with an adhesive.
 - 2) Retained by a retaining strip.
 - f. Fabricate all external removable hardware for clamping the door to the enclosure body from heavy gauge stainless steel:
 - 1) With a hasp and staple for padlocking.
 - g. Provide large enclosures with door and body stiffeners for extra rigidity.
 - h. No holes or knockouts.
 - i. Finish:

- 1) Brushed.
- j. Stainless steel external mounting brackets when surface mounted.

2.5 EQUIPMENT (NOT USED)

2.6 COMPONENTS (NOT USED)

2.7 ACCESSORIES

- A. Fasteners:
 - 1. Electroplated or stainless steel in boxes with wiring devices.
 - 2. Screws, nuts, bolts, and other threaded fasteners:
 - a. Stainless steel.
- B. Provide breather and drain fittings where appropriate.

2.8 MIXES (NOT USED)

2.9 FABRICATION (NOT USED)

2.10 FINISHES (NOT USED)

2.11 SOURCE QUALITY CONTROL (NOT USED)

PART 3 EXECUTION

3.1 EXAMINATION (NOT USED)

3.2 PREPARATION (NOT USED)

3.3 INSTALLATION

- A. As specified in Section 26_05_00.
- B. General:
 - 1. Provide materials and construction suitable for environmental conditions at the location of the box as specified in Section 26_05_00.
 - 2. Provide outlet box materials to match the conduit system:
 - a. GRC - Cast ferrous boxes.
 - b. PCS - PVC coated cast ferrous boxes.
 - 3. Solid type gang boxes:
 - a. For more than 2 devices.
 - b. For barriered outlets.
 - 4. Support all wall mounted NEMA Type 4 or NEMA Type 4X boxes to maintain a minimum of 7/8-inch free air space between the back of the enclosure and the wall:
 - a. Use machined spacers to maintain air space; built-up washers are not acceptable.
 - b. Use stainless steel or nylon materials for spacers.
 - 5. Use cast malleable iron boxes when box must support other devices.

6. Boxes serving luminaires or devices:
 - a. Use as pull boxes wherever possible.
 7. Size boxes in accordance with NEC requirements and to provide sufficient room for the future components and cables indicated on the Drawings.
 8. For fire-rated construction, provide materials and installation for use in accordance with the listing requirements of the classified construction.
- C. Outlet boxes:
1. Locate outlet boxes as indicated on the Drawings:
 - a. Adjust locations so as not to conflict with structural requirements or other trades.
 2. Use deep threaded-hub malleable iron boxes:
 - a. To act as a pull box for conductors in a conduit system.
 - b. Accommodate wiring devices.
 3. Use deep threaded-hub plastic coated malleable iron boxes in corrosive and NEMA Type 4X area and when the conduit system is PVC coated steel.
 4. Outlet boxes may be used as junction boxes wherever possible.
- D. Pull boxes and junction boxes:
1. Size pull boxes in accordance with NEC requirements and to provide sufficient room for any future conduits and cables as indicated on the Drawings.
 2. Install pull boxes such that access to them is not restricted.
- E. For boxes not indicated:
1. Provide types and mountings as required to suit the equipment and that will be consistent with the conduit system and environmental conditions as indicated in Section 26_05_00.
 2. Outlet, switch, and junction boxes where surface mounted in exposed locations:
 - a. Cast ferrous boxes with mounting lugs, zinc, or cadmium plating finish.

3.4 ERECTION, INSTALLATION, APPLICATION, CONSTRUCTION (NOT USED)

3.5 REPAIR/RESTORATION (NOT USED)

3.6 REINSTALLATION (NOT USED)

3.7 FIELD QUALITY CONTROL

- A. As specified in Section 26_05_00.

3.8 ADJUSTING (NOT USED)

3.9 CLEANING

- A. As specified in Section 26_05_00.

3.10 PROTECTION

- A. As specified in Section 26_05_00.

3.11 SCHEDULES (NOT USED)

END OF SECTION

APPENDIX B

AS-BUILT DRAWINGS

EXPLANATIONS

CONTRACTOR TO SUPPLY MATERIALS AND SUBMITTALS NECESSARY TO COMPLY WITH THE CITY OF LOS ANGELES, CALIFORNIA, SPECIFICATIONS FOR THE CITY OF LOS ANGELES, CALIFORNIA.

1. GENERAL

The standard form of general conditions of the A. I. A. is to be used. All work and contracts to be completed in accordance with the specifications of the City of Los Angeles, California. The contractor shall be responsible for the completion of the work in accordance with the specifications of the City of Los Angeles, California. The contractor shall be responsible for the completion of the work in accordance with the specifications of the City of Los Angeles, California.

2. MATERIALS

Materials shall be of the best quality and shall be subject to inspection and approval by the City Engineer. All materials shall be of the best quality and shall be subject to inspection and approval by the City Engineer. All materials shall be of the best quality and shall be subject to inspection and approval by the City Engineer.

3. CONSTRUCTION

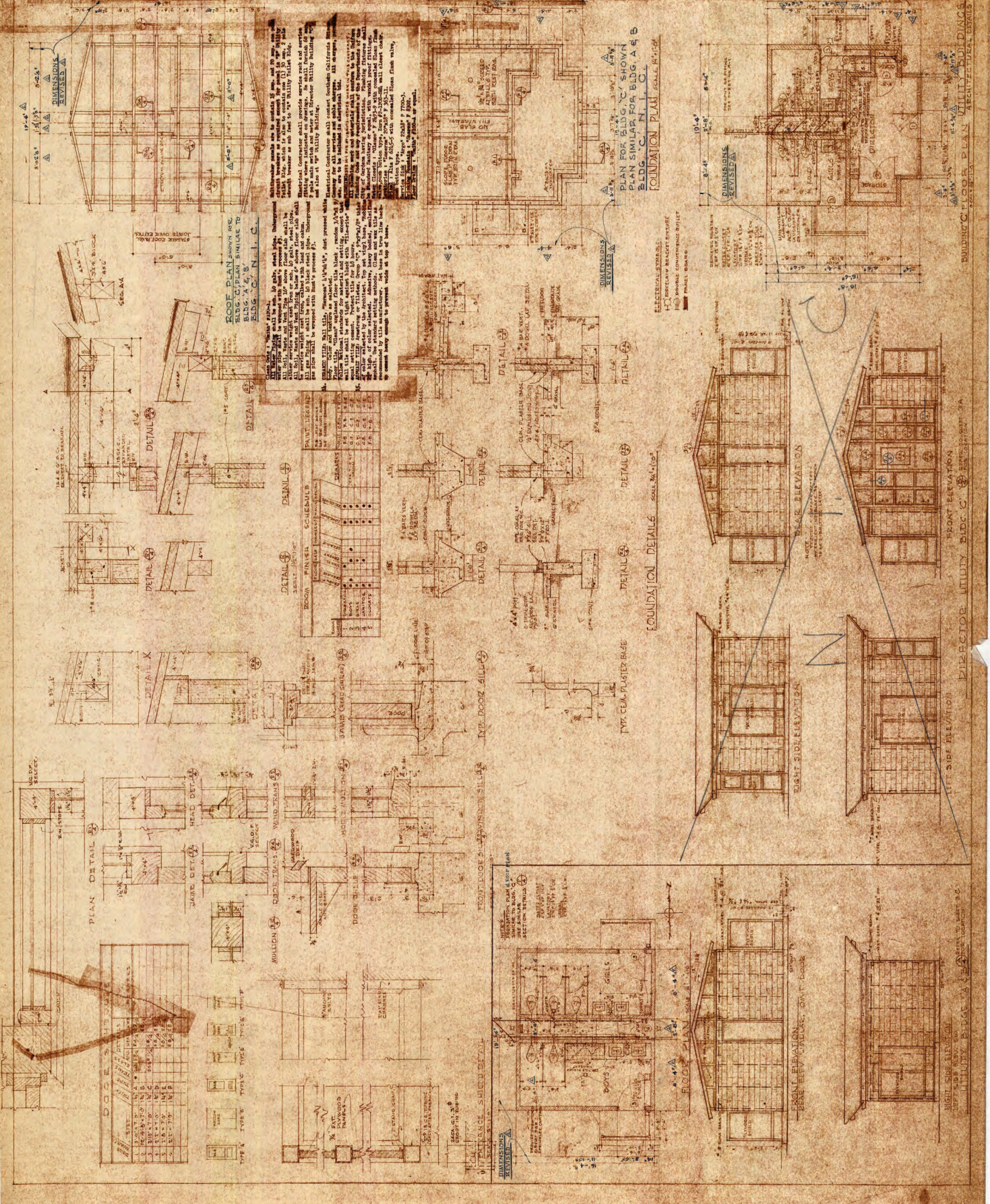
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4. PAYMENT

Payment shall be made in accordance with the specifications of the City of Los Angeles, California. Payment shall be made in accordance with the specifications of the City of Los Angeles, California. Payment shall be made in accordance with the specifications of the City of Los Angeles, California.

5. SCHEDULE

The contractor shall be responsible for the completion of the work in accordance with the specifications of the City of Los Angeles, California. The contractor shall be responsible for the completion of the work in accordance with the specifications of the City of Los Angeles, California. The contractor shall be responsible for the completion of the work in accordance with the specifications of the City of Los Angeles, California.



CONTRACTOR

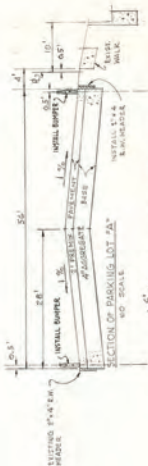
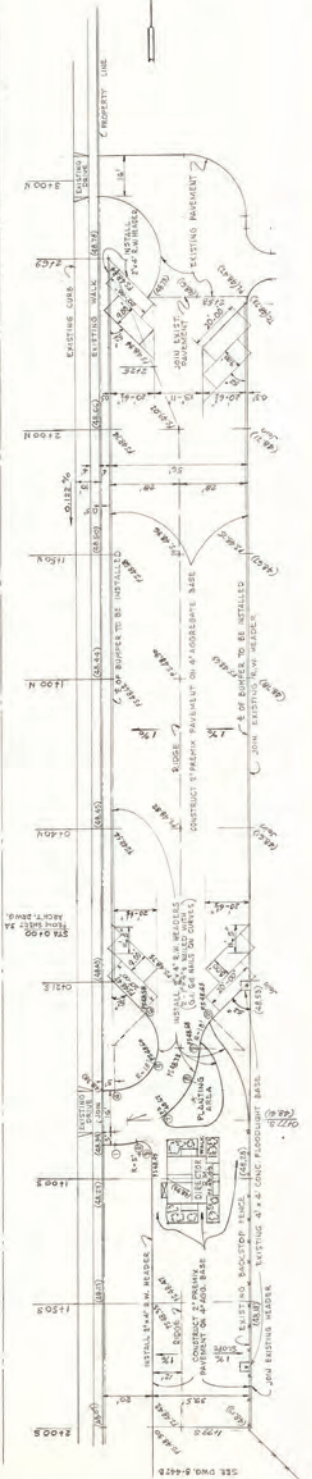
WILLIAM WOOLLEY
ARCHITECT
LOS ANGELES, CALIFORNIA

403 AND RECREATION CENTER
CITY OF LOS ANGELES

5-364

CONTRACT NO.

E. VAN NESS AVE.



INSTALL 12" CONCRETE CURB

INSTALL 4" DIA. DRAIN

INSTALL 12" CONCRETE BASE

INSTALL 12" CONCRETE CURB

INSTALL 4" DIA. DRAIN

INSTALL 12" CONCRETE BASE

INSTALL 12" CONCRETE CURB

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HEADER & BUMPER DETAIL

SCALE 1" = 1'-0"

INSTALL 12" CONCRETE BASE

INSTALL 12" CONCRETE CURB

INSTALL 4" DIA. DRAIN

INSTALL 12" CONCRETE BASE

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INSTALL 12" CONCRETE CURB

INSTALL 4" DIA. DRAIN

REVISION 1-10-60

PARKING LOT 'A'

ROWLEY PARK

CHARLES D. DAVIS

ARCHT.

5-730

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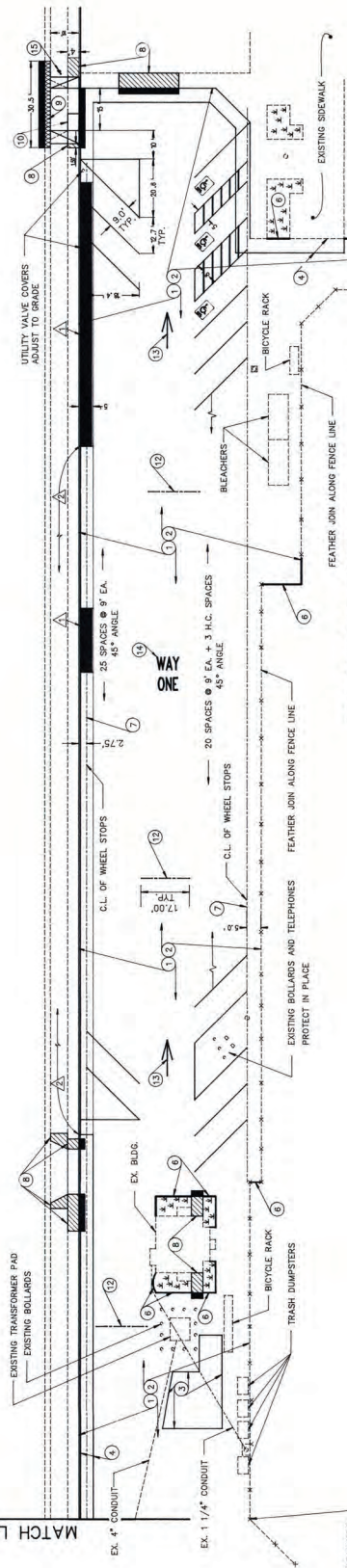
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VAN NESS

AVE.



MATCH LINE



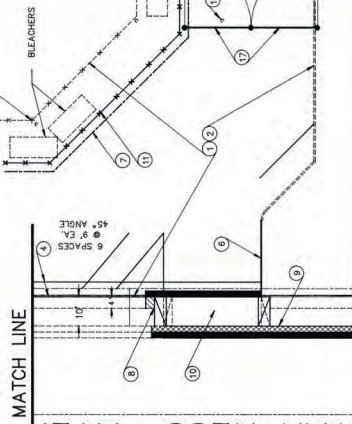
GENERAL NOTES

1. REMOVE AND REPLACE 2' WIDE ASPHALT PATCH ADJACENT TO NEW CONCRETE CONSTRUCTION AS SHOWN. ASPHALT SHALL BE REPAIRED TO MATCH EXISTING SURFACE. C.A.B. PAYMENT SHALL BE INCLUDED IN CONCRETE CONSTRUCTION.
2. ADJUST UTILITY VALVE COVERS AND CLEANOUTS TO FINISHED GRADE. NO SEPARATE PAYMENT SHALL BE MADE FOR THIS ITEM OF WORK.
3. LIMITS OF SIDEWALK, CURB & GUTTER, AND DRIVEWAY REPLACEMENT AND SKIN PATCHING SHALL BE FIELD MARKED BY THE ENGINEER.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL, STORAGE, AND REINSTALLATION/PLACEMENT OF ALL INTERFERING BLEACHERS, BICYCLE RACKS, AND OTHER EQUIPMENT AND MATERIALS. SEPARATE PAYMENT SHALL BE MADE FOR THIS ITEM OF WORK.

CONSTRUCTION NOTES

1. CONSTRUCT 1.5" ASPHALT-RUBBER HOT MIX (ARHM) COURSE (02-AR4000).
 2. CONSTRUCT ASPHALT HOT MIX SKIN PATCH COURSE (F-AR4000) VARIABLE THICKNESS (MAX. 1"). ALL AREAS TO BE FIELD LOCATED.
 3. RECONSTRUCT PAVEMENT, 3" ARHM OVER 18" C.A.B.
 4. COLDFRAME A.C. PAVEMENT, 0"-1.5" VARIABLE DEPTH.
 5. COLDFRAME A.C. PAVEMENT, 1.5" DEPTH.
 6. FURNISH AND PLACE REDWOOD HEADER.
 7. FURNISH AND INSTALL 6" P.C.C. WHEEL STOP.
 8. REMOVE AND RECONSTRUCT P.C.C. SIDEWALK 4" THICK.
 9. REMOVE AND RECONSTRUCT P.C.C. CURB AND GUTTER OVER 6" C.A.B.
 10. REMOVE AND RECONSTRUCT P.C.C. DRIVEWAY 6" THICK OVER 4" C.A.B.
 11. CONSTRUCT 4" HIGH CHAINLINK FENCE INCLUDING FOUNDATIONS.
 12. CONSTRUCT BRICK JUMP (ST. 12" 02-AR4000 ASPHALT HOT MIX) PER CITY STANDARD (COST TO BE INCLUDED IN THE PRICE BID FOR "FURNISH AND PLACE ASPHALT-RUBBER HOT MIX").
 13. FURNISH AND PLACE TWO (2) TYPE I (10) ARROWS PER CALTRANS STANDARD PLAN A244.(ADDENDUM)
- FURNISH AND PLACE ONE (1) "ONE-WAY" LEGEND PER CALTRANS STANDARDS. (ADDENDUM)
- FURNISH AND INSTALL ONE (1) RT "DO NOT ENTER" SIGN PER CALTRANS STANDARDS. (ADDENDUM)
- FURNISH AND INSTALL ONE (1) RT "DO NOT ENTER" SIGN PER CALTRANS STANDARDS. (ADDENDUM)
- FURNISH AND INSTALL WELDED 4" DIAMETER GALVANIZED STEEL PIPE GATE, 40" WIDE DOUBLE SWING INCLUDING FOUNDATION. (ADDENDUM)

MATCH LINE



RECORD DRAWING

CITY OF GARDENA				ENGINEERING DIVISION			
PUBLIC WORKS DEPARTMENT				PROJECT: ROWLEY PARK PARKING LOT IMPROVEMENT			
LIMITS: ROWLEY PARK - JN 678				APPROVED BY: [Signature]			
DATE: 6/25/93				DATE: 6/25/93			
DESIGNED BY: [Signature]				DRAWN BY: [Signature]			
CHECKED BY: [Signature]				DATE: 6/25/93			
NO.				DWG. NO. 5-2304			

APPENDIX C

ASBESTOS & LEAD SURVEY REPORT



January 10, 2020

Mr. Kevin Kwak
P.E. Principal Civil Engineer
City of Gardena
1717 West 162nd Street
Gardena, California 90247

RE: Pre-Demolition Asbestos and Lead in Paint Survey

Rowley Park Restroom
13220 Van Ness Avenue
Gardena, California 90249

CES Project No.: 19-CGAR.02

Dear Mr. Kwak:

On December 5, 2019, CES Environmental Consultants (CES) conducted a survey for asbestos-containing materials (ACMs), lead-based paint (LBP) and lead containing paint (LCP) in the Rowley Park Restroom Building located at 13220 Van Ness Avenue, Gardena, California 90247.

Summary of Findings:

- ACM, 9"x9" (burgundy) floor tile and black mastic, east electrical room
- ACM, grey roof mastic on penetrations
- LBP, green-wood-door casing, east electrical room
- LBP, white-wood-door, west side pipe chase
- LCP, beige and green-block wall, brown-metal-flashing, brown-metal-door casing, white-wood-beam

ACMs, LBP and LCPs are itemized in Sections 5.3, and 6.2 in this report.

Removal or disturbances to ACMs and LBP should be completed by a licensed remediation contractor. LCP related work may be completed by lead trained workers. The work is subject local, State and Federal regulatory requirements including agency notification to the South Coast Air Quality Management District, and Cal-OSHA.

If you have any questions concerning the report, please contact our office.

This report was prepared by:

Cesar Ruvalcaba
Certified Asbestos Consultant #95-1799
CDPH Lead Inspector/Assessor, Project Monitor #I6855
CES Environmental Consultants
6741 Friends Avenue, Suite B
Whittier, California 90601
(323) 899-2488
Cesar.Ruvalcaba@cesenviron.com



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Appendices

Appendix A: Asbestos Analytical Data/Chain of Custody

Appendix B: Lead Analytical/Chain of Custody/Sample Location/CDPH Form 8552

Appendix C: Sample Diagram

Appendix D: Inspector Certifications

1.0 PROJECT INFORMATION

Rowley Park Restroom
13220 Van Ness Avenue
Gardena, California 90249

2.0 INTRODUCTION AND BACKGROUND

The City of Gardena (City) retained CES to conduct a survey prior to demolition of the building. According to the City the Rowley Park Restroom will be demolished in the near future.

3.0 SUBJECT SITE, AREA DESCRIPTION, MATERIAL CONDITIONS

The Rowley Park Restroom building is a single-story building with cinder block walls (interior and exterior) wood ceilings and a pitch capsheet roof. At the time of the survey, the building materials were observed to be in good condition.

4.0 PROJECT SURVEY

CES representative Mr. Cesar Ruvalcaba, a Certified Asbestos Consultant (No.: 95-1799) and a State of California Department of Public Health Lead Inspector/Assessor (No. I6855), and Nicky Gutierrez-Moreno an AHERA Asbestos Abatement Building Inspector conducted the survey.

CES's objective was to conduct a survey and sampling of suspect ACMs and lead in paint. The survey included the following:

- Survey of the affected areas to locate suspect ACM and lead in paint;
- Physical assessment of suspect ACM, and painted surfaces;
- Collection of bulk samples from suspect ACM materials, and painted surfaces; and
- Submitted samples collected for laboratory analysis.

5.0 ASBESTOS SURVEY AND SAMPLING

5.1 Asbestos Laboratory Accreditation & Analytical Method

Collected bulk samples were analyzed using polarized light microscopy (PLM) for asbestos content in accordance with the United States Environmental Protection Agency's (USEPA) *Determination of Asbestos in Bulk Building Materials: EPA/600/R-93/116, July 1993*.

5.2 Asbestos Sampling Protocol

The sampling was conducted using guidelines set forth in US Environmental Protection Agency (EPA) *Federal Register 40 CFR Part 763*. Based on the requirements of the EPA, (40 CFR 763), a homogeneous material is defined as "an area of surfacing material, thermal system insulation material or miscellaneous material that is uniform in color and texture." The regulation requires that a minimum number of samples be collected from each homogeneous material. If one sample in a homogeneous material is found to contain asbestos, the entire homogeneous material should be considered to be asbestos-containing.

The EPA and California Occupational Safety and Health Administration (Cal-OSHA) have defined building materials containing asbestos as follows:

- **Asbestos-Containing-Material (ACM)** - any material containing greater than 1 percent (>1%) asbestos as determined by PLM, *40 Code of Federal Regulations (CFR) Part 61, Subpart M and The South Coast Air Quality Management District (SCAQMD) Rule 1403.*
- **Asbestos-Containing-Construction-Material (ACCM)** - any material containing less than one percent (<1%) asbestos and greater than one tenth of one percent (>0.1%) asbestos by weight, *California Code of Regulations (CCR), Title 8, Section 1529.*

5.3 Asbestos Sample Results

Table I: Summary of ACMs

Sample No.:	Material	Material Location	*Asbestos Content	Condition	Friable	Est. Quantity
04, 05, 06	9"x9" (burgundy) floor tile and mastic	East electrical room	7% chrysotile-tile, 10% chrysotile-mastic	Intact	No	120 sq.ft.
07, 08, 09	Grey roof mastic on penetrations	Roof on penetrations	5%-8% chrysotile	Intact	No	10 sq.ft.

Table II: Summary of Materials Reported as None-Detected

Sample No.:	Material	Material Location
01, 02, 03	Tectum ceiling panels	All interior ceilings
10, 11, 12	Capsheet roof (core)	All Roof

5.4 Asbestos Recommendations

Removal of ACMs should be conducted by a licensed asbestos abatement contractor utilizing isolation control methods and dispose of properly. Workers handling ACMs shall be asbestos trained and shall wear the appropriate personal protective equipment.

The USEPA (locally enforced by South Coast Air Quality Management District (SCAQMD)) requires that all ACMs be removed prior to any renovation or demolition activities that may impact the material. Asbestos materials that are not damaged may be managed in place with a good operations and maintenance (O&M) program.

6.0 LEAD SURVEY AND SAMPLING

CES conducted sampling for lead by collecting bulk paint chip samples of representative painted surfaces. For the purpose of this survey and inspection, lead in paint is defined as described below:

- **Lead-based paint (LBP)**, according to, the California Department of Public Health, US Environmental Protection Agency (EPA), and US Department of Housing and Urban Development (HUD) is defined as paint or other surface coating with lead content equal to or greater than 1.0 mg/cm² of surface area using X-Ray Fluorescence (XRF) testing or 5,000 parts per million (ppm) (0.5 percent by weight) by paint chip analysis. The County of Los Angeles Department of Public Health Services, Childhood Lead Poisoning Prevention Program, has defined “dangerous levels of lead-bearing substances” as paint or other surface coating with lead content greater than 0.7 mg.cm2 (Los Angeles County
- **Lead-containing paints (LCP)** according to Cal/OSHA *Title 8 CCR, Section 1532.1(d)* are defined as paints reported with any detectable levels of lead by paint chip analysis. When disturbed for construction purposes, these surfaces are subject to Cal/OSHA exposure assessment requirements.

6.1 Lead Paint Sampling Protocol

CES conducted an assessment and collected bulk paint chip samples of representative accessible painted surfaces observed in the areas included in our scope of work.

Limited survey consisted of the following:

- Visual assessment of painted surfaces
- Collection of bulk paint chip samples down to the substrate
- Documentation of the physical condition and location of suspect materials
- Submitting bulk paint chip samples to a laboratory for analysis on lead content
- Preparing a report of findings and conclusions.

6.2 Bulk Lead Paint Chip Sampling

Ten (10) paint chip samples were collected to determine the weight percent concentration in the painted surfaces for construction safety as defined by Title 8 CCR Section 1532.1. Paint chip samples analysis was conducted in accordance with the EPA Method SW846/7420 by a laboratory accredited by the Environmental Laboratory Accreditation Program.

Summary of LBP and LCP by bulk paint chip analysis

Summary of LBP bulk paint chip analysis

Sample No.	Color	Substrate	Component	Location	Level of Lead (ppm)	Condition
LP09	Green	Wood	Door casing	East electrical room	47,000	Intact
LP10	Brown	Wood	Door	Exterior door to pipe chase	144,000	Intact

Summary of LCP by bulk paint chip analysis

Sample No.	Color	Substrate	Component	Location	Level of Lead (ppm)	Condition
LP01	Beige	Block	Wall	Exterior walls	130	Intact
LP02	Brown	Metal	Flashing	All on roof	970	Intact
LP04	Brown	Metal	Door casing	Both restrooms	210	Intact
LP06	White	Block	Wall	All interior walls	1,200	Intact
LP07	White	Wood	Beam	Beam and post on exterior	3,500	Intact
LP08	Green	Block	Wall	Electrical room	3,900	Intact

The exterior beige-wood-wall located on the exterior east and west side and brown-metal-door located at the entrance to both restrooms were reported below the laboratory analytical limit of detection; therefore, the painted surfaces are interpreted to be non-lead containing.

6.3 Lead Recommendations

For construction purposes, workers who disturb surfaces with LBP and LCP are subject to regulation under *Title 8 CCR, Section 1532.1 (d)*. These requirements include but are not limited to: Adequate training, personnel air sampling to determine worker exposure etc. If the exposure levels are likely or exceed the Permissible Exposure levels (PEL), or if a Lead Abatement Hazard is being conducted, the work may also be subject to the California Childhood Lead Poisoning Prevention Branch regulations (Title 17, Division 1, Chapter 8) which requires certifications of workers and project supervisors.

CES recommends that engineering controls, respiratory protection and personal protective equipment be used at the start of any project that disturbs painted surfaces until compliance with 1532.1 can be documented using representative data.

6.4 Lead Waste Disposal

For painted surfaces reported as LBP and or LCP, waste characterization sampling will be required prior to waste disposal. The waste shall be segregated into separate waste streams. A sufficient number of samples should be collected to adequately characterize the waste stream. Sample analysis will include at a minimum, Total Threshold Limit Concentration (TTLC), Soluble Threshold Limit Concentration (STLC) and Toxicity Characteristic Leaching Procedure (TCLP) to determine if waste is non-hazardous, RCRA or California hazardous waste in accordance with regulations in the state of California.

7.0 LIMITATIONS

The intent of this survey was to identify ACM, LBP, and LCP in construction materials and painted surfaces. This is a limited survey and applies only to the areas and materials tested and is not intended to be used for other areas, or materials which were not included in our scope.

The survey is intended to be used for construction purposes only.

CES has applied our best effort to locate all suspect ACMs, LBP, and LCP in the areas included in our survey scope of work.

Additional suspect materials could be located below soil, void spaces between walls and ceilings and/or in other concealed areas previously inaccessible. If any suspect materials or painted surfaces are found which have not been represented in this report, CES recommends that work stops until those materials can be sampled for asbestos and/or lead content. Additional suspect materials and paints may be present outside of the affected areas sampled. A survey below soil was not included in our scope of work.

Confined spaces, and areas determined by CES's personnel as unsafe to access, were not included in this survey scope of work.

CES interpreted the results provided by the laboratory analysis and compared the results to the relevant regulatory levels. We have relied on the laboratory to conduct the quality controls required for the analysis, as required to maintain their accreditation. It is our understanding that the laboratory QA/QC limits were within the acceptable levels for the samples analyzed. Method Detection Limit: Less than one percent (<1%).

Asbestos content has been determined using calibrated visual estimation (CVES). Due to the limitations of Polarized Light Microscopy, samples reported as None Detected or with low asbestos concentrations may not be reliable and further analysis such as TEM is recommended to confirm PLM results.

We will not accept any liability for loss, injury claim, or damage arising directly or indirectly from any use or reliance on this report, expressed or implied.

CES does not guarantee or warrant that the facility or workplace is safe; nor does CES's involvement in this property relieve the Client, building owner/operator or tenant of any continuing responsibility of providing a safe facility or living space.

This report was based on those conditions observed on the day the field evaluation was accomplished. In the event that changes in the nature of the property have occurred, or additional relevant information about the property is subsequently discovered, the findings contained in this report may not be valid unless these changes and additional relevant information are reviewed, and the conclusion of this report is modified and verified in writing.

Material quantities included in this report are of observed material and provided as a best estimate for information only and shall not be used as a reliable quantity by any contractor for preparing removal bids. The contractor shall be solely responsible for assessing the type, extent, and quantity of material to be removed in each area of the project in preparing each project bid.

The property owner is responsible for ensuring that the information, conclusions, and recommendations disclosed in this report are brought to the attention of all appropriate staff, contractors, regulatory agencies etc. as required.

If you have any questions or concerns, feel free to contact the undersigned at the number listed below.

This report was prepared by:

A handwritten signature in blue ink, appearing to read 'Cesar Ruvalcaba', with a stylized, cursive script.

Cesar Ruvalcaba, CAC, CDPH IA/PM
Senior Project Manager

APPENDIX A:

Asbestos Analytical Data/Chain of Custody



1508 East 33rd Street
Signal Hill, CA 90755
Toll: 888-207-2022
Tel: 562-206-2770
Fax: 562-206-2773

CES Environmental Consultants
10120 Washington Avenue
South Gate CA 90280
Attn.: Cesar Ruvalcaba

Report Number 1938109

Date Received 12/05/2019

Date Analyzed 12/18/2019

Date Reported 12/18/2019

Project Number 19-CGAR.01

Project Name City of Gardena

Location Gardena- Rowley Park: Diamond 1

PO Number

WO Number

Date Sampled 12/05/2019

Sampled By Cesar Ruvalcaba/Nicky Guttiere

Total Samples 18

Method of Analysis 40 CFR Part 763 Appendix E to Subpart E, EPA Method 600/M4-82-020; updated method 600 R-93/116
Determination of Asbestos in Bulk Building Materials.

Test Report

Laboratory ID Sample No.	Sample Location Description	Layer No. Layer %	Non-Asbestos Components	(%)	Asbestos Type	(%)
1938109-001 01	SW Restroom Building (D1) Tectum underneath Roof/Ceiling, Lt. Brown, Non-homogeneous	LAYER 1 100%	Wood Fiber Gypsum/Filler	75% 25%	None Detected	
Asbestos Present: No		Total % Non-Asbestos:		100.0%	Total %Asbestos: No Asbestos Detected	
1938109-002 02	NE Restroom Building (D1) Tectum underneath Roof/Ceiling, Lt. Brown, Non-homogeneous	LAYER 1 100%	Wood Fiber Gypsum/Filler	75% 25%	None Detected	
Asbestos Present: No		Total % Non-Asbestos:		100.0%	Total %Asbestos: No Asbestos Detected	
1938109-003 03	SE Restroom Building (D1) Tectum underneath Roof/Ceiling, Lt. Brown, Non-homogeneous	LAYER 1 100%	Wood Fiber Gypsum/Filler	60% 40%	None Detected	
Asbestos Present: No		Total % Non-Asbestos:		100.0%	Total %Asbestos: No Asbestos Detected	
1938109-004 04A	SW Electrical Room (D1) 9x9 Vinyl Floor Tile, Brown, Homogeneous	LAYER 1 100%	Calcium Carbonate Vinyl Binder	30% 63%	Chrysotile	7%
Asbestos Present: Yes		Total % Non-Asbestos:		93.0%	Total %Asbestos: 7.0%	
1938109-005 04B	SW Electrical Room (D1) Mastic, Black, Homogeneous	LAYER 1 100%	Bituminous Matrix	90%	Chrysotile	10%
Asbestos Present: Yes		Total % Non-Asbestos:		90.0%	Total %Asbestos: 10.0%	
1938109-006 05A	Center Electrical Room (D1) 9x9 Vinyl Floor Tile, Brown, Homogeneous	LAYER 1 100%	Calcium Carbonate Vinyl Binder	30% 63%	Chrysotile	7%
Asbestos Present: Yes		Total % Non-Asbestos:		93.0%	Total %Asbestos: 7.0%	
1938109-007 05B	Center Electrical Room (D1) Mastic, Black, Homogeneous	LAYER 1 100%	Bituminous Matrix	90%	Chrysotile	10%
Asbestos Present: Yes		Total % Non-Asbestos:		90.0%	Total %Asbestos: 10.0%	



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Signal Hill, CA 90755
Toll: 888-207-2022
Tel: 562-206-2770
Fax: 562-206-2773

CES Environmental Consultants
10120 Washington Avenue
South Gate CA 90280
Attn.: Cesar Ruvalcaba

Report Number 1938109

Date Received 12/05/2019

Date Analyzed 12/18/2019

Date Reported 12/18/2019

Project Number 19-CGAR.01

Project Name City of Gardena

Location Gardena- Rowley Park: Diamond 1

PO Number

WO Number

Date Sampled 12/05/2019

Sampled By Cesar Ruvalcaba/Nicky Guttiere

Total Samples 18

Method of Analysis 40 CFR Part 763 Appendix E to Subpart E, EPA Method 600/M4-82-020; updated method 600 R-93/116
Determination of Asbestos in Bulk Building Materials.

Test Report

Laboratory ID Sample No.	Sample Location Description	Layer No. Layer %	Non-Asbestos Components	(%)	Asbestos Type	(%)
1938109-008 06A	NW Electrical Room (D1) 9x9 Vinyl Floor Tile, Brown, Homogeneous	LAYER 1 100%	Calcium Carbonate Vinyl Binder	30% 63%	Chrysotile	7%
Asbestos Present: Yes		Total % Non-Asbestos:		93.0%	Total %Asbestos:	7.0%
1938109-009 06B	NW Electrical Room (D1) Mastic, Black, Homogeneous	LAYER 1 100%	Bituminous Matrix	90%	Chrysotile	10%
Asbestos Present: Yes		Total % Non-Asbestos:		90.0%	Total %Asbestos:	10.0%
1938109-010 07	SW Roof (D1) Mastic on Penetrations, Gray/ Black, Homogeneous	LAYER 1 100%	Bituminous Matrix/Filler	95%	Chrysotile	5%
Asbestos Present: Yes		Total % Non-Asbestos:		95.0%	Total %Asbestos:	5.0%
1938109-011 08	N Ctr Roof (D1) Mastic on Penetrations, Gray/ Black, Homogeneous	LAYER 1 100%	Bituminous Matrix/Filler	95%	Chrysotile	5%
Asbestos Present: Yes		Total % Non-Asbestos:		95.0%	Total %Asbestos:	5.0%
1938109-012 09	SE Roof (D1) Mastic on Penetrations, Gray/ Black, Homogeneous	LAYER 1 100%	Bituminous Matrix/Filler	92%	Chrysotile	8%
Asbestos Present: Yes		Total % Non-Asbestos:		92.0%	Total %Asbestos:	8.0%
1938109-013 10A	SE Roof (D1) Roof- Capsheet, Gray/ Black, Non- homogeneous	LAYER 1 100%	Fibrous Glass Quartz/Gravel Bituminous Matrix/Filler	5% 40% 55%	None Detected	
Asbestos Present: No		Total % Non-Asbestos:		100.0%	Total %Asbestos:	No Asbestos Detected
1938109-014 10B	SE Roof (D1) Roof- Layered Felt/Tar, Black, Non- homogeneous	LAYER 1 100%	Cellulose Fiber Bituminous Matrix	45% 55%	None Detected	
Asbestos Present: No		Total % Non-Asbestos:		100.0%	Total %Asbestos:	No Asbestos Detected



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CES Environmental Consultants
10120 Washington Avenue
South Gate CA 90280
Attn.: Cesar Ruvalcaba

Report Number 1938109

Date Received 12/05/2019

Date Analyzed 12/18/2019

Date Reported 12/18/2019

Method of Analysis 40 CFR Part 763 Appendix E to Subpart E, EPA Method 600/M4-82-020; updated method 600 R-93/116
Determination of Asbestos in Bulk Building Materials.

Project Number 19-CGAR.01

Project Name City of Gardena

Location Gardena- Rowley Park: Diamond 1

PO Number

WO Number

Date Sampled 12/05/2019

Sampled By Cesar Ruvalcaba/Nicky Guttierre

Total Samples 18

Test Report

Laboratory ID Sample No.	Sample Location Description	Layer No. Layer %	Non-Asbestos Components	(%)	Asbestos Type	(%)
1938109-015 11A	N Ctr Roof (D1) Roof- Capsheet, Gray/ Black, Non- homogeneous	LAYER 1 100%	Fibrous Glass Quartz/Gravel Bituminous Matrix/Filler	5% 40% 55%	None Detected	
Asbestos Present: No		Total % Non-Asbestos:		100.0%	Total %Asbestos:	No Asbestos Detected
1938109-016 11B	N Ctr Roof (D1) Roof- Tar, Black, Homogeneous	LAYER 1 100%	Fibrous Glass Quartz/Gravel Bituminous Matrix/Filler	5% 40% 55%	None Detected	
Asbestos Present: No		Total % Non-Asbestos:		100.0%	Total %Asbestos:	No Asbestos Detected
1938109-017 12A	W Ctr Roof (D1) Roof- Capsheet, Gray/ Black, Non- homogeneous	LAYER 1 100%	Fibrous Glass Quartz/Gravel Bituminous Matrix	5% 20% 75%	None Detected	
Asbestos Present: No		Total % Non-Asbestos:		100.0%	Total %Asbestos:	No Asbestos Detected
1938109-018 12B	W Ctr Roof (D1) Roof- Layered Felt/Tar, Black, Non- homogeneous	LAYER 1 100%	Cellulose Fiber Bituminous Matrix	40% 60%	None Detected	
Asbestos Present: No		Total % Non-Asbestos:		100.0%	Total %Asbestos:	No Asbestos Detected

Method Detection Limit: Less than one percent (<1%). Asbestos content has been determined using calibrated visual estimation (CVES). Samples tested were received in acceptable condition unless otherwise stated. Test report relates only to items tested. Non-homogeneous samples containing discrete and separable layers are analyzed and reported separately; composite results may be reported upon customer's request. Non-homogeneous samples with inseparable layers are analyzed and reported as composite samples. Due to the limitations of Polarized Light Microscopy, samples reported as None Detected or with low asbestos concentrations may not be reliable and further analysis such as TEM is recommended to confirm PLM results. This report shall not be reproduced except in full without the written approval of this laboratory. This report may not be used by the customer to claim product certification, endorsement, or approval by NIST/NVLAP or any agency of the government. Samples shall be disposed according to local, state and federal laws, 30 days after results are reported unless otherwise instructed.

CA-ELAP #2823

Cristina E Tabatt

Analyst - Cristina Tabatt

Cristina E Tabatt

Approved Signatory Cristina E. Tabatt





1938109

5-day turnaround

BULK SAMPLE INVENTORY AND COC-ASBESTOS

Client City of Gardena Project Name: City of Gardena - Rowley Park

Location: Gardena - Rowley Park: Diamond Project Number 19-06 AR01SWO#

Inspector: Cesar Ruvalcaba / Nicky Gutierrez-Moreno Date: 12/05/19

Sample #	Material Sampled	Sample Location	Material Location	Est. Qty	Friable	Condition
01	Tectum underneath	SW	Restroom Building (D1)	400 sq. ft.	yes	damaged
02	roof / ceiling	NE				
03		SE				
04	9x9 Vinyl Floor Tile (brown)	SW	Electrical Room (D1)	120 sq. ft.	yes	damaged
05	black mastic	Center				
06		NW				
07	gray mastic on	SW	Roof (D1)	20 ft. 400 sq. ft.	yes	good
08	penetrations	N (for				
09		SE				
10	chip shot roof	SE	Roof (D1)	400 sq. ft.	no	good
11		N ctr				
12		ENG W ctr				

CHAIN OF CUSTODY

[Signature]

Relinquished by: _____ Date and Time: _____

[Signature]

Received by: _____ Date and Time: 12/5/19 11:22

APPENDIX B:

**Lead Paint Chip Laboratory Analysis / Chain of Custody /
CDPH Form 8552**



1508 East 33rd Street
Signal Hill, CA 90755
Tel (562) 206-2770
Fax (562) 206-2773

CES Environmental Consultants
10120 Washington Avenue
South Gate, CA 90280
Attn: Cesar Ruvalcaba

Project Number: 19.CGAR.01
Project Name: City of Gardena
Location: Rowley Park
RR Bldg

Report Number: 1938077

Date Received: 12/5/2019
Date Analyzed: 12/12/2019
Date Reported: 12/12/2019

Date Sampled: 12/5/2019
Sampled By: Cesar Rucalcaba
Total Samples: 10

Analytical Method: EPA 7420/3050
Reporting Limit: 5.0 µg Pb

Lead (Pb) in Paint by Flame AAS

Lab ID Client ID	Location/Description	Sample Weight (g)	Lead Concentration ppm (mg/kg)
1938077-001 LP01	Wall/Block/Beige- Exterior- NE	0.1015	130
1938077-002 LP02	Flashing/Metal/Brown- Exterior- East Ctr.	0.1012	970
1938077-003 LP03	Wall/Wood/Beige- Exterior- East Ctr.	0.1027	< 49
1938077-004 LP04	Door Casing/Metal/Brown- North RR No. Ctr	0.0583	210
1938077-005 LP05	Door/Metal/Brown- North RR No. Ctr.	0.0867	< 58
1938077-006 LP06	Wall/Block/White- So. Restroom- So. Ctr.	0.1064	1200
1938077-007 LP07	Beam/Wood/White- Exterior SE Corner	0.1024	3500
1938077-008 LP08	Wall/Block/Green- Electrical- So. Ctr.	0.1068	3900
1938077-009 LP09	Door Casing/Wood/Green- Electrical- So. Ctr.	0.0728	47000
1938077-010 LP10	Door/Wood/Brown- West Side Chase Pipe	0.1031	144000

Samples tested were received in acceptable condition unless otherwise stated. Test report relates only to items tested. This report shall not be reproduced without the written approval of this laboratory. The client shall be solely responsible for interpreting analytical results. Samples have not been blank corrected. Samples shall be disposed according to local, state and federal laws, 30 days after reporting results.

CA ELAP Cert #2823

Approved Signatory- Cristina E. Tabatt



1938077

S. Day TAT

BULK SAMPLE INVENTORY AND COC-LEAD PAINT CHIPS

Client	City of Gardena			Project Name:	Rouley Park - PP Bldg.		
Location:				Project Number	1926 AR. 01 SWO#		
Inspector:	Desa Pavalaka			Date:	12/5/19		
Sample #	Component/Substrate/Color	Sample Location	Component Location	Est. Qty	Condition		
CP01	Wall/Block beige	Exterior - NE	Exterior wall	N/A	in fact		
CP02	Plasting/metal/brn	Exterior - east Ch	all sides East & west sides (all)				
CP03	Wall/wood/beige	Exterior - east Ch	East & west Sides				
CP04	Door casing/metal/brn	Wkly Rm. PP. No. Ch	Both restrooms				
CP05	Door/metal/brn	h	h				
CP06	Wall/Block/wh/fo	So. restroom - So. Ch					
CP07	Decor/metal/wh/fo	Exterior SE corner	Beams in Post interior/Exterior				
CP08	Wall/Block/green	Electrical - So. Ch	Electrical room				
CP09	Door casing/wood/green	Electrical - So. Ch	h				
CP10	Door/wood/brn	West side pipe	West side Piping (Decorating)	20' Sq		damaged	

CHAIN OF CUSTODY

Relinquished by: Desa Pavalaka Date and Time: 12/5/19

Received by: Jeff Date and Time: 12/5/19 11:22

LEAD HAZARD EVALUATION REPORT

Section 1 — Date of Lead Hazard Evaluation 12/5/19

Section 2 — Type of Lead Hazard Evaluation (Check one box only)

☒ Lead Inspection ☐ Risk assessment ☐ Clearance Inspection ☐ Other (specify) limited for construction purposes

Section 3 — Structure Where Lead Hazard Evaluation Was Conducted

Address [number, street, apartment (if applicable)] 13220 Van Ness Avenue (Restroom Bldg.)		City Gardena	County Los Angeles	Zip Code 90249
Construction date (year) of structure	Type of structure <input type="checkbox"/> Multi-unit building <input checked="" type="checkbox"/> School or daycare <input type="checkbox"/> Single family dwelling <input type="checkbox"/> Other		Children living in structure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know	

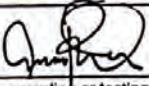
Section 4 — Owner of Structure (if business/agency, list contact person)

Name City of Gardena		Telephone number	
Address [number, street, apartment (if applicable)] 1717 West 162nd Street		City Gardena	State CA
			Zip Code 90247

Section 5 — Results of Lead Hazard Evaluation (check all that apply)

☒ No lead-based paint detected ☐ Intact lead-based paint detected ☐ Deteriorated lead-based paint detected
☐ No lead hazards detected ☐ Lead-contaminated dust found ☐ Lead-contaminated soil found ☐ Other

Section 6 — Individual Conducting Lead Hazard Evaluation

Name Cesar Ruvalcaba		Telephone number 323-899-4488	
Address [number, street, apartment (if applicable)] 10120 Washington Avenue		City South Gate	State CA
			Zip Code 90280
CDPH certification number I6855	Signature 		Date 12/5/19
Name and CDPH certification number of any other individuals conducting sampling or testing (if applicable)			

Section 7 — Attachments

- A. A foundation diagram or sketch of the structure indicating the specific locations of each lead hazard or presence of lead-based paint;
B. Each testing method, device, and sampling procedure used;
C. All data collected, including quality control data, laboratory results, including laboratory name, address, and phone number.

First copy and attachments retained by inspector
Second copy and attachments retained by owner

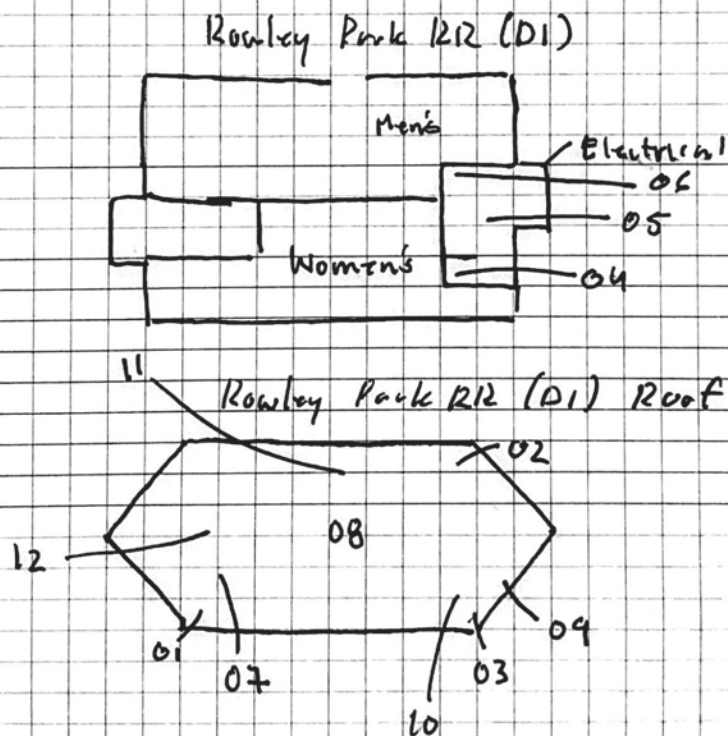
Third copy only (no attachments) mailed or faxed to:

California Department of Public Health
Childhood Lead Poisoning Prevention Branch Reports
850 Marina Bay Parkway, Building P, Third Floor
Richmond, CA 94804-6403
Fax: (510) 620-5656

APPENDIX C:

Sample Diagram

Location:	City of Gardena - Primm Park Pool / Rowley Park R12 (D1)
Project Number:	19-66AD.01
Date:	12/05/19
Inspector:	Jesus Ruelas/ Nicky Gutierrez-Moreno



APPENDIX D:
Inspector Certifications

State of California
Division of Occupational Safety and Health
Certified Asbestos Consultant

Cesar Ruvalcaba

Name



Certification No. **95-1799**

Expires on **10/27/20**

This certification was issued by the Division of Occupational Safety and Health as authorized by Sections 7180 et seq. of the Business and Professions Code.



State of California Department of Public Health

Lead-Related
Construction
Certificate

Certificate
Type

Expiration
Date



Inspector/Assessor	01/16/2020
Project Monitor	01/16/2020



Cesar A. Ruvalcaba

ID #: 6855

APPENDIX D

PREFABRICATED RESTROOM BUILDING PLANS



STRUCTURECAST

8261 Mc CUTCHEN ROAD BAKERSFIELD, CA 93311

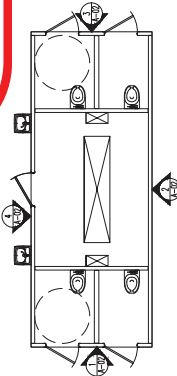
PROJECT NO: 1910160

ROWLEY PARK BASEBALL
EASI-SET 4-RESTROOM BUILDING
11'-0" x 28'-8" x 9'-0"

City of Gardena
Community Development Division
Pursuant to the Gardena Municipal Code Title 15
These Plans are hereby approved for construction.

Mark Handler
BUILDING OFFICIAL

THIS SET APPROVED 09/01/2021
Approval of these Plans and/or Specifications shall
be void if the City of Gardena Building Official
is not present at the time of the final approval.
FOR BID PURPOSES ONLY
FINAL APPROVED PLANS ISSUED TO
CONTRACTOR AT PERMIT ISSUANCE DATE



KEY PLAN

OWNER:

CITY OF GARDENA

ENGINEER:

Levon Gulbenkian, Structurecast

CONTRACTOR:

Structurecast

DRAWING INDEX

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A-04		PLAN & ELEVATIONS PER ACT REQUIREMENTS	01-14-21	09-13-21
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HD-02		PLANT HARDWARE SHOP DRAWINGS	01-14-21	
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HD-08		DOOR HARDWARE & ACCESSORIES	01-14-21	09-18-21
HD-09		DOOR HARDWARE & ACCESSORIES	01-14-21	09-18-21
HD-10		EXISTING COATING & CONCRETE SCALER INFORMATION	01-14-21	

MATERIALS FOR PRECAST CONCRETE PROJECTS

- CONCRETE: Hard Rock 150 pcf; $f_c = 5000$ psi; $f_{ci} = 2000$ psi, 1 yb. u.o.n.
- WELDED WIRE FABRIC: ASTM A185, $F_y = 65$ ksi > W1.2, $F_{su} = 75$ ksi.
- REINFORCING BARS (Non-weldable): A615-60, $F_y = 60$ ksi, $F_u = 90$ ksi
- REINFORCING BARS (Weldable): A706, $F_y = 60$ ksi, $F_u = 80$ ksi
- PRESTRESSING - 1/2" 270 ksi 7 Wire Low Relaxation Strands ASTM A446
P Jack = 31 Kip Max.
P Seat = 28.9 Kip.
P Eff = 23.55 Kip
- STEEL PLATE: FLAT BAR, STRUCTURAL SHAPES; ASTM A36 ($F_{su} = 58$ ksi), BLACK IRON
- STEEL TUBES: ASTM A500 GRADE B ($F_{su} = 46$ ksi), BLACK IRON
- MACHINE THREADED RODS ASTM A36. ELECTROPLATED PER ASTM B633, SC3
- NATIONAL COARSE THREAD BOLTS: ASTM A307. ZINC COATED PER ASTM A123
- COIL THREADED RODS ASTM A36 ($F_y = 36$ ksi), ELECTROPLATED PER ASTM B633, SC3
- WELDS PER AWS D1.1 - PREQUALIFIED WELDING PROCESSES ONLY (SMAW, FCAW, GMAW OR SAW) WITH LOWHYDROGEN E70XX
- WELDING SPECIFICATIONS:
Welding of Structural Steel AWS D1.1-98; E70XX Welding of Reinforcing Bars AWS D1.4-98; E70XX Welding of Sheet Steel AWS D1.3-98; E70XX
- ELECTRODES, PREHEAT ALL STEEL SECTIONS GREATER THAN 3/4" THICK.
- HEADED WELDING STUDS ASTM A496 OR ASTM A108 ($F_y = 54$ ksi, $F_{su} = 60$ ksi, AWS D1.1, CHAPTER 4, PART F).
- DEFORMED BAR ANCHORS ASTM A496 ($F_y = 70$ ksi, $F_{su} = 80$ ksi USE 1/2"; 5/8" OR 3/4" SIZES).
- CONCRETE INSERTS (COIL OR FERRULE LOOP): DAYTON-SUPERIOR. ELECTROPLATED PER ASTM B633
- HANDLING INSERTS: BURKE RAPID-LIFT OR DAYTON-RICHMOND. ELECTROPLATED PER ASTM B633
- ERECTION INSERTS: BURKE ERECTION ANCHORS, DAYTON-SUPERIOR B-18 OR B-33 COIL LOOP INSERTS. ELECTROPLATED PER ASTM B633
- LIFT LOOPS FOR HANDLING: 3/8" - 7x19 OR 5/8" - 6x19 GALVANIZED AIRCRAFT CABLE LOOPS.
- COIL SLOTTED INSERTS: HAUFEN COIL THREAD ANCHOR CHANNELS. GALVANIZED G165
- FIELD INSTALLED EXPANSION ANCHORS POWERS POWER-STUD+SD2 (ESR-2502) OR EQUAL

- 2019 California Building Code (CBC),
- 2019 California Mechanical Code (CMC),
- 2019 California Plumbing Code (CPC),
- 2019 California Electrical Code (CEC),
- 2020 Los Angeles County Fire Code (CFC),
- 2019 California Green Building Standards Code (CGBCS),
- 2019 California Energy Efficiency Standards (CEES),
- 2021 Gardena Municipal Code (GMC),

PRECAST CONCRETE PANEL MARK NUMBER LEGEND

S = FLOOR SLAB
R = ROOF SLAB
W = WALL PANEL

MARK NO.
W108A
12
CONTROL NO.

LOAD DESIGN CRITERIA:

The Structural Design is prepared in Compliance with CBC 2019 & ASCE 7-16.

- A. Floor: 50 psf
 - B. Roof: 20 psf
 - C. Live Load: 110 MPH (3-Sec Gust)
Basic Wind Speed: 110 MPH (3-Sec Gust)
Wind Exposure: Category "C"
Importance Factor: 1.0
 - D. Seismic:
a. Occupancy Category II
b. Importance Factor 1.0
c. Site Classification D
d. Seismic Design Category D
e. Design Spectral Response Accelerations: $S_{DS} = 1.470g$
f. Response Modification Factor, $R = 4$
g. Redundancy Factor, $p = 1.3$
 - g. Seismic Response Coefficient $C_s = 0.478$
 - h. Design Base Shear $V = 0.25 S_{ds} I W_p$
 - i. Equivalent Lateral Force Procedure: (ASCE 7-10, Table 12.2-1 A-5)
- Bearing Wall System - Walls Supporting Weight of Roof



2

A-00

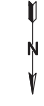
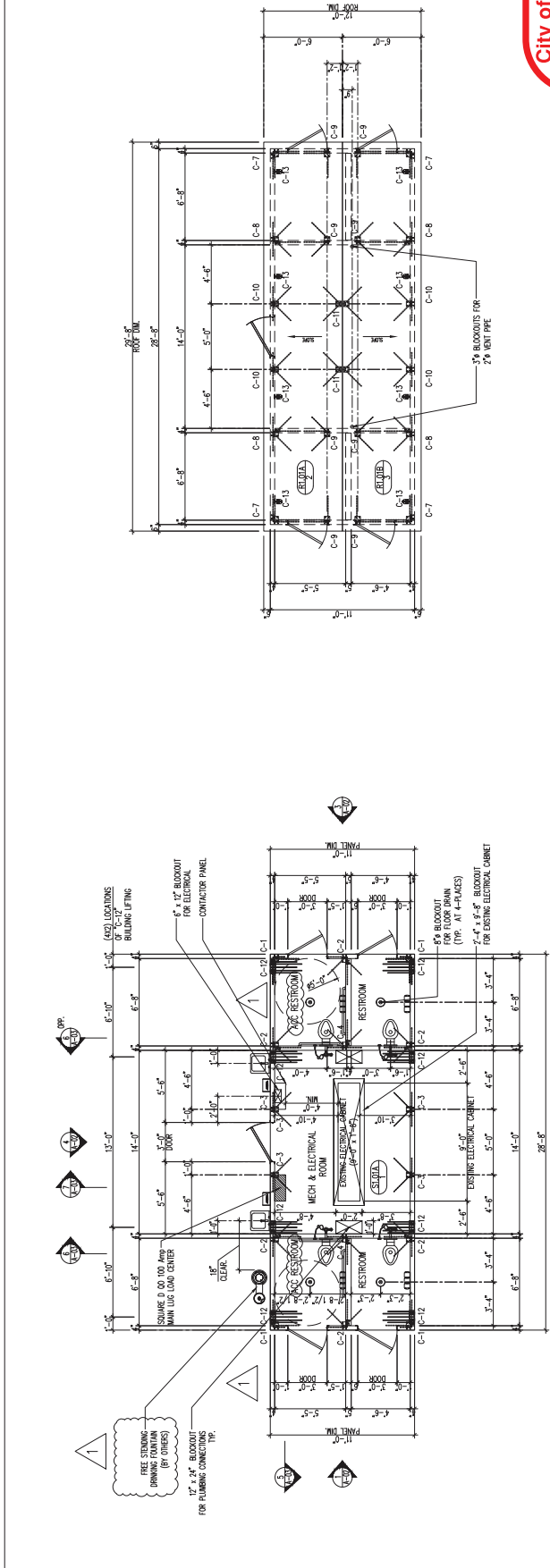
PROJECT NO.	11-0101060	ROWLEY PARK BASEBALL EAST-SET 4-RESTROOM BUILDING
DATE	09/01/2021	
DESIGNED BY	HS	STRUCTURECAST
CHECKED BY	Levon Gulbenkian, Structurecast	
DATE	12/13/21	
ISSUED FOR APPROVAL	01-14-21	
SUBMITTAL NO.	DATE	NO.
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City of Gardena
Community Development Division
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Mark Handler
BUILDING OFFICIAL
APPROVED 09/01/2021
Approval of these Plans does not constitute a warranty or representation of the City of Gardena or its employees or agents. The City of Gardena is not responsible for any errors or omissions in these Plans or for any consequences resulting from the use of these Plans. The Contractor shall be responsible for obtaining all necessary permits and for complying with all applicable laws, rules, regulations, and codes. The Contractor shall be responsible for obtaining all necessary approvals from the appropriate authorities. The Contractor shall be responsible for obtaining all necessary approvals from the appropriate authorities. The Contractor shall be responsible for obtaining all necessary approvals from the appropriate authorities.

STRUCTURECAST

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FLOOR PLAN



ROOF PLAN



FOR BID PURPOSES ONLY
NOT FOR CONSTRUCTION
FINAL APPROVED PLANS ISSUED TO
CONTRACTOR AT PERMIT ISSUANCE TIME

- FINISH NOTES:**
1. ALL EXTERIOR WALLS SHALL BE SMOOTH LIGHT AND ETCH FINISH, STAINED & SEALED WITH APPROVED CONCRETE STAIN (COLOR TO BE EXTRA WHITE HC148).
 2. INTERIOR WALLS AND CEILING SHALL BE SMOOTH STEEL TRIMEL FINISH.
 3. STAINED & SEALED WITH APPROVED CONCRETE STAIN (COLOR TO BE EXTRA WHITE HC148).
 4. INTERIOR FLOORS SHALL BE STEEL TRIMEL FINISH & COATED WITH 2 PART EPOXY COATING (COLOR TO BE DETERMINED).
 5. ROOF SHALL BE STAINING SPAN FINISH, STAINED & SEALED WITH APPROVED CONCRETE STAIN (COLOR TO BE SILVER GRAY HC124).
 6. DOOR COLOR SHALL BE SILVER GRAY HC124.

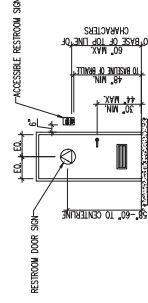
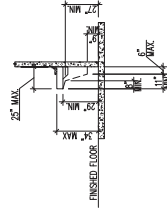
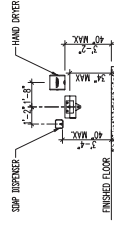
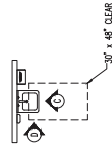
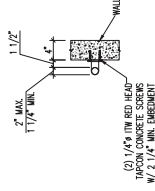
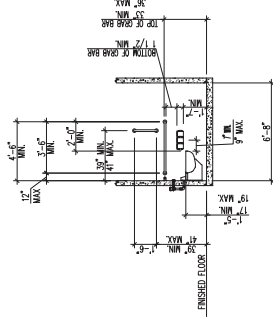
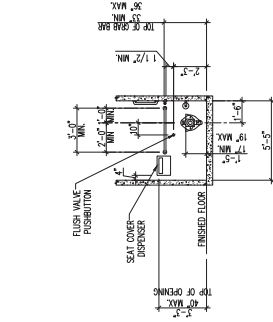
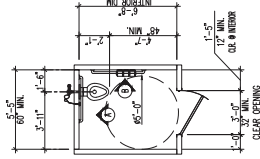
NOTES:

1. FOR ADD REQUIRED LAYOUT SEE SHEET A-01.

ERECTOR NOTES:

1. FOR CONNECTION DETAILS SEE SHEETS A-05 & A-06.
2. C-1 THRU C-11 ARE SHOP ASSEMBLY CONNECTIONS.
3. C-12 IS BUILDING LIFTING CONNECTION.





City of Gardena
Community Development Division
Pursuant to the Gardena Municipal Code Title 17.00
these Plans are Approved for Construction.

Mark Handler

Plans are Approved for Construction

THIS SET APPROVED 09/01/2021
Approval of these Plans and/or Specifications shall not be construed to be an approval of a violation of the provisions of the Gardena Municipal Codes or the Codes of the State of California.

FOR DID YOU USE
FINAL APPROVED PLANS ISSUED BY THE
CONTRACTOR AT PERMIT ISSUANCE TIME

FINAL APPROVED
CONTRACTOR AT

SHEET NO.	A-04
PROJECT:	EAST-SIDE BASEBALL EAST-SIDE RESTROOM BUILDING 11'-0" x 28'-6" x 9'-0"
SHEET TITLE	STRUCTURECAST
OWNER:	CITY OF CARBON
ENGINEER:	Leyton Bulfinch, Structural
CONTRACTOR:	Structuralcast
DESIGNER:	H.S.
DATE:	1/17/17
ISSUED FOR APPROVAL:	
SUBMITTAL NO.	11-A-12
NO.	11-A-12
DATE:	REVIEWED AS NOTED
PERSON:	
BY:	

POST-TENSIONING COMPONENTS



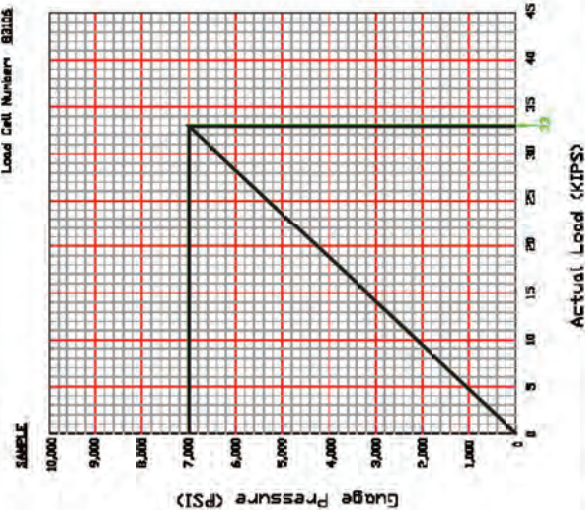
Collected By: Frank King

Date: 5/2/20

Load Cell Number: 88126

ST-170 1/4" x 1/4"

SAMPLE



Actual Load (KIPS)

Raw Calibration Curve
 Run #: VSL-228-00661
 Gauge #: VSL-228-00661

VSL
 101

8006 Route Court
 Springfield, Virginia 22156
 Phone Number: (703) 433-4300
 Fax Number: (703) 433-0043

5.0 Building Production

5.10 STRESSING PROCEDURES For Roofs - Model 1012 & 1220

1. Remove form ribs. Verify concrete strength with Schmidt Hammer or cylinder breaks. Concrete shall be a minimum of 3,750 PSI before cable can be stressed.
2. Remove recessed plastic pocket-formers at the post-tensioning anchor of the anchor to the end of the strand. Clean off grease from exposed portion of cable. Use a suitable solvent. Never heat or use flame on the cable.
3. Insure that the tapered holes in the anchors are cleaned and free of any debris or cement paste, which might interfere with proper wedge seating.
4. Install wedge sets around the strand at each anchor. Press the wedges in with the fingers evenly. Tap wedges in securely. Make sure the ends of the wedges are even with each other so that the stress will be evenly distributed over the wires of the strand.
5. Slide the wedge-setter over the cable and place, against the wedge installed in the cast-in anchors.
6. Insert the temporary reusable anchor on the strand. The plates of the jack will push against this anchor to elongate and, therefore, stress the strand. Set the temporary stressing anchor approximately 5' beyond the row of the wedge-setter.
7. Insert the plates of the winch ram stressing jack over the strand between the wedge-setter and the reusable stressing anchor.
8. Steering back from the jack, using a remote switch for the pump, pressurize the system. Pressurize the system until the pressure listed on the calibration chart of your stressing pump, that corresponds to 33 K required tension on the 1/2" cable. Whenever stressing begins to observe safety precautions and operator positioning (multiplication of unexpected falls). As a precaution, release the pressure at the strand end of the cable in accordance with the following formula:

$$\text{Length of total cable} \times 0.795 = \text{the length of cable elongation.}$$
9. Release pump pressure slowly and remove the jacking system and temporary stressing anchor. Your post release tension on the cable will be 28.5 K.
10. Repeat stressing operation at other end of cable. To insure that cable is fully tensioned, line friction may result in lower stress of total length of cable if this procedure is not done.
11. Release pump pressure slowly and remove jack system and temporary anchor.
12. Cut off strand tails at 1" from the wedge and pack the holes with permanent grout.

NOTE:

Test charts are provided as samples only and that the values may differ from your actual machinery. Always refer to your manufacturer's operation manual and the provided calibration chart provided at time of purchase. Since the calibration chart is provided, calibrated at least once per year by authorized and qualified testing companies and measure charts supplied. Follow all recommended safety instructions and procedures during the operation of tensioning machinery.

NOTE:

Rams shall have calibration records within one year of usage.

SAFETY INSTRUCTIONS:

- NOTE: Stressing units are calibrated against load cells to determine the gauge pressures for a particular unit which will produce the desired engineering force. Gauge pressure versus actual load calibration should be checked every six months against a load cell. The sample table lists the current equipment in service. Never use equipment which has not been tested in the last 6 months. The Quality Control Department has the responsibility to insure the stressing unit is calibrated semi-annually. See the following sample calibration chart. The calibration chart of your stressing pack is likely to vary from the sample table.
- ROOF AND FLOOR POST-TENSIONING Stressing System Safety Instructions**
- This equipment is designed and built to provide safety during equipment operation. It must be operated and maintained by personnel who are trained in and follow safe procedures. Since the forces involved in tension stressing are in the order of 33 to 46 kips, it is obvious that failure from any cause could be damaging to personnel and property. Accordingly, stressing equipment operators are expected to observe all applicable safety precautions including the following:
1. Before activating the pump, visually check all elastomeric tubing for nicks, cracks, or other damage and repair or replace if required.
 2. See that all tubing joints are tightly connected.
 3. Be sure that pump is supported in a stable manner and positioned to avoid strain on connection lines.
 4. Be sure that restrictive damage and appropriate safety barriers are erected to protect the operator and any others in the area.
 5. Observe the gauge pressure that will develop the required tensile force as marked on the tag attached to the pump. Loosely the reading of gauge pressure is not to be used.
 6. Be certain that tensioning winches are positively engaged and correctly aligned.
 7. Activate pump and observe gauge. If pressure does not build up promptly, check system for leakage and make sure that anchors and wedges at both ends of the Post-Tensioning tendons are properly engaged. When pressure reaches approximately 1000 PSI, stop and check for alignment. Make sure that the strand is at the top of the slot provided in the tension jack cylinder connector plates.
 8. Continue pumping until final pressure is attained. When stressing long tendons, multiple strokes and resetting the temporary anchor will be required. — CAUTION — pressure will build extremely fast if rams are fully extended. Monitor ram extension and gauge readings continuously.
 9. When the correct force has been applied to the tendon, stop the pump motor and release the pressure on the pack by opening the hydraulic valve.
 10. Use care in moving and storing equipment to insure that gauge and tubing are not damaged.
 11. 100,000 PSI full (pertaining to frequency of gauge calibration).

City of Gardena

Community Development Division
 Present to the Gardena Municipal Code Title 15
 These Plans are Approved for Construction

Mark Handler

BUILDING OFFICIAL

THIS SET APPROVED 09/01/2021

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FINAL APPROVED PLANS ISSUED TO

CONTRACTOR AT PERMIT ISSUANCE TIME

A-107

FOUNDATION REQUIREMENTS FOR EASI-SET TRANSPORTABLE PRECAST CONCRETE BUILDINGS

BUILDING DESIGN

EAS-SET TRANSPORTABLE PRECAST CONCRETE BUILDINGS HAVE BEEN DESIGNED TO ELIMINATE THE NEED FOR FOUNDATIONS OR FOOTINGS FOR VIRTUALLY ALL INSTALLATIONS. THE BUILT-IN FLOOR OF THE EAS-SET BUILDINGS IS DESIGNED FOR USE ON FLOATING FOUNDATIONS COMPRISED OF 4" COMPACTED 3/8"-GRAVEL BASE. THIS DESIGN, AND THE USE OF APPROPRIATE FLOATING FOUNDATIONS OF STONE OR SAND, HAVE PROVEN TO BE EFFECTIVE AND DURABLE. THE EAS-SET BUILDINGS ARE DESIGNED TO BE INSTALLED WHERE THE EFFECTIVENESS OF THE DESIGN HAS NOT BEEN ADVERSELY AFFECTED BY THE SIZE OF THE EAS-SET BUILDING.

CAVEATS

THE FLOATING FOUNDATION OF CRUSHED STONE OR SAND SHOULD BE PLACED ON A WELL-DRAINED AND GRADED AREA, TO PRECLUDE THE RETENTION OF STANDING WATER. ON A WELL-DRAINED AND PROPERLY GRADED SITE, ANY GROUND SWELL SHOULD BE MINIMAL AND LINEAR, WITH NO DAMAGE TO THE EASI—SET BUILDING OR ITS CONTENTS.

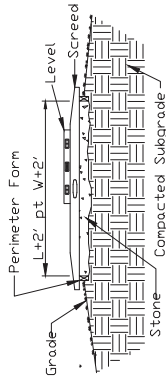
IT IS IMPORTANT TO NOTE THAT THE DESIGN OF AN EASI-SET BUILDING ENABLES THE TRANSPORTATION OF THE BUILDING, WHICH MAXIMIZES THE FLEXIBILITY AND LONG-TERM USEFULNESS OF THE STRUCTURE. FURTHERMORE, THE ELIMINATION OF FOUNDATIONS AND FOOTINGS MINIMIZES THE IMPACT ON, AND DAMAGE TO, THE ENVIRONMENT OF THE BUILDING SITE. THE USE OF STANDARD FOUNDATIONS OR FOOTINGS WOULD COUNTER SOME OF THE SIGNIFICANT BENEFITS, WHICH CAN BE ACHIEVED BY INSTALLING EASI-SET BUILDINGS, IN THOSE AREAS WHERE LOCAL BUILDING CODES MAY NOT ACCOMMODATE THE USE OF A FLOATING FOUNDATION FOR AN EASI-SET BUILDING. A VARIANCE TO SUCH CODES MAY BE AVAILABLE.

SITE PREPARATION REQUIREMENTS (MANUFACTURER'S RECOMMENDATION)

- A. EASI-SET BUILDING SHALL BEAR FULLY ON A CRUSHED STONE BASE THAT IS AT LEAST TWO FEET LARGER THAN THE LENGTH AND WIDTH OF BUILDING.
- B. STONE SHALL BE A MINIMUM OF 4" THICK OR DOWN TO FIRM SUBGRADE. THE VERTICAL SOIL CAPACITY UNDER STONE SHALL BE COMPACTED TO HAVE MINIMUM BEARING OF 1,500 POUNDS PER SQUARE FOOT. STONE SHALL BE 3/8" OR SMALLER AND MUST BE SOREDED LEVEL WITHIN 1/4" IN BOTH DIRECTIONS. STONE SHALL BE PLACED WITH A PERMETER FORM WITH FLAT AND LEVEL TOP EDGE FOR SOREDDING. FORMING MATERIAL SHALL REMAIN AROUND STONE UNTIL AFTER THE BUILDING IS SET. C. THE CRUSHED STONE BASE SHALL BE KEPT WITHIN THE CONFINES OF THE SOIL OR PERMETER FORM. DO NOT ALLOW THE BASE TO BECOME UNCONFINED SO THAT IT MAY WASH, ERODE, OR OTHERWISE BE UNDERMINED.
- D. IF BUILDING IS PLACED ON PAVEMENT OR A CONCRETE SLAB, SUBSTRATE BELOW PAVEMENT OR SLAB MUST HAVE A VERTICAL SOIL CAPACITY OF 1,500 POUNDS PER SQUARE FOOT. PLACE STONE OR SAND TO 1" ABOVE HIGHEST POINT OF AREA WHERE BUILDING WILL BE PLACED AND AT LEAST 1'-0" WIDE ALTHOUGH THE BUILDING FOOTPRINT. RETAIN STONE OR SAND WITH A PERMETER FORM TO PREVENT THE MATERIAL FROM WASHING OUT.
- E. PROVIDE POSITIVE DRAINAGE FOR THE FILL, PAD, OR SLAB AS REQUIRED.

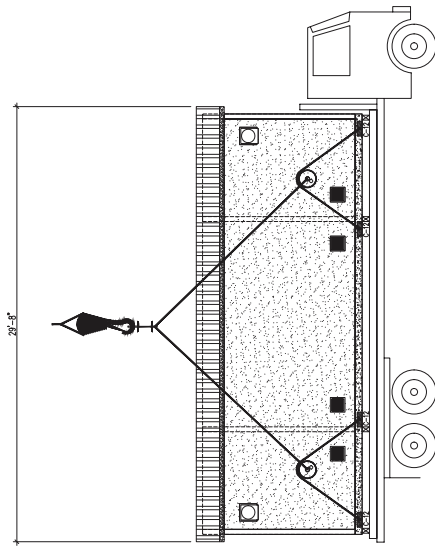
ACCESS

- A CONTRACTOR MUST PROVIDE LEVEL UNOBSTRUCTED AREA LARGE ENOUGH FOR A CRANE AND A TRACTOR-TRAILER TO PARK ADJACENT TO THE PAD. CRANE MUST BE ABLE TO PLACE OUTRIGGERS WITHIN 5'-0" OF EDGE OF PAD AND TRUCK AND CRANE MUST BE ABLE TO GET SIDE BY SIDE UNDER THEIR OWN POWER. NO OVERHEAD LINES MAY BE WITHIN 75' RADIUS OF CENTER OF PAD. A MINIMUM OF 24" CLEARANCE IS REQUIRED BETWEEN THIS BUILDING AND ADJACENT BUILDINGS.



SITE PREPARATION

SCALE: N.T.S.



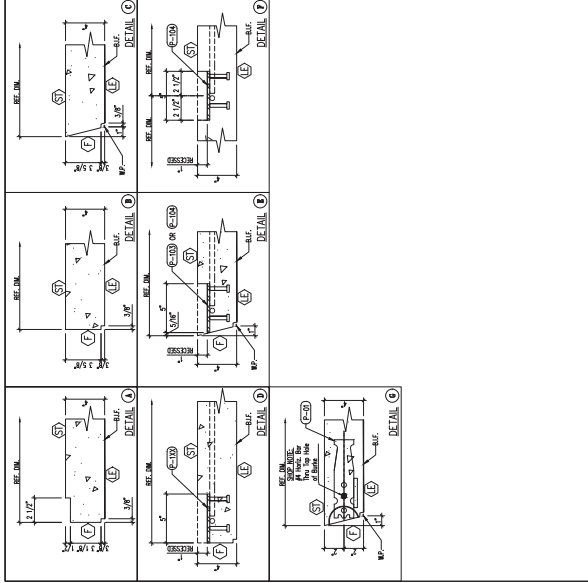
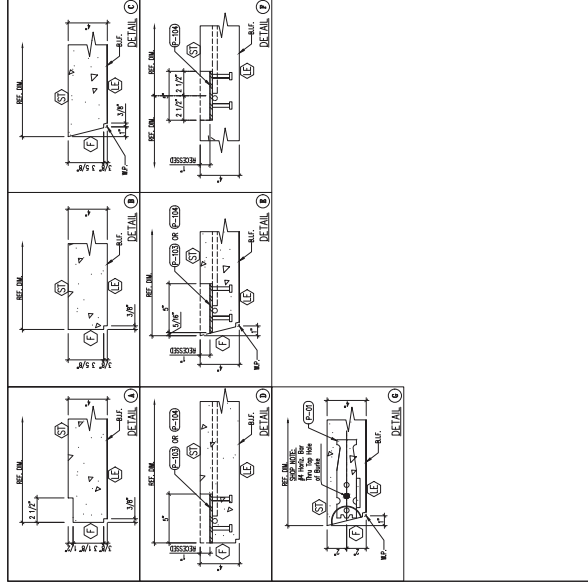
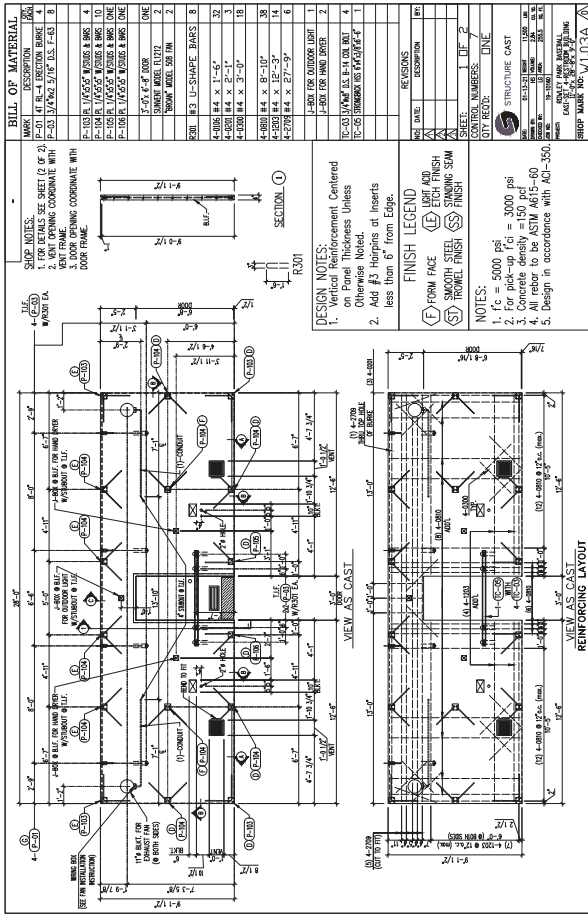
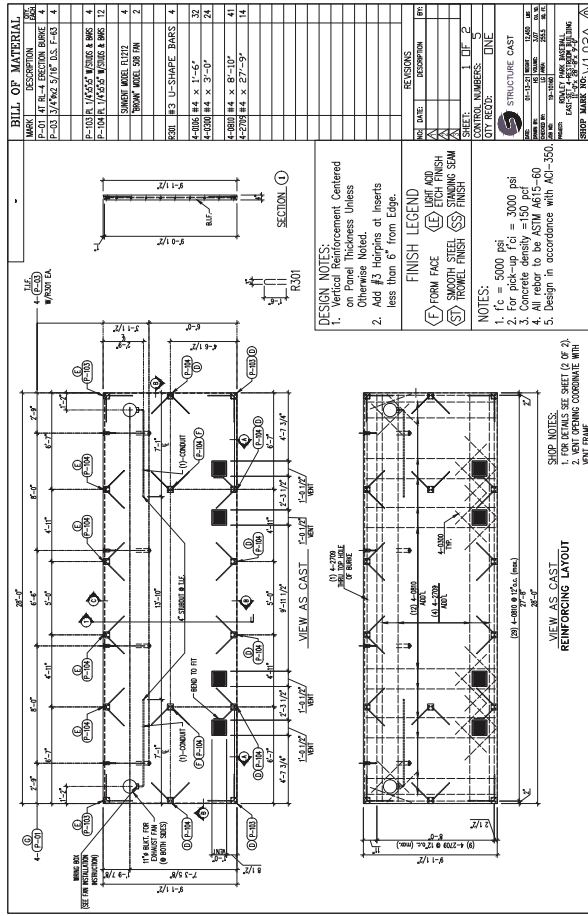
SLAB	WEIGHT
FLOOR SLAB	20,900 Lbs.
NORTH WALL	3,350 Lbs.
WEST WALL	12,450 Lbs.
SOUTH WALL	3,350 Lbs.
EAST WALL	11,550 Lbs.
INTERIOR SHORT WALL	4,250 Lbs.
INTERIOR SHORT WALL	4,250 Lbs.
INTERIOR LONG WALL	4,900 Lbs.
INTERIOR LONG WALL	4,900 Lbs.
ROOF	11,250 Lbs.
ROOF	11,250 Lbs.
MISC.	1,600 Lbs.
TOTAL	94,000 Lbs.

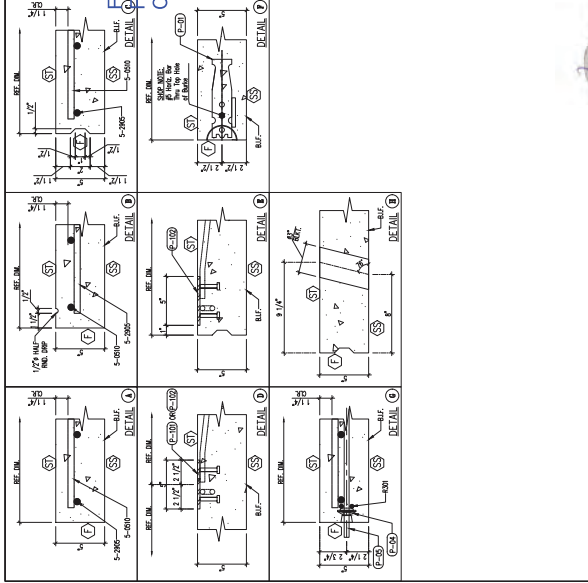
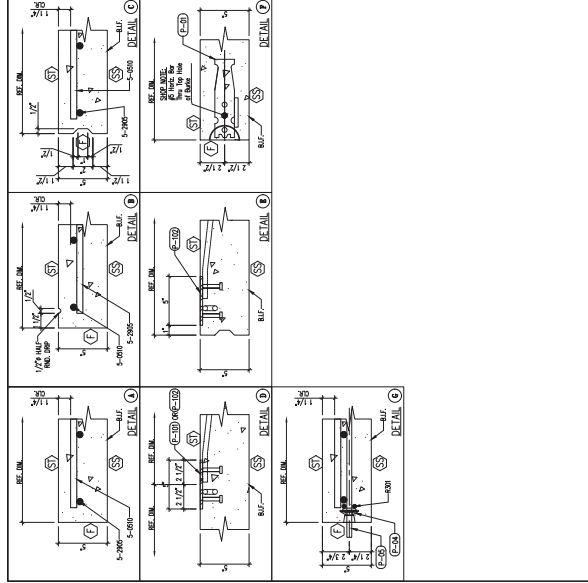
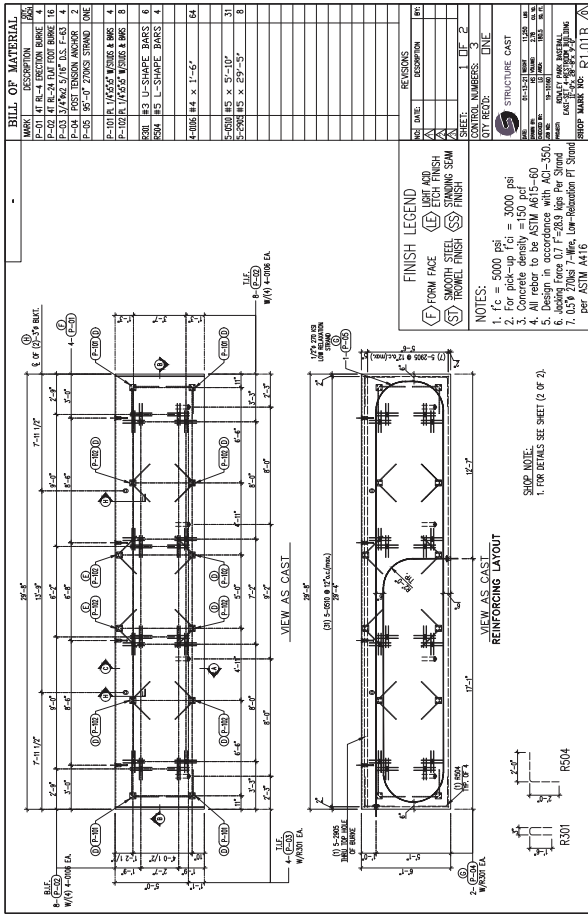
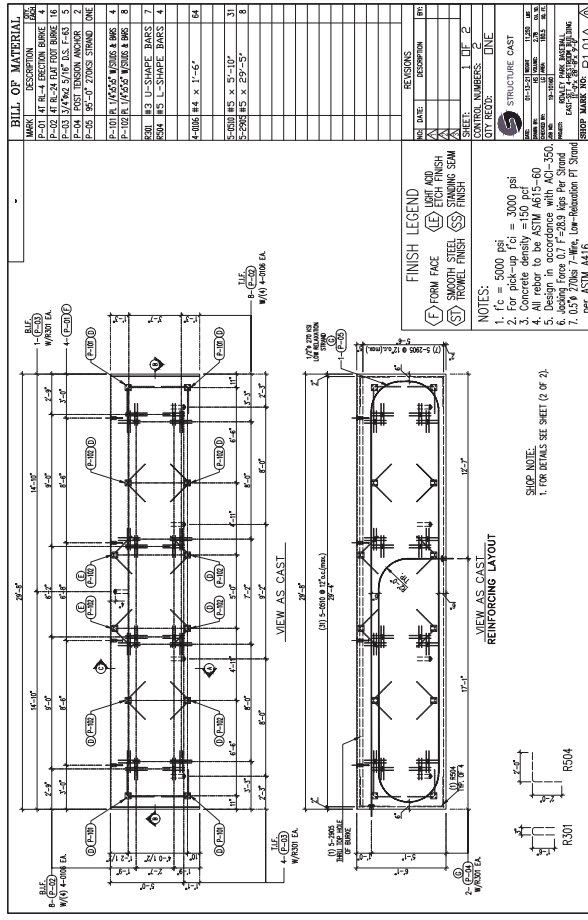
NOTE:
FOR LIFTING SEE DETAIL "C-12" ON SHEET "A-06"

SHIPPING & HANDLING

SCALE: N.T.S.



[illegible]

[illegible][illegible]

ROWLEY PARK BASEBALL
EAST-SET 4-RESTROOM BUILDING
11'-0" x 28'-8" x 9'-0"

JOB NO. 1910160
PROJECT:

SHEET TITLE

PRECAST
CONCRETE
PANELS
SHOWER
DRAWINGS

SHEET NO. SD-04



[illegible]



[illegible][illegible]

City of Gardena
Community Development Division
Permitted to the Gardena Municipal Code Title
Thermal Plans are Approved for Construction.

Building Official

THIS SET APPROVED 09/07/2021
Approval of These Plans and/or Specifications set
FOR THE CITY OF GARDENA

COPIES ONLY - NOT FOR CONSTRUCTION
NO PERMITS WILL BE ISSUED FROM THESE PLANS AT ANY TIME
PERMIT REQUIRED TO CONSTRUCT

Division of the Gardena Building Division

APPENDIX E

DEPARTMENT OF COMMUNITY DEVELOPMENT WASTE MANAGEMENT & RECYCLING PLAN PERMIT GUIDELINES



DEPARTMENT of COMMUNITY DEVELOPMENT

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

Form CD-1: Waste Management and Recycling Plan

The City of Gardena (City) requires all construction and demolition permit applicants to prepare a waste management and recycling plan in accordance with Ordinance Number 1649 (Municipal Code Chapter 8.20). By completing this form, you are complying with the plan requirement to estimate project disposal tonnage, and identify job site practices for collection and disposition of wastes. If your project is exempt, please complete a separate Form CD-1a. If you have questions, please contact the Department of Community Development for assistance at (310) 217-9530. The completed plan is to be submitted to the City at the time your building permit application is submitted. The diversion deposit and administrative fee is paid directly to the Building & Safety Division. Be sure to retain your copy of this plan and the payment receipt for reimbursement. Please note that no hauler, other than WRG, may be used to transport debris and waste to disposal. Contractors are required to prepare and submit a C&D Waste Diversion Report within 60 days of completion of the project to the City for review and approval.

Job Site Address	
Applicant's Name	Title
Company	Telephone No.
Company Address	
Fax No.	Email Address
Type of Project: <input type="checkbox"/> New Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Renovation	
Type of Building: <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Multi-Family Residence	

How will waste be handled during your project? (Please check all that apply)

- ☐ **Job site separation.** Material will be segregated into two or more material-specific bins. For example, one bin for concrete, one bin for metals, one bin for wood, one bin for trash, etc.
- ☐ **Collection and delivery of mixed loads to a materials recovery facility.** Clean construction and demolition material is commingled into a bin. The mixed loads are then delivered to a materials recovery facility for sorting. Trash should be collected in a separate bin and delivered to a landfill.
- ☐ **Green Building.** The applicant is planning to construct its project using "green building" methods to reduce waste, use recycled content materials, incorporate energy conservation, and plan for deconstruction.
- ☐ **WRG.** The applicant will contact WRG at (310) 366-7600 to use WRG as hauler. **WRG is the City of Gardena's only authorized hauler. Failure to use WRG will result in denial of deposit refund.**

How much waste do you expect to generate for disposal through your project? (Specify) _____ tons.

**DEPARTMENT of COMMUNITY DEVELOPMENT**

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

Unless categorically exempt, each applicant who applies for a building and/or demolition permit shall post a deposit in an amount based on square footage of the project, but not less than \$5,000.

Project Value	Deposit Paid
Project Sq. Footage	Project Acres

I hereby certify that the information submitted is true and accurate

Signature	Date
-----------	------

Office Use Only	
<input type="checkbox"/> Exempt	<input type="checkbox"/> Approved, Building Permit No.
Received by	Date



Construction and Inspection Guide

Construction Inspections

Once a building permit has been issued, inspections for the work are required. This process helps assure that the work is being done according to building code safety and seismic standards. You or your contractor must request an inspection when the work has progressed to any of the required inspection points indicated on your permit. Do not cover anything before it is inspected.

To request INSPECTION BY PHONE, please call the Building & Safety Department at (310) 217-9510. Any request for an inspection must be made at least 24 hours in advance. Inspections are available in the morning or in the afternoon. A morning inspection will occur between the hours of 9:00 a.m. and 12:00 p.m. An afternoon inspection will occur between the hours of 1:00 p.m. and 4:00 p.m. When calling to request an inspection, please provide the following information:

1. Name and telephone number where you can be reached between 8 a.m. and 5 p.m.
2. Address of the job
3. Permit number
4. Type of inspection needed
5. Date and time preferred

Construction Debris and Other Building Materials Removal

Waste Resource of Gardena (WRG) is the only authorized hauler for construction/demolition/grading projects in the City of Gardena. Using any other hauler for any construction related project listed above will result in legal action and fines. WRG's customer service number is (310) 366-7600.

Construction Hours

All construction related activity is restricted to the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, and 9:00 a.m. to 6:00 p.m. on Saturday. No construction activity is permitted on Sundays or any of the following legally observed holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day and New Year's Day.

Construction Site Signage

Prior to the beginning of grading, demolition, or construction activity, at least one 12"X18" weatherproof sign must be posted on each street frontage of the project site at a location acceptable to the Building Inspector that displays the working hours and the name and emergency phone number of the contractor.

Construction Site Security

All construction sites are required to be secured from unauthorized access with an eight foot (8') chain link fence covered with a windscreen.

Best Practices for Construction Activities:

1. All persons working at the site should obtain, read, and understand the Best Management Practices pamphlet for the type(s) of construction being done.
2. Stockpiles of soil, demolition debris, cement, sand, top soil, etc. must be covered with waterproof material or bermed to prevent being washed off site.



DEPARTMENT of COMMUNITY DEVELOPMENT

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

3. Fuels, oils, paints, solvents, and other liquid materials must be kept inside bermed areas. Spills must not be washed to the street.
4. Waste concrete cannot be washed into street, storm drain catch basins, or public right-of-way. All dust and slurry from concrete cutting must be removed using a wet-dry vacuum or equivalent.
5. Trash and other construction solid wastes must be placed in a covered trash receptacle.
6. Eroded soil from disturbed slopes must be contained using berms, silt fences, setting basins, or good erosion management practices such as reseeding.
7. Wash water from cleaning construction vehicles and equipment must be kept on-site within a containment area.



Construction and
Demolition
Diversion Program
City of Gardena



Community Development Department
1700 W. 162nd Street
Gardena, CA 90247

In 2003, the City of Gardena (City) adopted a diversion program for construction and demolition wastes. The purpose of the program is to provide an incentive to encourage the diversion (recycling or reuse) of specific materials that represent a large percentage of the City's overall municipal waste stream. Any contractor or builder that applies for a building permit is required to remit a diversion deposit in an amount set by resolution of the City Council (exceptions do exist, and are described below). The deposit is fully refundable if at least 65% of all wastes generated during construction and demolition are diverted from landfills, and appropriate documentation is provided to the City. This booklet will guide you through this process, and explain the amount of the deposit, the mechanism for refund, and the documentation required. There are four easy steps to follow to assure compliance with the program, and to ultimately save you money through reduced waste disposal cost.

Step 1 DETERMINE APPLICABILITY & COMPLETE FORM CD-1

Determine Applicability— Unless specifically exempted, each person (applicant) who applies for a building or demolition permit must fulfill the requirements of the construction and demolition program described in this package.

See next page for CALGreen Construction Waste Reduction Requirements and Applications.

Form CD-1—Unless exempt, an applicant is required to prepare a Waste Management and Recycling Plan by completing Form CD-1 (Form CD-1 is included in this booklet). On this form, the applicant will estimate the amount of waste they expect to generate through their construction and/or demolition project. Waste materials include, but are not limited to, soil, wood, wallboard, concrete, and mixed trash. As part of the waste management and recycling plan, the applicant should decide how they intend to assure that at least 65% of the waste that the project will generate, will be diverted from landfill. Wood, concrete, asphalt, metal, glass, drywall, ceramic, brick, and many other materials are all readily recyclable (or reusable if segregated properly). Please note that submittal and approval of an accurate and complete waste management and recycling plan is a precondition to issuance of any building permit. Submit your completed Form CD-1 to the City with your completed building permit application.

The following table contains the 2016 CALGreen Construction Waste Reduction Requirements:

Occupancy	2016 CALGreen State Code Requirements and Applications
	Effective 1/1/2017
Non-Residential Compliance Methods (5.408)	≥ 65% C&D Waste Diversion of non-hazardous materials are required to submit a construction waste management plan (5.408.1.1) and utilize a City approved waste management company (5.408.1.2)
New Construction	All newly constructed buildings.
Demolition	100% of all concrete and dirt . — 65% of all non-hazardous materials.
Addition (301.3)	All structures 1000 sq ft or more.
Alterations (301.3)	All structures \$200,000 or more.
Tier 1 (Voluntary) (A5.408.3.1)	≥ 80% Construction Waste Diversion
Tier 2 (Voluntary) (A5.408.3.1.1)	≥ 95% Construction Waste Diversion
Residential Compliance Methods (4.408)	≥ 65% C&D Waste Diversion and may be required to submit a construction waste management plan (4.408.2) and utilize a City approved waste management company (4.408.3)
Low-Rise-3 stories or less (4.408.4)	≥ 65% C&D Waste Diversion
High-Rise-4 stories or more (4.408.4.1)	All permitted structures.
New Construction	All permitted structures
Demolition	100% of all concrete and dirt. - 65% of all non-hazardous materials.
Additions (301.1)	All permitted structures.
Alterations (301.1)	All permitted structures.
Tier 1 (Voluntary) (A4.408.1)	≥ 80% C&D Waste Diversion
Tier 2 (Voluntary)	≥ 95% C&D Waste Diversion

Step 2

PAY YOUR DIVERSION DEPOSIT & YOUR ADMINISTRATIVE FEE

Project Value	Deposit Amount
> \$50,000—\$99,999	\$5,000
\$100,000—\$249,999	\$7,500
\$250,000—\$499,999	\$10,000
\$500,000 +	\$15,000

Diversion Deposit— Unless specifically exempted by one of the project types listed under step 1, each person (applicant) who applies for a building and/or demolition permit shall post a cash deposit in an amount as specified in the table above, but will not exceed \$15,000.

The diversion deposit will be refunded in full upon proof that at least 65% of the project waste was recycled and/or diverted . Waste Resource Management (WRG) is the only authorized hauler for the City of Gardena. You can contact them at 310-366-7600. Failure to use WRG will result in denial of deposit refund.

Administrative Fee— In addition to the diversion deposit, an administrative fee must also be paid to the City. The fee will compensate the City for all expenses incurred in administering the construction and demolition program, including site inspections, document review, and processing. The administrative fee is non-refundable and is calculated based on one percent (1%) of the dollar value of a project, but not to exceed \$5,000. If your project is exempt, there is no administrative fee.

Deposit and administrative fee payments can be made in the form of cash, check, cashier's check, money order, or credit card (VISA, Mastercard, or Discover Card). Payments should be made to the **City of Gardena**.

Make your payments when you submit your completed Form CD-1 and building permit application. If desired, a single payment can be issued to the City for both the diversion deposit and the administrative fee.

Step 3

DIVERT C&D WASTES THROUGH RECYCLING OR REUSE

It is the responsibility of every owner, general contractor, subcontractor, and developer to divert the maximum amount of salvageable and reusable materials away from landfilling. Materials diverted prior to demolition and during and after construction are equally eligible for diversion "credit." "Divert" or "diversion" means a reduction in the amount of waste being disposed in landfills by any of the following methods: use of new construction methods that reduce the amount of waste generated, onsite reuse of waste, job site separation and delivery to a recycling facility, delivery of mixed but clean materials to an approved materials recovery facility, and other methods as approved in advance by the City. All waste diversion methods that qualify for a refund of the diversion deposit are subject to restrictions and documentation requirements set forth in the City's Municipal Code.

Be sure to keep all weight receipts issued by any recycling facility and maintain records or logs of the volume and weight of materials reused on the job site.

To help you make decision about waste management and recycling, the City has prepared a separate booklet entitled "Recycling Practices for Construction and Demolition Projects" describing methods of diversion, local outlets for materials, and hints about best management practices for recycling and reuse.

The City will monitor and evaluate each construction and demolition project to gauge the project and progress toward the diversion requirements.



**Why
Recycle**

Step

4

APPLY FOR DEPOSIT REFUND

At the completion, and prior to, the final inspection and issuance of any certificate of occupancy of the demolition and/or construction project, the applicant shall submit documents to the Building and Safety Department, which proves compliance with the diversion requirements of this program. The documentation shall consist of:

1. A completed Form CD-2, "Recycling and Reuse Summary Report," summarizing the weight data of materials diverted and disposed (Form CD-2 is included in this booklet).
2. Originals or photocopies of receipts, weight tickets, or other records of measurement from recycling facilities, salvage companies, deconstruction contractors, waste haulers, processors, transfer stations, and landfills.

A properly completed "Recycling and Reuse Summary Report", and all receipts, must be submitted to the City at least five day prior to a request for final inspection and issuance of a certificate of occupancy.

Deposits will not be refunded to applicants who do not meet the timely reporting requirements of the Municipal Code. Also, failure to conform to the diversion requirements could affect approval of future permits. A deposit refund will be issued for any project where a building permit was withdrawn or cancelled before any work was begun.

What is a "green" building, and why should I care?

A green building is a sustainable building; that is, a structure designed, built, operated and reused in a resource efficient manner. Of the total expenditures owner may make over the course of the building's service lifetime, the design and construction cost (the so-called first costs) will account for 5 to 10% of the total life cycle cost. In contrast, operations and maintenance cost will account for 60 to 80% of the total life cycle cost.

Some easy tips: 1) minimize wastewater by using ultra low-flush toilets, and incorporate hot water re-circulating systems, and self-closing nozzles on hoses; 2) reuse and recycle C&D waste onsite such as inert wastes for base material for a parking lot; 3) protect and retain existing landscaping; and 4) take advantage of natural features including the use of plants that have low water and pesticide needs, and generate minimum plant trimmings.



Construction and Demolition Debris Removal



The City of Gardena has an Exclusive Franchise Agreement with Waste Resources to collect all solid waste generated within city limits. For construction and/or renovation projects, this means that all contractors, sub-contractors, business owners, and residents that are going to rent or contract for temporary hauling services, must hire Waste Resources to perform this service¹. Waste Resources will deliver the material to a recycling facility in order to assist with recycling mandates and local ordinances.

Bins are available in the following sizes:

One-Time or Temporary Service²

3 cubic yard



Price for temporary service is based on number of pickups per week.

10, 15, 25, and 40 cubic yards



Price includes service + dump fee and may include demurrage charges for bins that are not serviced regularly.

For contractors with their own bins, we encourage them to deliver all construction and demolition debris to a recycling facility for processing. A list of local facilities can be found at:

<http://ladpw.org/epd/brtap/recyclingsite/results.cfm?search=construction>.

¹ The only exception is when a prime general contractor owns their own bin and the debris is hauled by employees of the prime contractor.

² Prices quoted will include all City taxes and fees.



Waste Resources, Inc.
Today's Waste, Tomorrow's Resource

P.O. Box 2410
Gardena, CA 90247

Toll Free #: (888) 467-7600
www.wasteresources.com
info@wasteresources.com

T: (310) 366-7600
F: (310) 366-7606



DEPARTMENT of GENERAL SERVICES

1717 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3778 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9568

NOTICE OF EXEMPTION

Project Title: Rowley Park Baseball Diamond Restroom Rehabilitation

Project Location (Specific): 13220 Van Ness Avenue

Project Location (City): Gardena **Location (County):** Los Angeles County

Description of nature, purpose and beneficiaries of project: Replace the existing restroom building with new prefabricated building at the same location, layout, and public beneficiaries

Name of public agency approving project: City of Gardena

Name of person or agency carrying out project: City of Gardena

Exempt Status: (Check One)

Ministerial: (P.R.C. Sec. 21080[b][1]; Guidelines Sec. 15268)

Declared Emergency: (P.R.C. Sec. 21080[b][3]; Guidelines Sec. 15269[a])

Emergency Project (P.R.C. Sec. 21080[b][4]; Guidelines Sec. 15269[b][c])

☒ **Categorical Exemption:** Section 15302 Class 2, Replacement of Existing Facilities

Other: _____ Guidelines _____ Sec. _____ 15061):

Reason why project is exempt: Project consists of replacing the existing structure with new prefab restroom building within the same parameter and purpose; the site is public facility and no expansion.

Contact person: Kevin Kwak **Telephone:** 310-217-9643

If filed by applicant:

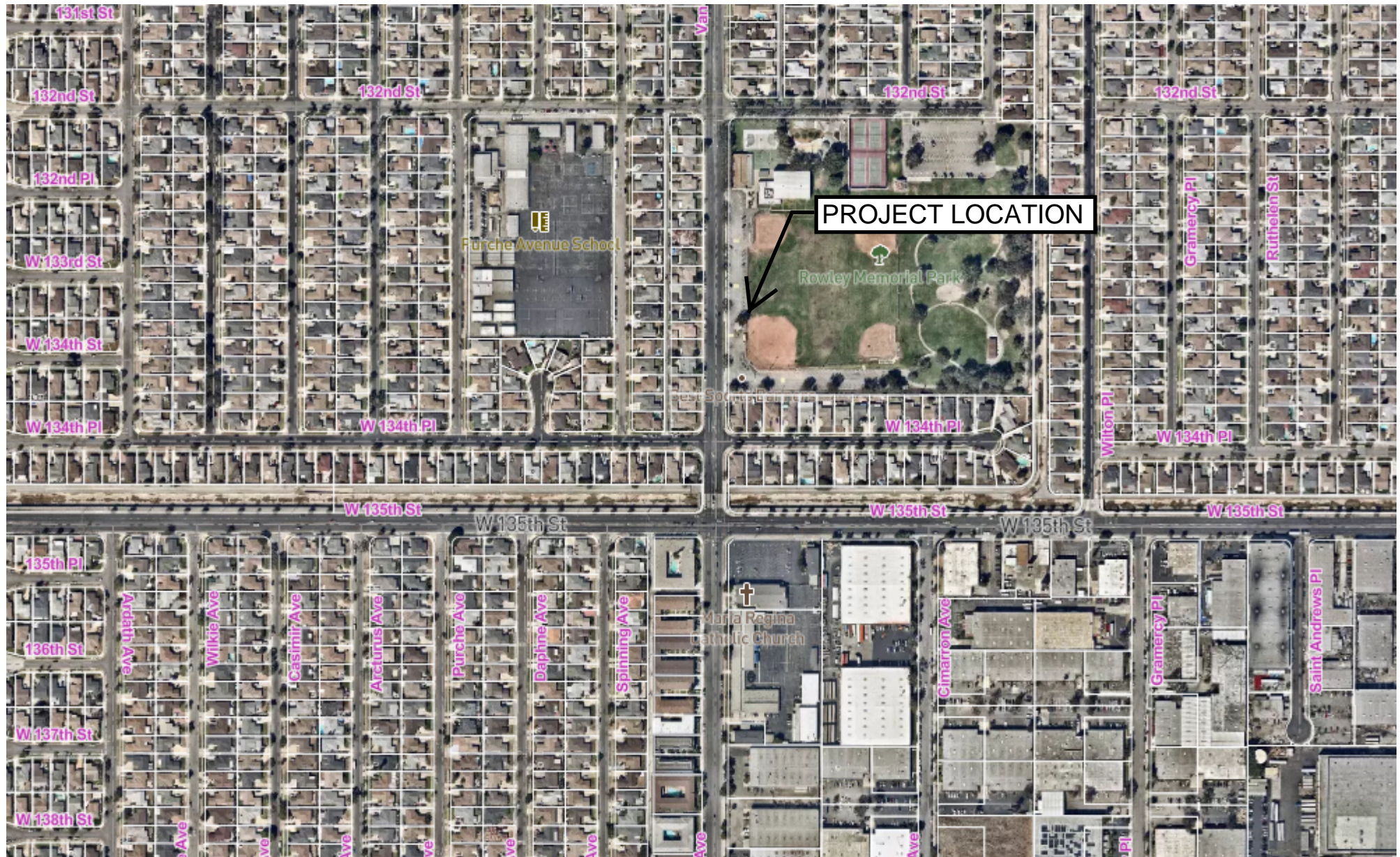
1. Attach certified document of exempting finding.
2. Has a notice of exemption been filed by the public agency approving the project? Yes No

Date received for filing:

Received 2/30/21
Clint Osorio Date
Environmental Quality Officer

NOTE: Exempt from Dept. of Fish & Game Wildlife Fee in accordance with de minimis impact finding (735.5[c])

ROWELY PARK BASEBALL DIAMOND RESTROOM REHAB PROJECT, JN 968 - SITE PREPARATION



1" = 500 ft

PROJECT LOCATION MAP

09/30/2021



This map may represents a visual display of related geographic information. Data provided here on is not guarantee of acutual field conditions. To be sure of complete accuracy, please contact the responsible staff for most up-to-date information.



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 15.C
Section: DEPARTMENTAL
ITEMS - PUBLIC WORKS
Meeting Date: October 12, 2021

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

AGENDA TITLE: CITYWIDE WAYFINDING / ENTRY SIGN PROGRAM PROJECT, JN 507.

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve a Budget Appropriation in the amount of \$100,000.00, Gas Tax funds, to begin the design phase of the Citywide Wayfinding / Entry Sign Program Project, JN 507.

RECOMMENDATION AND STAFF SUMMARY:

The item was presented at the September 28th, 2021, City Council meeting. Staff was directed to provide additional information regarding the project, the consultant, and the scope of work. In response to this direction, attached to the staff report are the proposal from David Volz and a presentation of the work plan, as well as the original Request for Proposal (RFP).

On August 22, 2021, staff sent a RFP to a service that distributes RFPs to architectural firms throughout California. Unfortunately, no responses to the RFP were received. Staff then asked for proposals from several of our on-call architects that had been previously prequalified and with which staff could award a contract if the cost was under \$100,000. David Volz Architects was the only firm that proposed for the project. As the project was not previously budgeted, staff needed to request the City Council appropriate the funds.

The project scope is to help direct drivers on city streets to city facilities such as parks, fire stations, and City Hall. It is estimated there are 20 desired locations to promote. Additionally, the goal is to develop signage to identify the boundary of the City on major streets. It is estimated there are 25 entry locations to the City. All signs are expected to be mounted on poles in the sidewalk/parkway or other city properties.

The design phase consists of meeting with consultant and stakeholders to identify routes; evaluate existing signs and structures to identify opportunities and challenges for use including ADA and traffic parameters; create a map and master plan for key vehicular signage placement; and develop signage and specifications for construction delivery.

The Wayfinding Signage Program is intended to reflect the community's values and identify and exhibits a cohesive design that in the simplest way, directs residents and visitors to their designation.

FINANCIAL IMPACT/COST:

Amount Requested for Approval: \$100,000 (Consultant, Staff Oversight, Contingency, & Remaining to Construction)

Funding Source: Gas Tax

ATTACHMENTS:

[JN 507 Wayfinding and Entry Design RFP.pdf](#)

[JN 507 Wayfinding Sign Proposal_DVD.pdf](#)

[JN 507 Wayfinding Slides Council Presentation.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is positioned above a horizontal line.

Clint Osorio, City Manager

CITY OF GARDENA
REQUEST FOR PROPOSALS
For
WAYFINDING/ENTRY SIGN PROGRAM

The Request For Proposals (RFP) is for the design of the City of Gardena's Wayfinding/Entry Sign Program.

Sealed proposals to the Wayfinding/Entry Sign Program Design, in accordance with the RFP Package and Specifications, will be received at the Public Works Department, 1717 West 162nd Street, Gardena, CA 90247-3778 until **Monday August 2, 2021 at 4 p.m.** There will not be a public opening. The City will notify respondents of their status via email through the RFP review process.

The City's standard Consultant Services Agreement is included in Appendix A. The Consultant will be expected to enter into the Agreement without substantive changes. Any changes will require approval by the City Attorney.

The City's standard insurance requirements are included as part of the standard Consultant Services Agreement.

All contractors and/or professional consultants must comply with the California Labor Code and the regulations established by the U.S. Department of Labor.

For the purposes of the RFP, the words "consultant", "contractor", "vendor", "bidder", "proposer" or "respondent" shall be understood to mean a company responding to the Request for Proposal. The term "RFP" or "proposal" shall be understood to mean this Request for Proposal. The terms "City", "City Staff" or "City of Gardena", unless otherwise noted, shall be understood to mean the City of Gardena Public Works Director or his designated contact staff.

Propriety Information: The master copy of each proposal shall be retained for official files and will become subject to the Public Records Act.

Sincerely,

Allan Rigg
Public Works Director



DEPARTMENT of PUBLIC WORKS

1717 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3731 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9568

REQUEST FOR PROPOSALS

CITY OF GARDENA

WAYFINDING/ENTRY SIGN PROGRAM

I. INTRODUCTION

The City of Gardena is seeking a qualified firm with experience in developing a wayfinding/entry sign program. The City wishes to help direct drivers on city streets to city facilities such as parks, fire stations, and City Hall. It is estimated there are 20 locations to which the City desires to promote. Additionally, the City wishes to develop signage to identify the boundary of the City on major streets. It is estimated there are 25 entry locations to the City. All signs are expected to be mounted on poles in the sidewalk/parkway.

Questions regarding RFP shall be directed to Allan Rigg at arigg@cityofgardena.org.

Deadline to submit Proposal is **4:00 p.m. Monday, August 2, 2021**. Three (3) hard copies and one complete PDF copy (on memory stick) shall be addressed to:

City of Gardena – P.W. Engineering Division
1717 West 162nd Street
Gardena, CA 90247-3778
Attn: Turner Lott, Administrative Aide

II. SCOPE OF SERVICES

The Consultant shall provide the following:

- A. Meet with staff and stakeholders to identify routes and landmarks which should be included in the wayfinding plan.
- B. Evaluate existing signs and structures to identify opportunities and challenges for use including ADA and traffic parameters.
- C. Create a map and master plan with suggested locations for key vehicular signage placement.
- D. Develop at least three designs for consideration by the City for the signage for the wayfinding program and three for the entrance signage.
- E. Create plans, specifications, and estimates that the City can use to implement the program.
- F. Submit and review construction documents with City staff at 50 percent, 90 percent, and 100 percent completion of each milestone.

III. PROPOSAL

The proposal should include at least the following:

- A. A description of the services to be provided based on the Consultant's understanding of the project scope.
- B. A schedule showing the time to complete major items of work.
- C. A resume of all key personnel, including experience and qualifications, and a description of the resources to be utilized on this project, and any specific software used. This description shall include any subconsultants to be used on the project. Identify the individual who will be the project manager and will have overall responsibility for the project.
- D. A detailed list of the firm's experience on similar type projects including the agency/company, contact person and telephone number
- E. A list of any sub consultant to be used and the items of work to be performed.
- F. Resume of key personnel and experience for each sub consultant.
- G. Capacity and capability of the firm to perform the work on schedule.
- H. A breakdown of fees by tasks for all work described in the Scope of Services. This should be in a separate sealed envelope.
- I. Submit 3 hard copies and 1 electronic copy of proposal.

IV. GENERAL CONDITIONS

By submitting a Proposal, the Consultant represents that they have thoroughly examined and become familiar with the requirements of this RFP and is capable of performing quality work to achieve the objectives of the City.

The City reserves the right to withdraw the RFP at any time without prior notice. The City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City reserves the right to extend the deadline for Proposals, postpone reviewing the Proposals for its own convenience, to reject any and all Proposals without indicating any reasons for such rejection(s), and to negotiate with any qualified consultant. The City does not guarantee successful firms will be provided any projects.

The successful consultant(s) and sub-consultants are required to obtain and maintain a City of Gardena business license and insurance. The license and insurance shall be maintained for the duration of the Agreement. A current business license is not a prerequisite for submittal of the qualifications.

The City is not liable for any costs incurred by the Proposers before entering into a formal agreement. Costs for developing the Proposal or any other such expenses incurred by the Proposer in responding to this RFP are entirely the responsibility of the Proposer, and shall not be reimbursed by the City. The City is not responsible for Proposals which are delinquent, lost, incorrectly marked, sent to the wrong address, or sent by mail or courier service and not signed for by the City.

V. AGREEMENT & INSURANCE

The City's standard Professional Services Agreement is included in Appendix A. The Consultant will be expected to enter into the Agreement without substantive changes. Any changes will require approval by the City Attorney.

The City's standard insurance requirements are included as part of the standard Professional Services Agreement included in Appendix A.

VI. SELECTION PROCESS

The City will establish a Project Evaluation Team to review and evaluate the Proposers' written responses to the RFP. The Project Evaluation Team will check client references which will be included in the evaluation. The City will assess the submitting firm's qualifications, experience and strength of the Proposer in terms of their resources, ability to perform the work, and proposed cost. During the evaluation process, the City may interview some or all of the proposing consulting firms.

Proposals may be evaluated based upon, but not limited to, the following criteria:

- Experience and qualifications of firm and key staff
- Demonstrated competence on similar projects
- Demonstrated understanding of project scope and City's primary objectives
- Technical approach and methodology as it relates specifically to achieving the City's primary objectives
- Cost

The City may, at its discretion, request that a Proposer modify or supplement its submission with additional information. Failure to provide any requested information may result in disqualification.

Contract award may be considered for the Proposer who rates the highest in the categories outlined above and who best meets the needs of the City.

Receipt of proposals in response to the RFP does not obligate the City in any way to engage any firm, and the City reserves the right to reject any and all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the selection process at any time prior to the actual execution of the contract with a firm, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

Appendix A

August 31, 2021

Allan Rigg
Director of Public Works
City of Gardena
1700 West 162nd Street
Gardena, CA 90247

**RE: PROPOSAL TO PROVIDE PROFESSIONAL LANDSCAPE ARCHITECTURAL DESIGN SERVICES
FOR CITY WIDE WAYFINDING SIGNAGE FOR CITY OF GARDENA**

Dear Mr. Rigg,

Gardena is a great city with many notable community facilities. This wayfinding initiative will help your residents and visitors to access your many important community serving places. Likewise, the identification of city entry points will help to define the community geographically. David Volz Design (DVD) would like to lead the design and implementation process to provide a cohesive, graphically pleasing and effective wayfinding program across your great city.

This proposal outlines DVD's approach to the design and implementation planning process. We look forward to working with your staff and city council to select an exciting new aesthetic for this city wide sign program.

DVD offers a wealth of experience in the development of community defining sign design. In this proposal, several of our past projects for nearby agencies are described and illustrated. We will work closely with your staff and the city leaders to identify a unique style that recognizes Gardena's community pride.

Should you have any question or comments about our approach or services, please do not hesitate to call my direct line 714-251-1128. Thank you for this opportunity to propose on this important community identification project.

Very truly yours,

DAVID VOLZ DESIGN



David J. Volz, R.L.A. # 2375
LEED Accredited Professional, QSD/QSP

UNDERSTANDING & APPROACH

David Volz Design has provided community identify wayfinding graphics and city entry signs for dozens of southland cities. Signs we have designed include city and neighborhood identification, points of interest wayfinding, and street, trail and bikeway identification. Our graphic designs for speciality signs include entryways and gates, banners and monuments, custom art pieces and general information signage.

For Gardena, we anticipate an engaged iterative concept design process that will allow your city stakeholders opportunities to work with our artists and designers to develop multiple concept plans for your city wide sign program. The elimination of our concept development work will be design options for the city council to consider at a public hearing. Upon selection of a design, the DVD team will prepare construction documents for bidding and implementation.

Also, to be provided by the DVD team is a style guide that identifies colors, materials, and graphic layouts for the proposed signs. This resource log could be a reference for future community identification graphic installations.



GRAND AVENUE & DIAMOND BAR BOULEVARD

The City of Diamond Bar commissioned DVD to reimagine one of the City's major arterials and its busiest intersection, Diamond Bar Boulevard and Grand Avenue. The city leaders wanted a bold statement to initialize a city-wide branding of the public right-of-way. Cut steel panels, big timber rails, detailed crosswalks and sidewalks, and a foothill landscape design give great character to the main thoroughfare and hearken back to the ranchland history of Diamond Bar. Street work on busy avenues is always a challenge to design and implement. Numerous workshops with City Council, city staff and the design team resulted in a highly detailed iconic design which improves safety, function and streetscape aesthetics. The landscape's water-wise plants and new street trees, unique and intricate brick paving, artistic cut steel panels and decorative post-and-rail fencing unify the major thoroughfares in the City. Planting areas attractively separate sidewalk and street, allowing for safer travel for pedestrians and drivers carrying out tasks and errands of daily life. New city signs were designed and installed with lighting for night viewing allowing the beauty of these signs to be appreciated day and night. Custom street lights and new colored concrete crosswalks with cut stone diamond inlays accent the intersections. Installation of the design features required careful planning, phased weekend partial street closures and coordinated utility relocations. Diamond Bar's streetscape improvements evoke memories of the city's rustic past and creatively set it apart from other cities in eastern Los Angeles County.

Client: City of Diamond Bar

David Liu
Parks and Recreation Director
(909) 839-7040
dliu@diamondbarca.gov

Elements:

- Drought tolerable plantings
- Crosswalk pavers
- City sign monument
- Cut steel panels
- Large wood rails
- Accent lighting

Services provided:

- Design Development
- Construction Documents
- Construction Period Services

Awards:

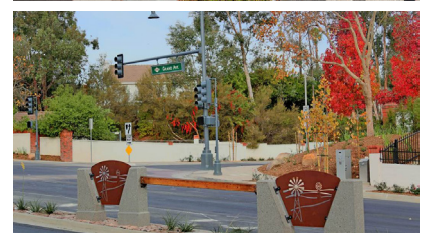
APWA BEST Creative & Innovative Award

Cost of Design:

\$71,600

Cost of Construction:

\$2,369,900



BALBOA BOULEVARD

David Volz Design was commissioned by the City of Newport Beach to lead a Citizen's Advisory Panel (CAP) to design new and improved western gateway landscapes for the city. The panel included the mayor pro-tem and a select committee of local residents and business owners. The project included 5 miles of arterial streets and the critical intersection of West Coast Highway and Balboa Boulevard. Through a series of public meetings, the ideas for a new aesthetic treatment along these streets emerged. A new major gateway with entry monuments, walls, upgraded sidewalks, and beautiful new landscape enhancements was envisioned and approved. The two mile stretch of West Coast Highway is to receive all new landscape treatments with new medians, and right-of-way plantings. The planned scheme calls for palm trees to define the intersections, flowering trees to accent the medians and street edges with waves of colorful shrubs rolling through the landscape. Innovative storm water retention and cleaning strategies will be a part of the envisioned low impact design implementation. The intersection of West Coast Highway at Balboa will be accented with new bus stops, landscaped screen walls and new monument signage. Balboa Boulevard will be designed to provide a more pedestrian oriented thoroughfare. Traffic calming and sidewalk improvements are paramount in this more intimate landscape. The trees selected are in scale with the pedestrian ambiance. The plant material has detail and texture. In addition, there will be planted "green" walls to screen unwanted views and curbside plantings to separate pedestrians from street traffic. The tall iconic fan palms that can be seen from the uphill streets will be retained. New medians and street edge landscapes and pavement will greet bus riders and the residents of this seaside neighborhood.

Client: City of Newport Beach

Dave Webb
Director of Public Works
(949) 644-3330
dawebb@newportbeach.gov

Elements:

- Entry monuments
- New bus stops
- Pedestrian oriented thoroughfare
- Colorful plantings
- Green walls
- Storm water retention

Services provided:

Community Outreach, Master Plan, Design Development, Construction Documents, Bidding Assistance

Awards:

ASCE Community Enhancement Project

Cost of Design:

\$279,000

Cost of Construction:

\$2 million



SCOPE OF SERVICES

David Volz Design proposes the following services to provide the City of Gardena with sign designs that identify the city boundaries on major streets and signs to direct drivers on city streets to major city facilities. These signs, approximately 25 entry signs and 20 wayfinding signs are expected to be pole mounted installations sited along the city sidewalk and parkway space.

Concept Planning including inventory of points of interest, potential sign location map and graphic design options, will be the first tasks. Upon city leadership review and direction construction documents will be developed for bidding and construction work. A final document, a style guide will also be prepared as a reference guide, that identifies the sign design components.

Task One - Concept Development

- 1.01 Meet with city staff and stakeholders to identify routes and landmarks that should be included in the wayfinding program
- 1.02 Identify existing signs and structures to identify opportunities and challenges including ADA and traffic parameters
- 1.03 Prepare a map and master plan with locations for key vehicular sign placement
- 1.04 Develop Concept Design Plans
 - a. General parameters, colors, size, layout, graphic elements, etc.
 - b. Prepare three concept plans for:
 - City entry signs
 - Wayfinding signs
- 1.05 Review preliminary concept plans with city staff for review and feedback, update as needed
- 1.06 Prepare concept plan review package for city council presentation, present to city council

MEETINGS & DELIVERABLES

Initial kick-off meeting
 Initial style pictures review and site review meeting
 Concept review meeting
 Map and photo location log
 Council presentation program, graphics
 Council review

Task Two - Construction Documents

- 2.01 Prepare mapped locations for approximately 45 signs
- 2.02 Prepare construction documents for construction/fabrication of approximately 45 signs
- 2.03 Provide installation specifications
- 2.04 Provide order-of-magnitude construction cost estimate

Meetings & Deliverables

City staff review of preliminary, 90%, and final Construction Documents
 Construction documents, installation map, budget estimate

Task Three - Style Guide & Resource Log

- 3.01 Provide specifications for; color, text, graphics, materials and construction
- 3.02 Provide resource list for purchasing and specifying sign elements
- 3.03 Provide background and design parameters for sign program elements

Meetings & Deliverables

Letter report including graphics, color and style guides

FEE PROPOSAL

David Volz Design proposes the following Not to Exceed fee schedule to provide the services identified in this proposal. The tasks listed below are offered at a fixed fee for the design services for identified program elements. The services included in this spread sheet are project management, park design, and landscape architecture listed support services.

SCOPE OF SERVICES

- Task 1 - Concept Development
- Task 2 - Construction Documents
- Task 3 - Style Guide

PR	DD	SLA	PP	CT	AD	Total	DVD Fee
\$220	\$193	\$175	\$135	\$121	\$110	Hrs	
8	16	40	20	120	8	212	\$ 29,948
4		40	12	80	8	144	\$ 20,060
2	4	16		40	8	70	\$ 9,732
14	20	96	32	240	24	426	\$ 59,740
							\$ 2,500
							\$ 1,000

- Structural Engineering (allotment)
- Reimbursements

TOTAL PROPOSED DESIGN FEE \$ 63,240

OPTIONAL SERVICES:

1. Develop additional concept designs beyond the three proposed, for continued consideration if requested.
2. Develop concept and designs for columns, gateways, and monument signs at city facilities.
3. Provide design and graphics for banners, flags or other community identifying elements.

ASSUMPTIONS:

1. One council/community meeting/presentation is anticipated.
2. Additional sign locations, styles, applications may require additional services and fees.
3. Traffic engineering, specialty engineering, and planning are not a part of this proposal.

City of Gardena - City Wayfinding Signs

David Volz Design has provided community identify wayfinding graphics and city entry signs for dozens of southland cities. Signs we have designed include city and neighborhood identification, points of interest wayfinding, and street, trail and bikeway identification. Our graphic designs for specialty signs include entryways and gates, banners and monuments, custom art pieces and general information signage.

For Gardena, we anticipate an engaged iterative concept design process that will allow your city stakeholders opportunities to work with our artists and designers to develop multiple concept plans for your city-wide sign program. The culmination of our concept development work will be design options for the city council to consider at a public meeting. Upon selection of a design, the DVD team will prepare construction documents for bidding and implementation.

Also, to be provided by the DVD team is a style guide that identifies colors, materials, and graphic layouts for the proposed signs. This resource log could be a reference for future community identification graphic installations.



City of Gardena - City Wayfinding Signs

TASK ONE - CONCEPT DEVELOPMENT

- 1.01 Meet with city staff and stakeholders to identify routes and landmarks that should be included in the wayfinding program
- 1.02 Identify existing signs and structures to identify opportunities and challenges including ADA and traffic parameters
- 1.03 Prepare a map and master plan with locations for key vehicular sign placement
- 1.04 Develop Concept Design Plans
 - a. General parameters, colors, size, layout, graphic elements, etc.
 - b. Prepare three concept plans for:
 - City entry signs
 - Wayfinding signs
- 1.05 Review preliminary concept plans with city staff for review and feedback, update as needed
- 1.06 Prepare concept plan review package for city council presentation, present to city council

MEETINGS & DELIVERABLES

- Initial kick-off meeting
- Initial style pictures review and site review meeting
- Concept review meeting
- Map and photo location log
- Council presentation program, graphics
- Council review



Stakeholder Meetings and Workshops



City of Gardena - City Wayfinding Signs

TASK TWO - CONSTRUCTION DOCUMENTS

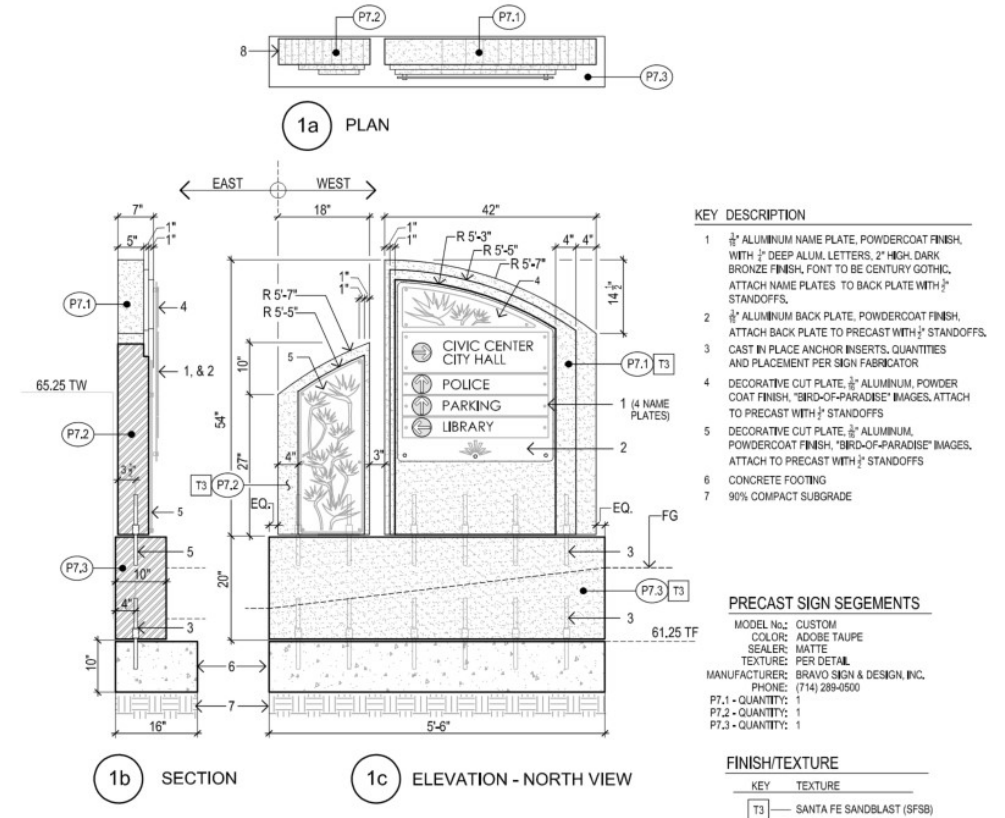
- 2.01 Prepare mapped locations for approximately 80 signs
- 2.02 Prepare construction documents for construction/fabrication of approximately 80 signs
- 2.03 Provide installation specifications
- 2.04 Provide order-of-magnitude construction cost estimate

MEETINGS & DELIVERABLES

- City staff review of preliminary, 90%, and final Construction Documents
- Construction documents, installation map, budget estimate



Example of Wayfinding Map



Example of Construction Documents

City of Gardena - City Wayfinding Signs

TASK THREE - STYLE GUIDE & RESOURCE LOG

- 3.01 Provide specifications for; color, text, graphics, materials and construction
- 3.02 Provide resource list for purchasing and specifying sign elements
- 3.03 Provide background and design parameters for sign program elements

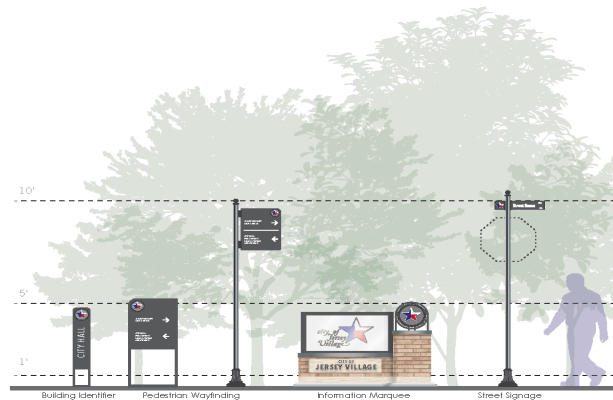
MEETINGS & DELIVERABLES

- Letter report including graphics, color and style guides

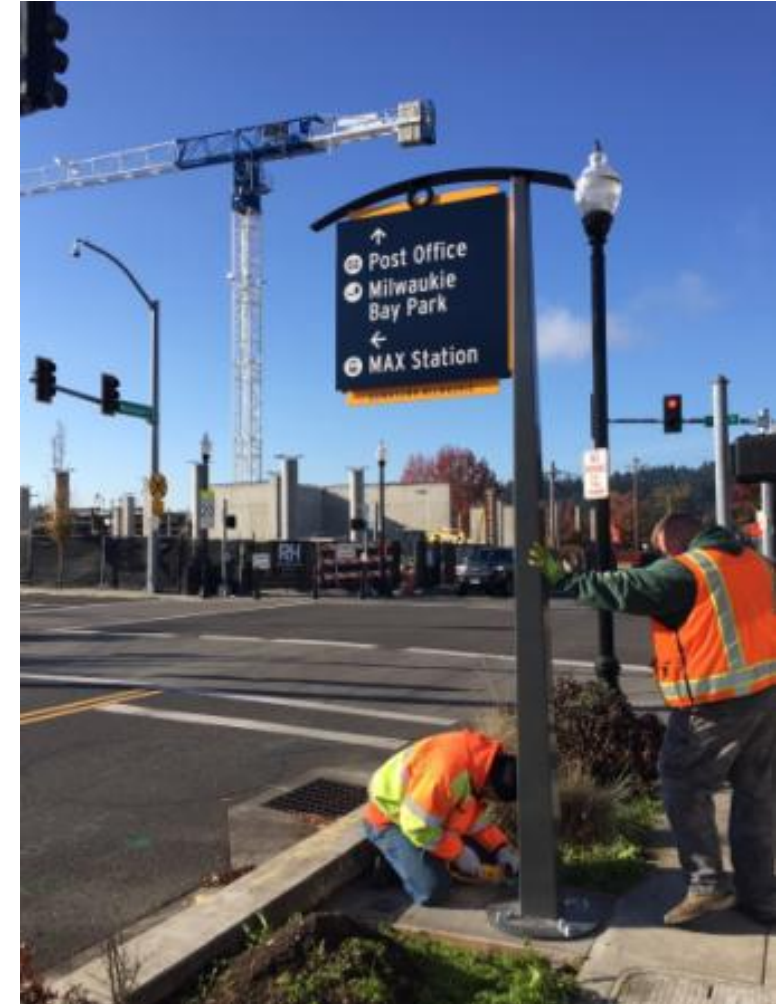
WAYFINDING

Elements of the proposed City gateways can also be utilized to create consistent wayfinding signage throughout the City. Wayfinding signage includes street signage, informational kiosks or marquees, and location or building identifiers. Current street signs are blue (a shade that is inconsistent with most versions of the City star logo) within City-maintained right-of-ways and do not contain a logo or special City identifier. Roadways maintained by Harris County typically showcase the standard county signage which is green or a mix of county and city signage.

There are currently five informational marquees located within the City along major roadways. These signs are beginning to show their age and will need to be replaced in the near future. Developing consistent marquee signage with electronic displays would streamline City notifications and reduce staff time allocated for changing out the existing traditional signage. Pedestrian wayfinding and building identifier signage should also be installed at City properties including park sites, City Hall, and police and emergency services departments, creating a consistent message and brand.



Example of Style Report

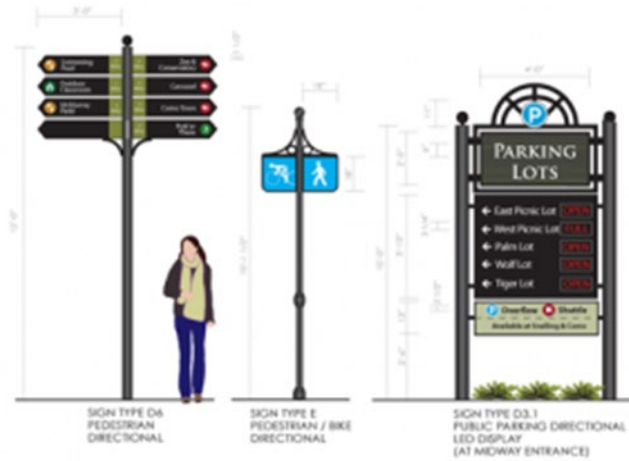


Installation of Wayfinding Signs

City of Gardena – Existing Signage



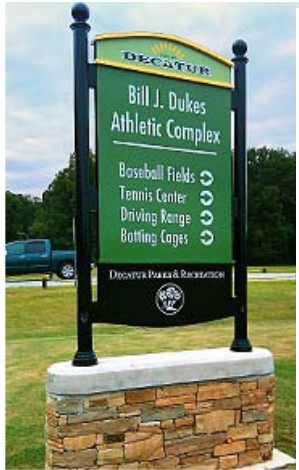
City of Gardena - City Wayfinding Signs Inspiration



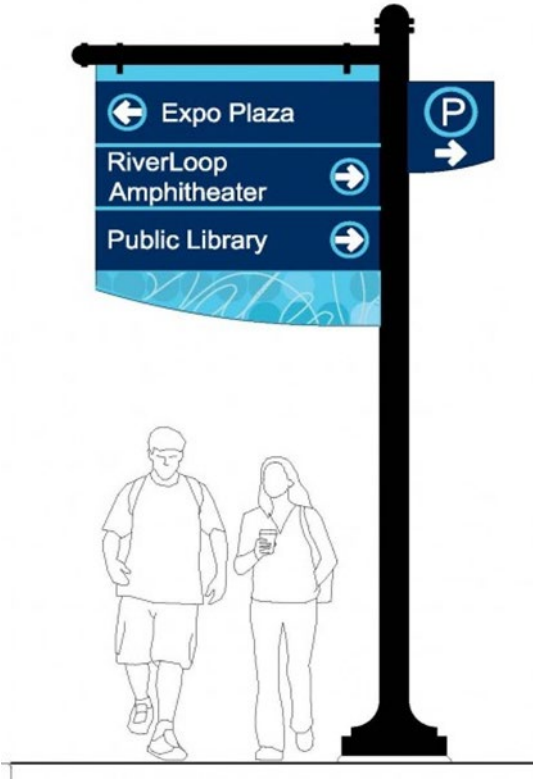
City of Gardena - City Wayfinding Signs Inspiration



City of Gardena - City Wayfinding Signs Inspiration



City of Gardena - City Wayfinding Signs Inspiration



City of Gardena – Destinations



CITY of GARDENA



Not To Scale

LEGEND:



① City Hall Administration Offices and Campus

② Police Headquarters

③ Fire Department Headquarters

④ Fire Station 2

⑤ Public Works Building and Maintenance Yard

⑥ Kiyoto "Ken" Nakaoka Community Center

⑦ Ernest J. Primm Memorial Pool and James Rush Gymnasium

⑧ Army National Guard Facility

⑨ Gardena Transit Administration, Operations, & Maintenance Facility



A Sister-City Parkette

B Vincent Bell Memorial Park

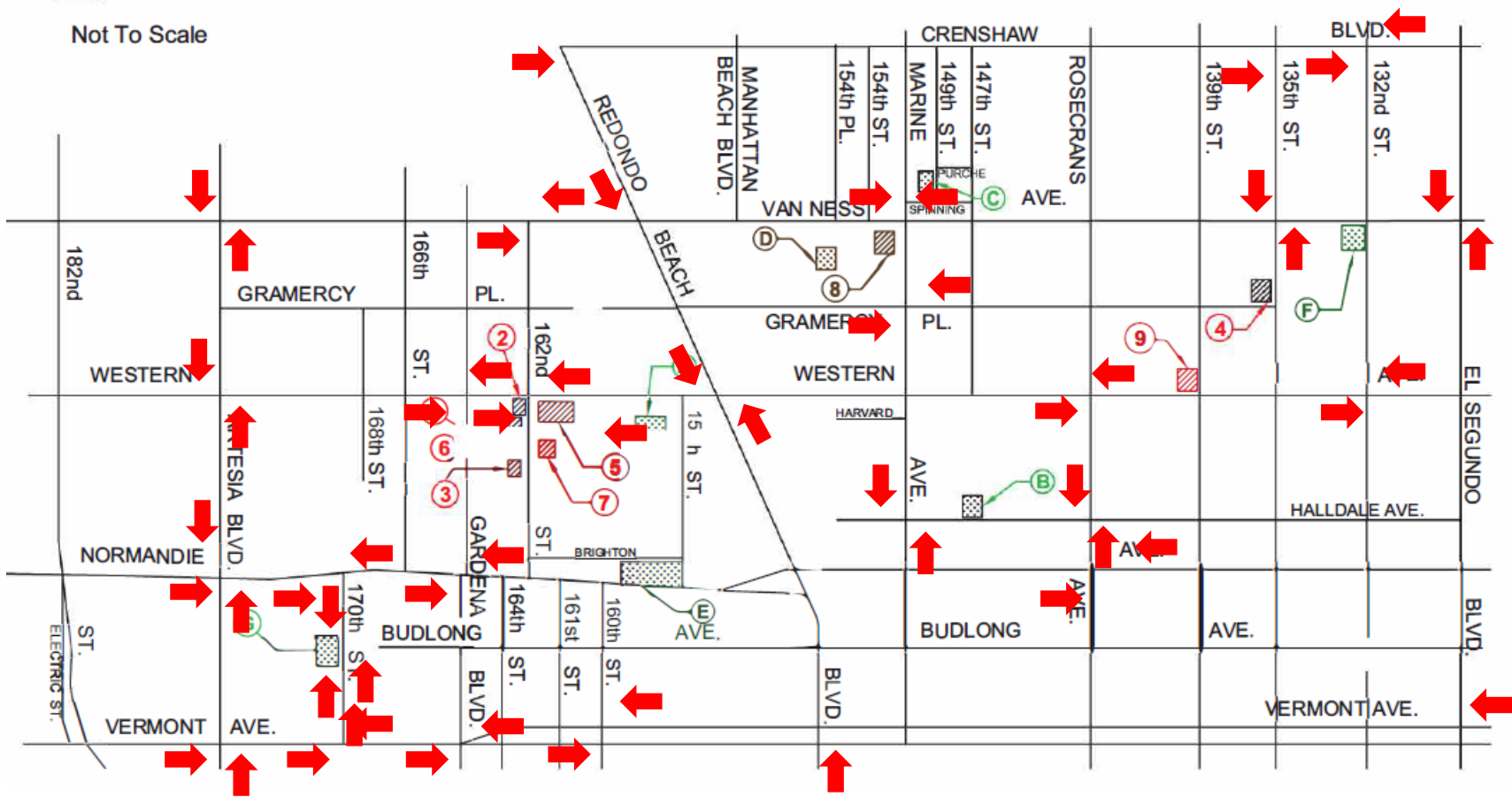
C Edward L. Thornburg Park

D George H. Freeman Memorial Park

E Mas Fukai Park

F Paul A. Rowley Memorial Park

G Arthur Lee Johnson Memorial Park





City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 17.A
Section: DEPARTMENTAL
ITEMS - TRANSPORTATION
Meeting Date: October 12, 2021

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

AGENDA TITLE: APPROVE AMENDMENT TO AGREEMENT WITH ITERIS, INC. FOR ADDITIONAL TRAFFIC SIGNAL/ENGINEERING SERVICES FOR \$233,237 AND A PROJECT TOTAL OF \$268,223

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve Amendment

RECOMMENDATION AND STAFF SUMMARY:

In 2019, GTrans hired Iteris (through the City's existing on-call agreement) who has been providing Bus Signal Priority Services (BSP). This project includes design services for up to 21 intersections along Western Avenue and Vermont Avenue corridors, procurement support, acceptance testing, integration support to implement BSP functionality, project management, and operations and maintenance support for a three-year period from system acceptance. The project received funding from a grant with LA Metro to upgrade intersections with signal priority firmware/software to improve bus running times and on-time performance. This technology would also integrate with other upcoming GTrans Intelligent Transportation System (ITS) projects, including computer automated dispatching/automated vehicle location (CAD/AVL) solution. The contract amendment was awarded for this grant-funded project by City Council in October 2019, in the amount of \$707,106 for the BSP project, and authorization for \$262,905 for three years of operations and maintenance for a total of \$970,011. Currently, the City has approved the design, Iteris has placed an order for the equipment, and the construction portion is about to be released for bid. The projected completion timeline for this project is mid-2022.

During the course of the BSP project, we discovered that the City's traffic management system and signal controllers would not work with the new BSP equipment planned for installation. GTrans, Iteris and the City's Public Works Department worked together on possible solutions. The recommended action is to upgrade and add to the City's existing traffic signal controller equipment and firmware, and purchase new Traffic Management System (TMS) to manage the upgraded controllers, and deliver required staff training and maintenance support. The purchase and oversight of this effort would be managed by Iteris, as they are the most familiar with not only the BSP project and its components, but also with the City's current traffic management system. Iteris provided a proposal which would allow for this upgrade to operate both the new BSP equipment and the existing controllers not impacted by the new BSP

equipment. The cost for this additional work is \$233,237, provided in the attached Iteris proposal. GTrans is also requesting authority for an additional 15 percent, or \$34,986 for any unforeseen work that is required during this project. The authorized contingency would only be used with prior, advanced approval by GTrans. The total authorized requested authority is \$268,223.

As this upgrade to the City's traffic controllers, firmware TMS System and back end management support system was not part of GTrans' original BSP project, it is being considered as a new scope of work for GTrans, under a new contract amendment to the City's original on-call contract with Iteris. As the upgrade to the City's equipment/software is necessary in order to continue with GTrans' BSP project, GTrans will fund the upgrade under its own capital program. GTrans, City Public Works and Iteris will work closely together to implement this work, in coordination with GTrans' existing BSP project.

Therefore, it is recommended that Council authorize the execution of a second contract amendment to the City of Gardena's existing on-call service agreement with Iteris, Inc. in the amount of \$233,237 and authorize a 15 percent contingency of \$34,986 for a total authorized amount of \$268,223.

FINANCIAL IMPACT/COST:

GTrans has existing local capital funds available for this project. There is no impact to the General Fund.

ATTACHMENTS:

[Iteris Consultant Agreement 9_2021.pdf](#)

[BSP Operational Diagram.pdf](#)

[BSP Project Corridor Map.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio".

Clint Osorio, City Manager

CITY OF GARDENA
SECOND AMENDMENT TO CONSULTANT AGREEMENT

This First Amendment to Consultant Agreement is entered into this 12th day of October 2021 by and between the City of Gardena, a municipal corporation ("City") and Iteris, Inc. ("Consultant").

WHEREAS. City and Consultant entered into a Consultant Agreement dated September 9, 2019, which is incorporated herein by this reference (the "Original Agreement") pursuant to which Consultant has provided Traffic Signal/Engineering Services; and

WHEREAS. City and Consultant entered into a First Amendment dated October 22, 2019, which is incorporated herein by this reference ("First Amendment"), which First Amendment and Original Agreement collectively are referred to herein as (the "Agreement"); and

WHEREAS. City and Consultant desire to amend the Agreement to contract for additional Traffic Signal/Engineering Services pursuant to Section 4 of the Agreement; and

WHEREAS. City and Consultant desire to amend the Agreement to contract for additional Traffic Signal/Engineering Services designated as Additional Work to Upgrade Controllers, Firmware, TMS System and Implementation in Consultant's proposal dated June 11, 2021, attached hereto as Exhibit "A".

NOW, THEREFORE, the parties agree as follows:

1. Consultant shall perform, as Additional Service, the work designated as Additional Work to Upgrade Controllers, Firmware, TMS System and Implementation in Exhibit A;
2. Consultant shall be compensated for time and materials in an amount not to exceed \$233,237.
3. Subject to the right of either party to terminate with or without cause as set forth in the Agreement, Consultant shall perform the services set forth in Exhibit A within the time set forth therein;
4. The rights and obligations of the parties with regard to the provision of these Additional Services shall be governed by the Agreement.

IN WITNESS WHEREOF, City and Consultant have executed this Agreement as of the date first hereinabove set forth.

CITY OF GARDENA

BY _____
Tasha Cerda
Mayor


DATE _____

ACCEPTED

ITERIS 
BY Misty Fowler, Contracts Manager
Name, Title

DATE 09/28/2021

APPROVED AS TO FORM

BY 
Carmen Vasquez
City Attorney

DATE 10/04/21



949.270.9400
iteris.com

1700 Carnegie Avenue, Suite 100
Santa Ana, CA 92705

June 11, 2021

Ms. Dana Pynn
Administrative Officer
City of Gardena GTrans
13999 S. Western Avenue
Gardena, CA 90249

Re: Proposal to Upgrade Controllers, Firmware, TMS System and Implementation

08063-378.21

Dear Ms. Pynn:

Iteris, Inc. (Iteris) is pleased to submit this proposal for additional Traffic Engineering Services for the GTrans Bus Signal Priority Project. The additional work is necessary to implement signal priority along both the Western Ave and Vermont Blvd corridors.

The primary goal of this additional work is to upgrade the existing twenty-one (21) traffic signal controllers in the project corridors to 2070LX ATC controllers running McCain Omni eX firmware (latest version) and to upgrade the existing Traffic Management System (TMS) to enable the GTrans Transit Signal Priority Project. Further, translation of the current Bitran 233 signal timing sheets to the Omni eX format will be provided. Key to the translation effort will be the development of the needed TSP signal timing parameters based on the current timing in the corridors. In addition, implementation of a state-of-the-art Traffic Management System (TMS) to oversee the upgraded controllers and firmware will be provided. Iteris will be working with McCain who will provide the controller, firmware, and all other associated equipment to implement the TMS system.

Thank you for the opportunity to submit our proposal. Iteris looks forward to assisting GTrans and City of Gardena Public Works department on this important project. Please do not hesitate to contact me at (949) 270-9647 or sdb@iteris.com, or the Project Manager, Mr. Hovsepian, at (818) 621-4208 or axh@iteris.com, should you have any questions.

Sincerely,

Iteris, Inc.

A handwritten signature in blue ink, appearing to read "S. Bradley", written over a light blue dotted line.

Steven Bradley
Vice President
Consulting Solutions

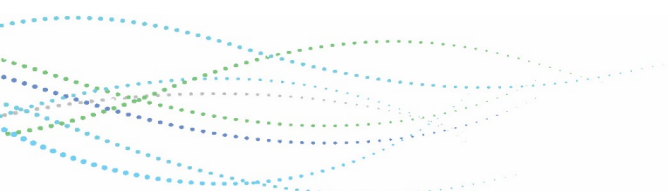




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1 PROJECT APPROACH

Iteris will be managing the integration and implementing a new Transparency Traffic Management (TMS) System for operation in the City of Gardena. Iteris will make sure the project stays on schedule, within budget and most importantly deployed to meet Gardena's satisfaction. Our partner, McCain, will provide the Transparency server and traffic signal controllers (Hardware and firmware), including equipment and services necessary for deployment of the new system.

The following section will provide an overview of the project and the detailed work plan that is required to complete the work.

1.1 Understanding of the Project

This additional work proposal includes procurement of 23-Traffic Signal controllers (2-spares), translation of the existing signal timing sheets along Western Avenue and Vermont Boulevard corridors including development of TSP parameters and implementation of a new TMS platform. The project supports and enhances the ongoing GTrans TSP project. The project intersections are noted in Table 1 followed with the map of the corridor. Implementation and integration of the new traffic signal controllers will require partnership and support of City of Gardena traffic signal maintenance team members. The City shall provide all the necessary data, as part of the data collection task, such as timing parameters and traffic signal plans, which will be used for signal timing implementation as well as TSP parameters. The City traffic signal maintenance staffs shall coordinate with Iteris and McCain to provide field support during signal turn-ons such as but not limited to: Traffic Signal cabinet access, detector re-assignment if needed, traffic control during controller swap out, and etc.

Table 1 – List of Intersections

Corridor	INT Count	Intersection	Controller	Controller Firmware	Version	TimeSheet Implemented	Comm Type
Western Ave	1	132nd Street	170	BiTran233	V2.14	5/25/2011	Interconnect
	2	135th Street	170	BiTran233	V2.14	5/26/2011	Interconnect
	3	139th Street	170	BiTran233	V2.14	5/25/2011	Interconnect
	4	Rosecrans Avenue	170	BiTran233	V2.14	5/31/2011	Interconnect
	5	Marine Avenue	170	BiTran233	V2.14	5/31/2011	Interconnect
	6	153rd Street	170	BiTran233	V2.14	5/26/2011	Interconnect
	7	Redondo Beach Boulevard	170	BiTran233	V2.14	6/2/2011	Interconnect
	8	158th Street	170	BiTran233	V2.14	5/26/2011	Interconnect
	9	162nd Street	170	BiTran233	V2.14	6/2/2011	Interconnect
	10	164th Street	170	BiTran233	V2.14	6/2/2011	Interconnect
	11	166th Street	170	BiTran233	V2.14	6/2/2011	Interconnect
	12	169th Place	170	BiTran233	V2.14	6/2/2011	Interconnect
Vermont Ave	13	168th Street	170	BiTran233	V2.14	2/26/2013	
	14	Gardena Boulevard	170	BiTran233	V2.14	11/2/2011	
	15	Alondra/161st	170	BiTran233	V2.14	2/26/2013	
	16	Redondo Beach Boulevard	170	BiTran233	V2.14	2/26/2013	Interconnect
	17	Marine Avenue	170	BiTran233	V2.14	2/27/2013	Interconnect
	18	149th Street	170	BiTran233	V2.19	6/16/2016	Interconnect
	19	Rosecrans Avenue	170	BiTran233	V2.14	11/3/2011	
	20	140th Street	170	BiTran233	V2.14	2/27/2013	
	21	135th Street	170	BiTran233	V2.14	8/28/2018	



GTrans: On Street Bus Signal Priority System Project

Proposal to Upgrade Controllers, Firmware, TMS System and Implementation

Figure 1 – Project Corridor Map

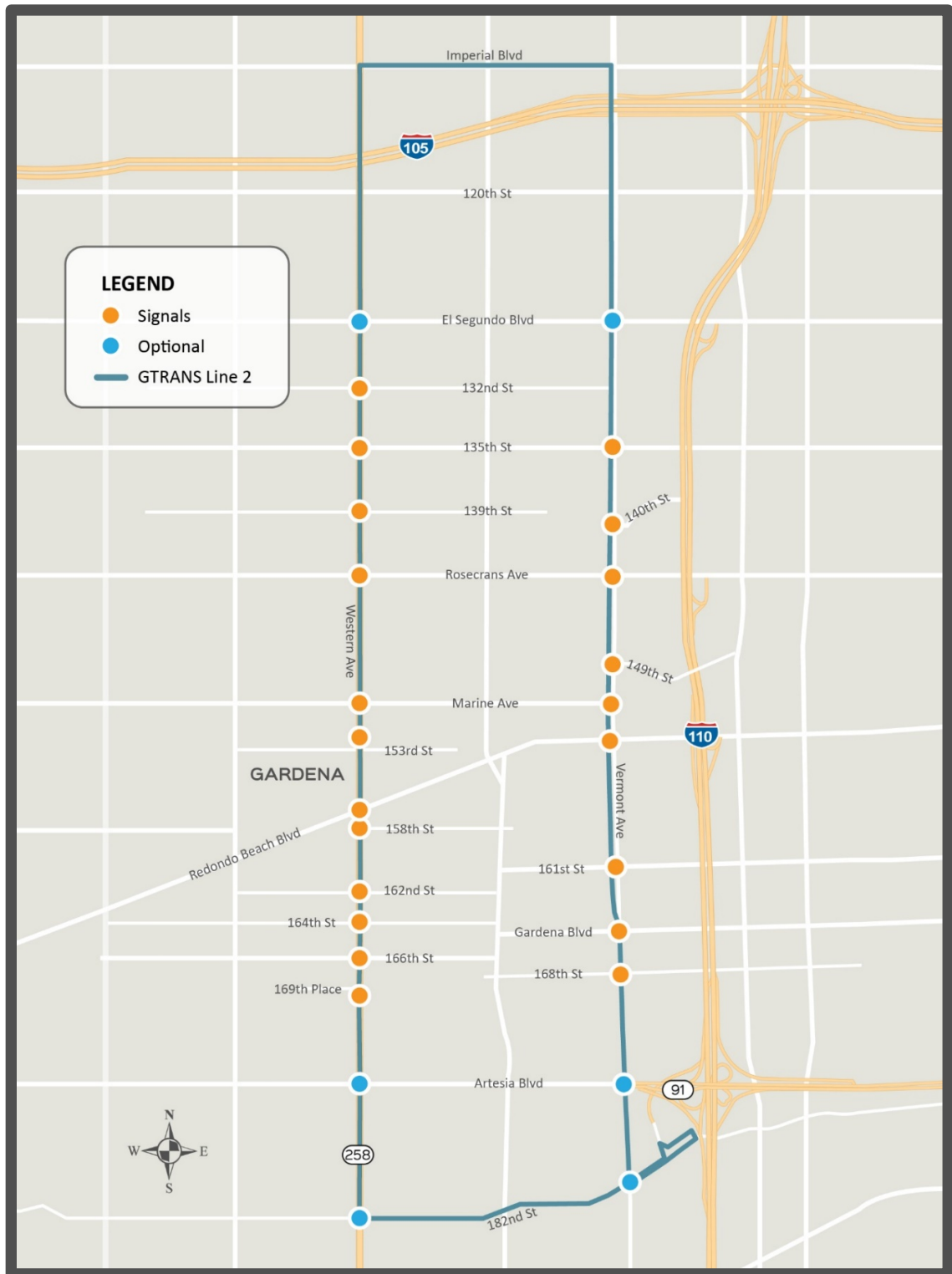




Table 2 presents a summary of roles and responsibilities of Iteris team.

Table 2 – Roles and Responsibilities

Task	Task Description	Lead
1	Project Management and Coordination	Iteris
2	Data Collection and Accessibility	Iteris & City of Gardena
3	Signal Timing and Implementation	Iteris
4	Furnish TMS Software and Hardware and system integration	Iteris & McCain
5	Training and Maintenance Support	Iteris & McCain
6	Signal timing and Fine Tuning (Optional)	Iteris



2 SCOPE OF WORK

TASK 1. PROJECT MANAGEMENT

Mr. Alek Hovsepian will continue to be the Project Manager for this additional work and he will be supported by Mr. Steven Bradley who will continue to serve as Senior Advisor. Project management will occur throughout the life of this work, and involves the administration of project meetings, work assignments, and invoices. In addition, Mr. Hovsepian will continue to support the City of Gardena and GTrans during the 36-month System Maintenance period provided by McCain. Mr. Hovsepian's primary role during that 36-month period will be acting as the liaison (for up to 72-hours total) between City of Gardena and McCain.

Task 1

Deliverables:

- Project kick-off meeting
- Coordination with, McCain, GTrans and City of Gardena
- Iteris to be available as a liaison during 36-month McCain maintenance period

TASK 2. DATA COLLECTION AND ACCESSIBILITY

The intent of this task is to collect the necessary data to assist the migration to the new 2070-controller, associated firmware and associated new TMS system. Iteris will collect pertinent data from City of Gardena for the preparation of the new timings, which include traffic signal plans and existing signal timing sheets for all twenty-one (21) intersections listed in Table 1.

As part of this task, the City will provide a complete inventory of field traffic signal equipment which identifies the type of controllers and other auxiliary equipment located within the traffic signal cabinet, vehicle detection equipment, emergency vehicle preemption (EVP) equipment, and traffic signal cabinet information. The data collection task will include but not limited to the following:

- City to provide the latest Traffic Signal As-Built plans
- City to provide latest intersection Timing sheets include phasing diagrams that are implemented in the field (Electronic Version)
- City to provide the controller communication settings info (Ethernet-based)
- City to provide remote access (VPN) to existing Central system
- City to ensure the communication and detection is operational at identified 21-intersections
- City to provide the latest communication network scheme.
- City to provide a complete inventory of field traffic signal equipment

Information collected as part of this task will be summarized in a technical memorandum that will detail the findings of the data collection. The technical memorandum will include TSP communication parameters, City Code and Address Code, and will be submitted to City for review and comment. City's review comments will be evaluated and incorporated into the new signal timing deliverables.



- Task 2
Deliverables:
- Draft Data Collection Technical Memorandum
 - Final Data Collection Technical Memorandum

TASK 3. SIGNAL TIMING AND IMPLEMENTATION

Based on the data collected from the City, Iteris will convert the timing parameters from the existing Bitran 233 to standard Omni eX format. In addition, Iteris will work with the City to develop and incorporate TSP parameters for the 21-intersections.

The timing sheets will be developed for each intersection with the appropriate configuration and basic timing parameters per the existing timing sheets provided by the City. Draft timing sheets will be provided for City's review (Los Angeles County Public Works will review the timing sheets for City of Gardena) and approval (To be signed by City Public Works Director, City Engineer or designee). Once comments are received, final PDF copies of the signal timing sheet for each study intersection will be provided to the City for approval prior to implementation.

Iteris will coordinate with the City of Gardena and McCain to implement the signal configuration and timing parameters onto the new 2070 traffic signal controllers using the McCain Transparency Intersection Management System (IMS) utility program which allows to upload and download timing parameters in the field controllers.

- Task 3
Deliverables:
- Draft signal timing sheets for 21 intersections
 - Final signal timing sheets with City comments addressed
 - Implementation of signal timings for 21 controllers

TASK 4. FURNISH TMS SOFTWARE AND HARDWARE (MCCAIN)

McCain will provide 2070LX ATC traffic signal controller units, with the latest Omni eX controller firmware installed to function with the Transparency TMS system, to be used at all twenty-one (21) signalized intersections listed in Table-1, plus two spare controllers.

McCain will lead the controller deployment. McCain will install the new Omni eX firmware onto the new 2070LX ATC controllers. McCain will provide Transparency Intersection Management System (IMS) utility program for Iteris to implement the signal timing. McCain will replace the legacy 170-type controllers with the new 2070LX ATC controllers at 21-intersections. The old controllers will be salvaged by the City. In order to have a smooth transition, City of Gardena's staff support and availability during controller swap out is imperative for the following purposes:

- 1) Traffic Signal Cabinet access
- 2) Provide support for any cabinet configuration during controller swap out
- 3) On-site controller and firmware implementation training, and
- 4) Temporary Traffic control

As part of this task, McCain will provide Transparency TMS licenses for 21-signals and it will include a Dell R-640 rack mount server (Final Server location TBD). As part of the Transparency integration, McCain will install the server, configure the TMS, migrate the old TMS database and will populate the system map for 21-signals.



- Task 4 Deliverables:
- (23) 2070LX ATC controllers with Omni eX software
 - Transparency TMS system for 21-signals
 - (21) controller Turn on and Swap out support

TASK 5. TRAINING AND MAINTENANCE SUPPORT

Iteris will coordinate the controller and system training that will be conducted by McCain remotely over ZOOM. McCain may have a local representative onsite depending on the COVID-19 restrictions. Note: McCain requires 6-8 weeks advance notice for the training. McCain will prepare two remote System Training session and it will be based on the deployed controllers and TMS system. The training will be provided through practical demonstrations, seminars, and other appropriate technical procedures.

System training will be provided to City of Gardena traffic division personnel. It is proposed that the training sessions consist of both classroom instruction followed by hands-on training in the field as previously described. The system training will include, but not necessarily be limited to:

- Hands-on operation for the controller
- Explanation of TMS system, commands, functions, and usage
- System troubleshooting

As part of the maintenance agreement. McCain will provide 10-hours of technical support and 2-remote maintenance sessions each year. Iteris will be the liaison for City of Gardena for any coordination effort indicated in task 1.

- Task 5 Deliverables:
- Iteris to be available as a liaison during the maintenance period
 - 36-month maintenance support (McCain)
 - 2-remote maintenance sessions each year (McCain)
 - 10-hours of technical support each year (McCain)
 - 2-session system training (McCain)

TASK 6. SIGNAL TIMING FINE TUNING (OPTIONAL)

As part of implementation, Iteris will be present during the signal turn-on to recommend fine-tuning opportunities per field observations. Any recommendations will be noted in the field and upon City's approval, the updated signal timing sheets will be updated and submitted for final approval. The following is a list of deliverables.

- Task 6 Deliverables:
- Fine-Tuning of Signal Timing Recommendation
 - Updated Signal Timing Sheets

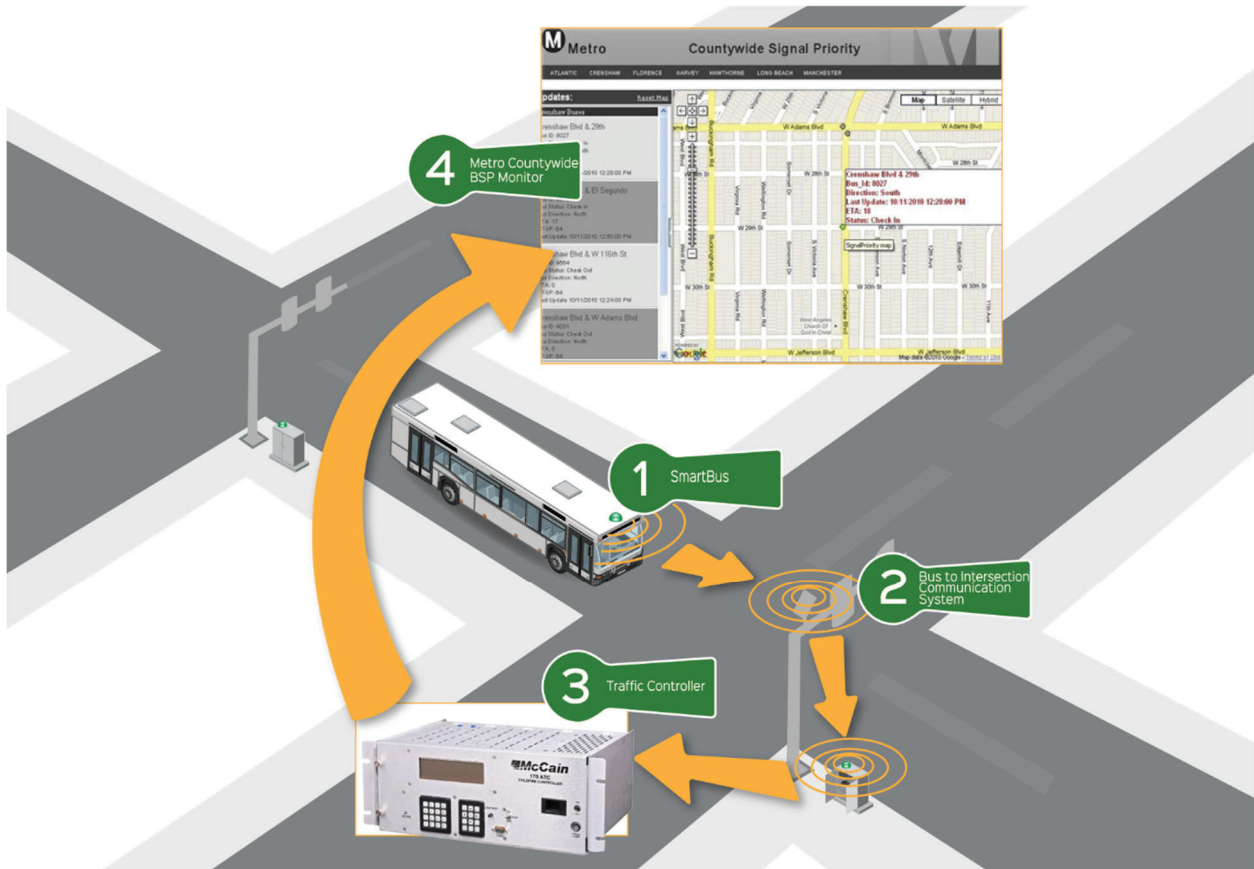


3 PRICE SUMMARY

The proposed fee estimate is presented below for a firm fixed price for the additional work.

TASK	ITERIS		TOTAL HOURS	TOTAL COST	ODC	SUB
	Project Manager	Senior System Engineer				McCain
Task 1 Project Management	96	0	96	\$ 25,440.00	\$ -	
Project Management	96		96	\$ 25,440.00		
Task 2 Data Collection and Accessibility	4	16	20	\$ 4,260.00	\$ -	
Data Collection Technical Memorandum	2	12	14	\$ 2,930.00		
Report of any deficiencies during data collection	2	4	6	\$ 1,330.00		
Task 3 Signal Timing And Implementation	8	116	124	\$ 25,320.00	\$ -	
Draft Signal Timing sheets for 21 intersections	4	63	67	\$ 13,660.00		
Final Signal Timing sheets for 21 intersections	2	21	23	\$ 4,730.00		
Implementation of Signal Timings for 21 controllers	2	32	34	\$ 6,930.00		
Task 4 Furnish TMS Software and Hardware (McCain)	7	0	7	\$ 1,855.00	\$ 500.00	\$ 131,505.00
Delivery of 23-Controllers and Firmware	4		4	\$ 1,060.00	\$ 500.00	\$ -
21 Controller Turn On and Swap Out	1		1	\$ 265.00		\$ 13,860.00
Central System	1		1	\$ 265.00		\$ 41,745.00
Local Controllers (23-controllers)	1		1	\$ 265.00		\$ 75,900.00
Task 5 Training and Maintenance Support	4	0	0	\$ 1,060.00	\$ -	\$ 29,386.50
System Training	4			\$ 1,060.00		\$ 8,250.00
36-month McCain Maintenance System Support			0	\$ -		\$ 21,136.50
SUB-TOTAL	119	132	247	\$ 57,935.00	\$ 500.00	\$ 160,891.50
				ODCs (Travel, expenses, etc.)	\$ 500.00	
				Iteris Total	\$ 58,435.00	
				McCain Total	\$ 160,891.50	
				Total Project	\$ 219,326.50	
Task 6 Field Support (Optional)	4	63	67	\$ 13,660.00	\$ 250.00	\$ -
Signal Timing Field Support	4	63	67	\$ 13,660.00	\$ 250.00	\$ -
				Iteris Total (Including Optional Task)	\$ 72,345.00	
				McCain Total (Including Optional Task)	\$ 160,891.50	
				Total Project (Including Optional Task)	\$ 233,236.50	

Figure 9 – Proposed Concept of BSP Operations



GTrans buses equipped with BSP functionality will utilize the on-board WLAN radio to communicate with City of Gardena intersection controllers to request priority for the transit vehicles. Once on Western Ave or Vermont Ave corridors, the on-board systems on BSP-equipped buses will determine bus location, bus line, and route pattern being operated through the use of the existing GPS-based automatic vehicle location inputs, bus operating schedules, and customized on-board computer software per GTrans' business rules.

1 SmartBus

As a GTrans bus approaches a signalized intersection where BSP may be requested, the SmartBus will make the decision to request priority and initiate wireless messages directed to the intersection controller. The distance from the intersection where request for priority messages are initiated will depend on intersection characteristics but, typically, will be at a distance that corresponds to 10-20 seconds from the intersections. The decision to request priority will be based on operational parameters including whether the bus is running ahead or behind schedule and by how many minutes as directed by GTrans. By applying a set of decision-making rules related to the operational parameters, the SmartBus will make a decision to request or not request priority at the next signalized intersection. The decision-making rules will be configured by a GTrans user using a back end software systems and downloaded into the GTrans bus using the bulk data transfer communications system.

2 Transit V2I Comm

Having made the decision to request priority, the on-board SmartBus unit will initiate an IP-based message using the on-board bulk data/mobile router communications equipment to the GTrans BSP WLAN and then to compatible communications equipment at the next downstream intersection. The on-board bulk data transfer equipment and wayside communications equipment receiving the request for priority messages will be IEEE 802.11b/g-compliant radios operating on the 2.4GHz Wi-Fi band. When received at the intersection, the request for priority message will be forwarded to the intersection traffic controller.

3

Traffic Controller

Based on the data received in the request for priority messages issued by the approaching bus the intersection controller will modify the signal timing in anticipation of the bus arrival at the intersection. The intersection controller will generate a status message indicating what priority strategy, if any, is implemented. Possible actions taken by the controller in response to request for priority messages from approaching buses are as follows:

- Priority is granted for approaching bus (green extension or early green)
- Priority is granted on a first in-first served basis when two buses are requesting priority at the same time or nearly the same time
- Priority is not needed for the approaching bus
- Priority is denied. Priority may be denied for a number of reasons, such as: priority being locked out for a user-specified number of cycles, or seconds, to avoid priority on back-to-back cycles; or, the controller locking out requests for priority during certain user-specified time periods.

4

Metro Countywide
BSP Monitor

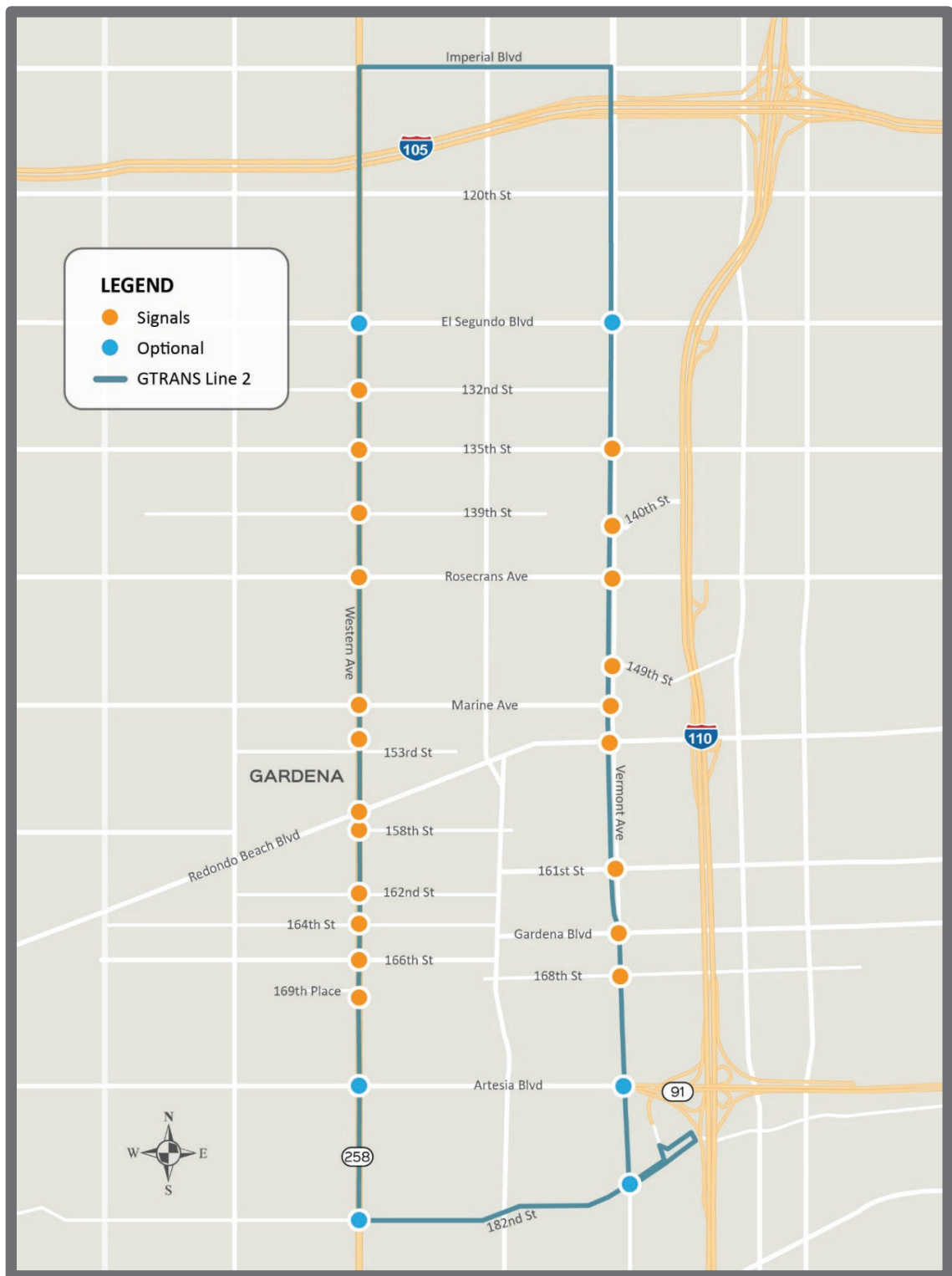
A status message is sent to the BSP Monitor, which is a server-based application developed by Metro that collects request for priority data and action taken data from traffic signal controllers on Metro Rapid corridors equipped with BSP systems. The BSP Monitoring System makes the data available in real time, and also archives it for later retrieval and reporting through a web-based interface.



GTrans: On Street Bus Signal Priority System Project

Proposal to Upgrade Controllers, Firmware, TMS System and Implementation

Figure 1 – Project Corridor Map





City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 17.B
Section: DEPARTMENTAL
ITEMS - TRANSPORTATION
Meeting Date: October 12, 2021

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

AGENDA TITLE: APPROVE GTRANS PARTICIPATION IN LOS ANGELES COUNTY METRO'S PILOT FARELESS SYSTEM INITIATIVE (GOPASS) PROVIDING FREE FARES FOR K-12 AND COMMUNITY COLLEGE STUDENTS&NBSP;

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve Participation

RECOMMENDATION AND STAFF SUMMARY:

Seeking to provide financial relief to transit riders and increase flagging ridership, the Board of Directors of the Los Angeles County Metropolitan Transportation Authority (Metro) approved a Fareless System Initiative (FSI) pilot program, which has now been rebranded as the GoPass Program. Phase I of the pilot would allow K-12 customers to ride fare-free during an 18-month period beginning October 1, 2021. Community College students would also be eligible to participate in the pilot program with their fall semester. To ensure the success of the pilot program across Los Angeles County, Metro invited Municipal and Local Transit Operators (Munis) to participate.

Background

In August 2020, Metro announced the pursuit of a Fareless System Initiative, convening a Metro-wide FSI Task Force to identify challenges and offer recommendations on how Metro can best implement fareless transit in the County. This discussion also involved other municipal and local transit systems, including GTrans, and Access Services, to discuss how a countywide program might work. Together the group discussed the feasibility of a fareless countywide program, and identified several critical issues to be addressed. Metro staff initially recommended a 23-month pilot that would provide free rides for K-12 and community colleges starting in October 2021, and then expanding to low-income residents in January 2022. The Metro Board ultimately decided to move forward with only the K-12 and Community College portion of the plan for 18 months starting October 1, 2021, delaying the phase of the proposal that would serve low-income customers until an ongoing funding source can be found. The goals of student phase are to increase ridership, increase student access and improve student health by building on the success of existing Metro and other pass programs.

Metro's own financial plan to pay for the cost of the pilot involves the use of American Rescue Plan Act (ARPA) of 2021 funds allocated by the federal government to our region. Los

Angeles County's share of regional funds received through ARPA is over \$1.4B. Those funds are allocated to not only Metro, but also the municipal and local transit operators, Metrolink and Access Services. The estimated impact on GTrans fare revenue is a potential reduction of \$177,000, as K-12 ridership is approximately 10 percent of our pre-COVID-19 ridership, or 230,000 boardings. At this time we don't anticipate any impacts to service during the pilot, however we have accounted for any potential impact in FY22 budget. Both increases were accounted for in the FY22 budget. However, it is difficult to fully predict the impacts of COVID-19 on ridership and service levels due to the uncertainty of Metro and school districts implementing effective distribution and use controls on passes. GTrans has received \$9.7M in ARPA funds, which is planned to offset fare loss for the pilot FSI program, as well as to pay for ongoing operating shortfalls caused by the COVID-19 pandemic. In addition, school districts will pay Metro \$3 per student per year, some of which may be provided to participating transit agencies, but the actual revenue to the participating systems from that funding source is expected to be minimal. Metro is pursuing long term federal, state, and local funding to support this countywide initiative in the future.

Implementation

In terms of K-12 riders, Metro has been working to identify those school districts in the County that are interested, and develop TAP card distribution networks and funding agreements. To date, 41 out of 87 districts have expressed interest in participating, all representing over 1201 schools and over 700,000 students. Los Angeles Unified School District (LAUSD) has signed their contract, which includes schools such as Gardena and Narbonne High Schools and Peary Middle School, to name a few. Metro is negotiating a cost sharing agreement with each district of \$3 per student, which would include unlimited rides on all participating agencies in LA County and free TAP cards for students. School districts must register to participate, as TAP cards are only distributed to students through the schools themselves.

Metro is also working with community colleges that are not part of existing agreements with transit agencies in the County to develop similar programs. For those colleges not part of existing agreements, new cost sharing agreements are being pursued, at \$7 per students for the first year. Those fees would also eventually be allocated amongst participating transit agencies, but similarly are not expected to provide a significant revenue source. The Los Angeles Community College District (LACCD), which includes Los Angeles Southwest College, is nearing final FSI contract signatures. Other community colleges that are now part of the existing Universal College Student Transit Pass (U-Pass) program (GTrans is a transit partner in this program), which provides college students of participating schools with greater fare discounts and an expedited activation process that is administered directly on campus, will likely be transitioned to the FSI program.

With an anticipated November 1, 2021 startup for K-12 customers, GTrans staff will be available to facilitate the pilot program, but the pilot program rollout is depended on Metro staff finalizing agreements with the school districts and community colleges. Metro will work directly

with school districts and community colleges and supply each directly with TAP cards. GTrans staff will coordinate internally to educate our Bus Operators and handle any communications issues associated with a change in our fare policy. GTrans staff will work closely with Metro to have a unified communications strategy and ensure that the required changes to the TAP program and fareboxes are correctly implemented.

While the exact impact to the bottom line is still somewhat unknown, GTrans has planned for the expense and can maintain a positive fund balance to accommodate the pilot program. The exposure and opportunities afforded to encourage youth and Community College student participation in public transit, and the potential to positively affect the lives of these constituencies in the GTrans service area lead staff to recommend approval of GTrans' participation in the GoPass program.

Therefore staff recommends that the City Council approve GTrans' participation in Phase I of the countywide Fareless System Initiative, or GoPass program, allowing fare-free transit to participating K-12 and Community College Students.

FINANCIAL IMPACT/COST:

GTrans has available American Rescue Plan Act (ARPA) of 2021 funds to accommodate estimated expenditures of \$177,000 in fare revenue loss. At this time there is no anticipated service increases required. However costs were included in the FY22 budget previously approved by City Council. There is no impact to the General Fund.

ATTACHMENTS:

APPROVED:



Clint Osorio, City Manager