



# GARDENA CITY COUNCIL

## Regular Meeting Notice and Agenda

Council Chamber at City Hall

1700 West 162<sup>nd</sup> Street, Gardena, California

Website: [www.cityofgardena.org](http://www.cityofgardena.org)

**Tuesday, July 8, 2025**  
**Open Session 7:30 p.m.**

**TASHA CERDA**, *Mayor*  
**RODNEY G. TANAKA**, *Mayor Pro Tem*  
**MARK E. HENDERSON**, *Council Member*  
**PAULETTE C. FRANCIS**, *Council Member*  
**WANDA LOVE**, *Council Member*

**MINA SEMENZA**, *City Clerk*  
**GUY H. MATO**, *City Treasurer*  
**CLINT OSORIO**, *City Manager*  
**CARMEN VASQUEZ**, *City Attorney*  
**LISA KRANITZ**, *Assistant City Attorney*  
**ROSEMARY KOO**, *Assistant City Attorney*

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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](http://youtube.com/CityofGardena)
2. **PARTICIPATE BEFORE THE MEETING** by emailing the Deputy City Clerk at [publiccomment@cityofgardena.org](mailto:publiccomment@cityofgardena.org) by 5:00p.m. on the day of the meeting and write "Public Comment" in the subject line.
3. **ATTEND THE MEETING IN PERSON**

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

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

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

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

## **STANDARDS OF BEHAVIOR THAT PROMOTE CIVILITY AT ALL PUBLIC MEETINGS**

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

**Thank you for your attendance and cooperation**

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1. **ROLL CALL**

**PUBLIC COMMENT ON CLOSED SESSION**

2. **CLOSED SESSION**

**CITY ATTORNEY REPORT OUT OF CLOSED SESSION**

3. **PLEDGE OF ALLEGIANCE**

4. **INVOCATION**

5. **PRESENTATIONS**

5.A Gardena Events Video Presentation

6. **PROCLAMATIONS**

6.A Parks and Recreation Month - July 2025  
[Parks and Rec Proclamation 2025.pdf](#)

7. **APPOINTMENTS**

7.A [Reorganization of the City Council - Selection of Mayor Pro Tem](#)

Select Mayor Pro Tem to serve from July 2025 to July 2026  
[COUNCIL\\_BENCH\\_SEATING\\_POLICY-1997.pdf](#)  
[MAYOR PRO TEMPORE thru 7-2025.pdf](#)

7.B [Reorganization of Council Assignments of Delegates and Alternates to Outside / City Committees](#)

Approve Council Assignments to Outside / City Committees  
[COUNCIL DELEGATES ALTERNATES - Current 7.8.25.pdf](#)

8. **CONSENT CALENDAR**

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

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

**PUBLIC COMMENT ON CONSENT CALENDAR**

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

**CONTACT: CITY CLERK**

- 8.B Approve Minutes

Regular Meeting of the City Council, June 24, 2025

**CONTACT: CITY CLERK**

[06242025 CC MEETING - FINAL.pdf](#)

- 8.C Approval of Warrants/Payroll Register, July 8, 2025

**CONTACT: ADMINISTRATIVE SERVICES**

[Warrant-Payroll Register 07-08-25.pdf](#)

- 8.D Personnel Report P-2025-12 07-08-25

**CONTACT: ADMINISTRATIVE SERVICES**

[PERS RPT P-2025-12 07-08-25.pdf](#)

- 8.E [RESOLUTION NO. 6708](#), Authorizing the Filing of a Claim with the Los Angeles County Metropolitan Transportation Authority for Local Transportation Funds

**CONTACT: TRANSPORTATION**

[Local Transportation Funds STA\\_TDA FY25-26 RESO No. 6708 7\\_08\\_25.pdf](#)

- 8.F [Approve City of Gardena's GTrans 2025 Title VI Program Update](#)

**CONTACT: TRANSPORTATION**

[GTrans Title VI Program Update - October 2025.pdf](#)

9. **EXCLUDED CONSENT CALENDAR**

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

- 10.A **JULY 1, 2025, MEETING - Meeting Cancelled**

[2025\\_07\\_01 CANCELLATION.pdf](#)

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

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

12. **DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES**

13. **DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT**

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

15. **DEPARTMENTAL ITEMS - POLICE**

16. **DEPARTMENTAL ITEMS - PUBLIC WORKS**

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

18. **DEPARTMENTAL ITEMS - TRANSPORTATION**

- 18.A [Approve a Five-Year Digital Radio System Maintenance Agreement and Software Subscription with COMMLine, Inc. at a Cost of \\$105,697.92 and a Project Total of \\$116,267.71](#)

**Staff Recommendation: Approve Contract and Project Total**  
[Commline\\_Standard\\_Service\\_Agreement\\_& \\_Proposal\\_\(2025-2030\).pdf](#)

19. **COUNCIL ITEMS**

- 19.A [Gardena Wall of Fame Honorees Nomination and Selection Procedures](#)

**Staff Recommendation: Approve the updated Wall of Fame procedures**  
[City of Gardena Wall of Fame Procedures.pdf](#)

- 19.B [Gardena Wall of Fame Committee Appointments](#)

**Staff Recommendation: Appoint Committee Members**

20. **COUNCIL DIRECTIVES**

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

22. **COUNCIL REMARKS**

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

23. **ANNOUNCEMENT(S)**

24. **REMEMBRANCES**

**Mr. Duane Mayo Hinds**, 97 years old and a former Planning Commissioner with the City of Gardena from 1990-1999.

25. **ADJOURNMENT**

The Gardena City Council will adjourn to the Closed Session portion of the City Council Meeting at 7:00 p.m. followed by the Regular City Council Meeting at 7:30 p.m. on Tuesday, July 22, 2025.

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](http://www.CityofGardena.org).

Dated this 3rd day of July 2025

/s/ MINA SEMENZA  
MINA SEMENZA, City Clerk





# PROCLAMATION

**WHEREAS**, the month of July has been designated as Parks and Recreation Month in California and throughout the United States, and this special month has been celebrated for the past 40 years; and

**WHEREAS**, our nation is fortunate to have a wonderful variety of parks that provide countless recreational opportunities for our citizens and for visitors from around the world; and

**WHEREAS**, parks, open spaces, playgrounds, and community and cultural centers, make communities attractive and desirable places to live, work, play and visit, and contribute to their economic vitality; and

**WHEREAS**, parks, recreation activities, and leisure experiences provide opportunities for young people to live, grow, and develop into contributing members of society; and further, create lifelines and opportunities for continuous life experiences for older members of communities as well; and

**WHEREAS**, it is fitting that the dedicated work of park and recreation professionals and volunteers at all six of Gardena's beautiful parks, as well as at the Nakaoka Community Center and Rush Gym be recognized for their positive contributions to individuals, families, groups, and the entire community, bringing fun, good health, and an enhanced quality of life to all;

**NOW, THEREFORE**, I, TASHA CERDA, MAYOR OF THE CITY OF GARDENA, CALIFORNIA, do hereby proclaim **JULY 2025** to be

## PARKS AND RECREATION MONTH

in the City of Gardena, with the 2025 Theme.....  
and urge our citizens to participate in and support the many recreational and leisure activities that are offered by the City of Gardena and enjoyed at all the parks and recreation facilities throughout our community.

NRPA'S PARK AND  
RECREATION MONTH



*Tasha Cerda*

**MAYOR**

Dated: **8<sup>th</sup> day of July, 2025**



# ***City of Gardena***

## ***Gardena City Council Meeting***

### ***AGENDA REPORT SUMMARY***

Agenda Item No. 7.A  
Section: APPOINTMENTS  
Meeting Date: July 8, 2025

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

AGENDA TITLE: Reorganization of the City Council - Selection of Mayor Pro Tem

**COUNCIL ACTION REQUIRED:**

Select Mayor Pro Tem to serve from July 2025 to July 2026

**RECOMMENDATION AND STAFF SUMMARY:**

Mayor Pro Tem appointments are rotated annually. A list of the names of City of Gardena Councilmembers who have served in the position of Mayor Pro Tem from April 1956 to July 2025 is provided. The Councilmember selected to serve will be seated, as Mayor Pro Tem, at the August 12, 2025, City Council Meeting.

A copy of the Council Policy No. 97-30, Council Bench Seating, is also attached for convenience

**FINANCIAL IMPACT/COST:**

N/A

**ATTACHMENTS:**

[COUNCIL\\_BENCH\\_SEATING\\_POLICY-1997.pdf](#)

[MAYOR PRO TEMPORE thru 7-2025.pdf](#)



**SUBJECT:**

# **COUNCIL POLICY**

## **COUNCIL BENCH SEATING**

NO. 97-30 REV. \_\_\_\_\_  
DATE April 22, 1997  
Donald L. Dear  
MAYOR

### STATEMENT:

It is the desire of the City Council to memorialize the traditional informal seating for Council members at the Council bench as follows:

- |                              |  |
|------------------------------|--|
| • Center Seat                | The Mayor  |
| • Seat to Right of Mayor     | The Mayor Pro Tem  |
| • Seat to Left of Mayor      | The Most Senior Member of Council by Years of Service                |
| • Seat to Far Right of Mayor | The Next Senior Member of Council by Years of Service                |
| • Seat to Far Left of Mayor  | The Member of Council having the Least Seniority by Years of Service |

In the event that two or more seats on the Council would be vacated at one time, then seniority would be established by the number of votes received by the elected members, with the member having obtained the highest number of votes being declared the most senior member of the newly-elected council members.



**MAYOR PRO TEMPORE**  
**CITY OF GARDENA**  
(Incorporated – September 11, 1930)

April 1956 – April 1958..... Adams W. Bolton  
April 1958 – April 1962..... L. Pete Jensen  
April 1962 – April 1966..... Robert M. Firstman  
April 1966 – April 1967..... Robert R. Kane  
April 1967 – April 1970..... Donald H. Davidson  
April 1970 – April 1971..... Edmond J. Russ  
April 1971 – March 1974..... Donald L. Dear  
March 1974 – March 1975..... William L. Cox  
March 1975 – March 1976..... Masani (Mas) Fukai  
March 1976 – March 1977..... Charles A. Nader  
March 1977 – March 1978..... Vincent H. Okamoto  
March 1978 – March 1979..... Masani (Mas) Fukai  
March 1979 – April 1980..... Charles A. Nader  
April 1980 – April 1981..... Donald L. Dear  
April 1981 – April 1982..... Paul Y. Tsukahara  
April 1982 – April 1983..... Masani (Mas) Fukai  
April 1983 – April 1984..... James W. Cragin  
April 1984 – April 1985..... Gwen Duffy  
April 1985 – April 1986..... Paul Y. Tsukahara  
April 1986 – April 1987..... Masani (Mas) Fukai  
April 1987 – April 1988..... James W. Cragin  
April 1988 – April 1989..... Gwen Duffy  
April 1989 – April 1990..... Paul Y. Tsukahara  
April 1990 – April 1991..... Masani (Mas) Fukai  
April 1991 – April 1992..... James W. Cragin  
April 1992 – April 1993..... Gwen Duffy  
April 1993 – April 1994..... Paul Y. Tsukahara  
April 1994 – April 1995..... Masani (Mas) Fukai

April 1995 – April 1996..... James W. Cragin  
April 1996 – March 1997..... Gwen Duffy  
April 1997 – March 1998..... Masani (Mas) Fukai  
March 1998 – March 1999..... Steven C. Bradford  
March 1999 – March 2000..... James W. Cragin  
March 2000 – March 2001..... Paul K. Tanaka  
March 2001 – April 2002..... Steven C. Bradford  
April 2002 – March 2003..... Grant J. Nakaoka  
March 2003 – April 2004..... Paul K. Tanaka  
April 2004 – March 2005..... Ronald K. Ikejiri  
March 2005 – March 2006..... Steven C. Bradford  
March 2006 – March 2007..... Oscar Medrano Jr.  
March 2007 – April 2008..... Rachel C. Johnson  
April 2008 – April 2009..... Ronald K. Ikejiri  
April 2009 – Sept. 2009..... Steven C. Bradford  
Sept. 2009 – July 2010..... Dan Medina  
July 2010 – April 2011..... Tasha Cerda  
April 2011 – April 2012..... Rachel C. Johnson  
April 2012 – March 2013..... Ronald K. Ikejiri  
March 2013 – March 2014..... Dan Medina  
March 2014 – April 2015..... Tasha Cerda  
April 2015 – April 2016..... Terrence Terauchi  
April 2016 – April 2017..... Mark E. Henderson  
April 2017 – April 2018..... Dan Medina  
April 2018 – April 2019..... Rodney Tanaka  
April 2019 – April 2020..... Art Kaskanian  
April 2020 – April 2021..... Mark E. Henderson  
April 2021 – July 2022..... Rodney Tanaka

July 2022 – July 2023 .....Paulette C. Francis

July 2023 – July 2024 ..... Mark E. Henderson

July 2024 – July 2025 ..... Rodney Tanaka



# ***City of Gardena***

## ***Gardena City Council Meeting***

### ***AGENDA REPORT SUMMARY***

Agenda Item No. 7.B  
Section: APPOINTMENTS  
Meeting Date: July 8, 2025

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

AGENDA TITLE: Reorganization of Council Assignments of Delegates and Alternates to Outside / City Committees

**COUNCIL ACTION REQUIRED:**

Approve Council Assignments to Outside / City Committees

**RECOMMENDATION AND STAFF SUMMARY:**

A list of current Council Delegate and Alternate Assignments to Outside / City Committees is provided for Council's consideration.

**FINANCIAL IMPACT/COST:**

N/A

**ATTACHMENTS:**

[COUNCIL DELEGATES ALTERNATES - Current 7.8.25.pdf](#)

**City of Gardena, California**  
**COUNCIL DELEGATES**  
**TO OUTSIDE / CITY COMMITTEES**

**CURRENT**

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**MAYOR TASHA CERDA**

County of Los Angeles Sanitation District No. 5:  
City Selection Committee, LAFCO, Coastal and Transportation Commission:  
Los Angeles Metro Mayors Roundtable:  
California Cities Gaming Authority:  
Gardena Finance Committee

**COUNCILMEMBER PAULETTE C. FRANCIS**

- Gardena Beautification Commission
- Greater Los Angeles Vector Control District

**COUNCILMEMBER MARK E. HENDERSON**

- \*Southern CA Association of Governments –  
*Elected to be the District #28 Regional Council Representative*
- Independent Cities Association

**COUNCILMEMBER WANDA LOVE**

**COUNCILMEMBER RODNEY G. TANAKA**

- South Bay Regional Public Communications Authority
- South Bay Cities Council of Governments
- League of California Cities
- Gardena Finance Committee
- West Basin Water Association

**(See page 2 for Council Alternates Assignments)**

**City of Gardena, California**  
**COUNCIL ALTERNATES**  
**TO OUTSIDE COMMITTEES**

**CURRENT**

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**MAYOR TASHA CERDA**

South Bay Regional Public Communications Authority  
West Basin Water Association  
League of California Cities

**COUNCILMEMBER PAULETTE C. FRANCIS**

**COUNCILMEMBER MARK E. HENDERSON**

Los Angeles Metro Mayors Roundtable  
County of Los Angeles Sanitation District No. 5  
City Selection Committee, LAFCO, Coastal and Transportation Commission  
South Bay Cities Council of Governments (SBCCOG)

**COUNCILMEMBER WANDA LOVE**

**COUNCILMEMBER RODNEY G. TANAKA**

California Cities Gaming Authority  
Independent Cities Association  
Southern California Association of Governments (SCAG)



**Regular Meeting Notice  
Gardena City Council  
Tuesday, June 24, 2025**

The Regular Meeting Notice and Agenda of the Gardena City Council of the City of Gardena, California, was called to order at 7:03 PM on Tuesday, June 24, 2025, in the Council Chamber at City Hall 1700 West 162<sup>nd</sup> Street, Gardena, California, Mayor Tasha Cerda presiding.

**1. ROLL CALL**

Present: Mayor Tasha Cerda; Mayor Pro Tem Rodney G. Tanaka; Council Member Mark E. Henderson; Council Member Paulette C. Francis and Council Member Wanda Love. Others City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; City Clerk Mina Semenza; and Deputy City Clerk Becky Romero; Treasurer Guy H. Mato was not present.

**PUBLIC COMMENT ON CLOSED SESSION**

**2. CLOSED SESSION**

- 2.A CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Significant exposure to litigation, pursuant to subdivision (d)(2) of Government Code Section 54956.9  
One Potential Case

**CITY ATTORNEY REPORT OUT OF CLOSED SESSION**

***Mayor Cerda reconvened the meeting to the Regular Open Session at 8:29 p.m., and the City Clerk noted the return of all Council Members, who were present at the meeting, including Mayor Cerda. When City Attorney Vasquez was asked if there was any reportable action from Closed Session, she reported the following:***

***With regards to Closed Session item 2A Conference with Legal Counsel Anticipated Litigation Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9, all members of the Council were present with the exception of Council Member Love who was recused from item 2A. With regards to Closed Session Item 2A, the City Council voted 4-0 with the motion by the Mayor, and seconded by Council Member Francis, the Council voted to approve the waiver of the attorney client privilege with redactions and to direct the City Attorney to read the executive summary of the investigation that was sent to the City Attorney and HR Manager Diana Schnur by Special Counsel Scott Tiedemann from the Law Firm of Liebert Cassidy Whitmore who coordinated the investigation. The second action taken by the Council on Item 2A with a motion by Council Member Henderson and a second by the Mayor, the Council voted 4-0 to approve the waiver of the attorney client privilege related to an investigation report dated May 27, 2025. The report is in the process of being prepared for public disclosure as the Council ordered that the names of the City employees are to be redacted from the investigation report to protect the privacy of the City's employees and to insulate them from possible retaliation for participating in the investigation. The investigation report will be available on or before August 8, 2025. The third action taken by the Council on Item 2A with the vote of 3-1 with a motion by Mayor Cerda and a second by Council Member***

**Henderson. Mayor Cerda, Mayor Pro Tem Tanaka and Council Member Henderson voted yes, Council Member Francis voted no, for the City Council to set a matter for a censure hearing for Council Member Wanda Love at the regular Council Meeting of August 12, 2025. The executive summary reads as follows: "This is a summary of the factual findings of outside investigator Jeffrey Love with respect to the allegations that Council Member Wanda Love made false and misleading statements about the Department of Recreation and Human Services and its director, discussed concerns about City Manager Clint Osorio with subordinate employee, and disclosed or discussed with City employees her concerns regarding a previous investigation into complaints about her made by other City employees. On May 27, 2025, the investigator submitted his final report regarding the allegations levied against Council Member Love. The investigator concluded that a preponderance of the evidence supported the allegations that Council Member Love made false, misleading, and damaging comments about the Department of Recreation and Human Services, discussed concerns about the City Manager with another employee and expressed frustration about employee complaints filed against her. As to the first allegation, the investigator sustained allegations that Council Member Love made false and misleading statements about the Department of Recreation and Human Services. The investigator concluded that Council Member Love had dual roles with overlapping authorities as both a Council Member and Director of the Chamber of Commerce. In those capacities, according to the investigation, Council Member Love often sought preferential treatment for chamber related requests, included expedited approvals or fee waivers for the chamber without adhering to established City protocol. The investigator gave examples of Council Member Love making misleading or damaging comments about the Department of Recreation and Human Services including the following incidents: In March 2023, Council Member Love stated her expectation that City staff would prioritize chamber related tasks of the State of the City event. When the Department of Recreation and Human Services director informed Council Member Love that she needed to adhere to established City protocol, Council Member Love attempted to bypass the Department of Recreation and Human Services director's authority by reaching out directly to other City officials and departments; In May 2023, when Council Member Love was informed that she needed to follow established City policy by submitting formal proposals for the chamber's participation in a Cinco de Mayo event, Council Member Love expressed frustration to the Department of Recreation and Human Services director and accused the director of the Department of Recreation and Human Services of being uncooperative; In June 2023, after attending the City's Community Care event Council Member Love expressed dissatisfaction with the Department of Recreation and Human Services on social media referring to event pictures posted by the department stating quote, "it's like I wasn't even there," with the implication that the Department of Recreation and Human Services intentionally excluded Council Member Love from the event photos; In July 2023, Council Member Love publicly interrogated Department of Recreation and Human Services operations at a City Council meeting, specifically, questioning the allocation of funds within the department and pressing the director of the Department of Recreation and Human Services about the department staffing levels and budget decisions; In October 2023, Council Member Love pushed for the chamber's involvement and special accommodations at the City's Trunk or Treat event, including waived City fees and priority access to resources. When the Department of Recreation and Human Services director reinforced that without an MOU, the chamber must follow the same vendor regulations, Council Member Love expressed that she was being singled out and treated unfairly by the Department of Recreation and Human Services; In**

***November 2023, Council Member Love declined to recognize the Department of Recreation and Human Services for its contributions to a Citywide holiday festival at a City Council meeting; In December 2023, Council Member Love attempted to secure a sponsorship deal for the Christmas parade for the chamber but expected the City to cover additional costs. When the Department of Recreation and Human Services clarified that the City could not provide additional funding, Council Member Love suggested that the Department of Recreation and Human Services director was deliberately making things difficult for the chamber. Regarding the second allegation, the investigator sustained allegations that during the Dia de los Muertos event at Roosevelt Cemetery, Council Member Love told a subordinate employee that it felt like a quote, “slap in the face,” when the City Manager initially said that the City would not partner with the cemetery but ultimately did. Council Member Love expressed frustration at being excluded from the decision-making process and shared further concerns about the City Manager during that conversation. The investigator also found that Council Member Love, more likely than not, discussed with a separate City employee that she learned which City employees had filed complaints against her, specifically identifying those individuals in her conversation with the employee. In her administrative interview, the employee witness knew the identities of the complainants and knew the substance of at least one of their complaints. Finally, the investigator found that Council Member Love discussed that she learned about the City employees that had filed complaints against her, specifically identifying one of the complainants, and revealing the details about the nature of the complainants to two additional separate employees. In her administrative interview, one employee recalled that in September 2024, while the two were in their office, Council Member Love expressed frustrations about the complaints filed against her by City staff. The Council Member additionally expressed to the first employee that she was surprised upon learning that one employee felt harassed. Additionally, a second employee from that office recalled an incident in which Council Member Love briefly mentioned that she was preparing to attend a meeting relating to complaints lodged against her by other City employees. In conclusion, the investigator sustained all the allegations involving Council Member Love. The investigator found that the testimony of the employee witnesses involved was reasonable and verifiable based on the evidence and interviews conducted.***

### **3. PLEDGE OF ALLEGIANCE**

Aidan Madison led the Pledge of Allegiance. He graduated from Fairfax Senior High School and will be attending Cal State University Northridge. Aidan has been a Youth Commissioner for over a year, he enjoys drawing, working out, and animating. Aidan was also part of our Youth in Government Day. He introduced his mom and thanked the Council for allowing him to lead the Pledge of Allegiance.

### **4. INVOCATION**

The Invocation was led by Associate Pastor Stanley A. White of Mount Tabor Missionary Baptist Church.

### **5. PRESENTATIONS**

5.A Boards & Commissions Presentation - Rent Mediation Board – ***presentation was made by Board Member Jack Nemeth.***

- 5.B Certificate of Recognition to Barbara Phillips in appreciation of her service to the community as a Member of the Gardena Beautification Commission – ***was received by Ms. Phillips; her son spoke and thanked the Council for this recognition, and appropriate photos were taken.***
- 5.C Certificates of Commendation presented to the members of the Fourth Gardena Police Department Community Academy – ***Chief Todd Fox spoke and Captain Chris Cuff explained what the Community Academy was about, and both Chief Fox and Captain Cuff presented the certificates to the members.***
- 5.D Gardena Police Department Fireworks Enforcement Plan 2025 – ***presentation was made by Captain Cuff.***
- 5.E Gardena Events Video Presentation – ***the video presentation highlighted the Recreation and Human Services Department's current and future events.***

6. **PROCLAMATIONS** - None

7. **APPOINTMENTS**

- 7.A Council Appointments to Commissions, Committees, Councils and Boards  
(Appointees to be Ratified and Sworn In)

Gardena Economic Business Advisory Commission (GEBAC) - Donald Penegar  
(Appointed by Council Member Love)

***Council Member Love spoke regarding her Appointee.***

**It was moved by Council Member Love, seconded by Council Member Francis and carried by the following roll call vote to Appoint Mr. Donald Penegar to the Gardena Economic Business Advisory Commission (GEBAC):**

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

**Noes: None**

**Absent: None**

***Mayor Cerda stated that the appointment had been approved and asked Mr. Penegar to come up to be sworn in. City Clerk Mina Semenza administered the Oath of Office.***

**Mayor Cerda read a press release statement that the City of Gardena released on social media on June 16, 2025 regarding Immigration Enforcement Operations.**

8. **CONSENT CALENDAR**

- 8.A Waiver of Reading in Full of All Ordinances Listed on this Agenda and that they be Read by Title Only  
**CONTACT: CITY CLERK**

8.B Approve Minutes  
Regular Meeting of the City Council, June 10, 2025  
**CONTACT: CITY CLERK**

8.C Approval of Warrants/Payroll Register, June 24, 2025  
**CONTACT: ADMINISTRATIVE SERVICES**

June 24, 2025: Wire Transfer: 13010-13018, Prepay: 180931-180938; Check  
Numbers: 180939-181103 for Total Warrants issued in the amount of \$2,915,136.08;  
Total Payroll Issued for June 13, 2025: \$2,361,701.31

8.D Monthly Investment Portfolio, May 2025  
**CONTACT: ADMINISTRATIVE SERVICES**

8.E Personnel Report P-2025-11 06-24-25  
**CONTACT: ADMINISTRATIVE SERVICES**

8.F Ratification of the City Council's May 13, 2025, Approval of the Authorization to  
Purchase a 2025 Ford Transit - 350 MR Passenger XL RWD Vehicle  
**CONTACT: RECREATION AND HUMAN SERVICES**

8.G Ratification of the City Council's May 13, 2025, Approval of the Authorization to  
Purchase a 2024 Chrysler Pacifica Touring ADA Commercial Mini Van with Folding  
Ramp  
**CONTACT: RECREATION AND HUMAN SERVICES**

8.H Approval of an Annual Bingo Permit - Gardena Buddhist Church  
**CONTACT: COMMUNITY DEVELOPMENT**

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

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

**Noes: None**

**Absent: None**

9. **EXCLUDED CONSENT CALENDAR**

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

10.A **JUNE 3, 2025 MEETING** - *Meeting Cancelled*

10.B **JUNE 17, 2025, MEETING**

**ENVIRONMENTAL ASSESSMENT #15-24, CONDITIONAL USE PERMIT #5-24,  
SITE PLAN REVIEW #3-24, AND TENTATIVE PARCEL MAP #1-24**

The Planning and Environmental Quality Commission considered staff's request to  
open and continue the public hearing to the regularly scheduled meeting of the



Planning and Environmental Quality Commission on July 15, 2025, at 7:00 PM in the Council Chamber.

The project requests a Conditional Use Permit (CUP #5-24) to allow warehouse operations in the General Industrial (M-2) zone in accordance with Section 18.46.030.C.18 of the Gardena Municipal Code; Site Plan Review (SPR #3-24) to permit the demolition of an existing 233,634 sf single-tenant warehouse building and replace with four (4) new warehouse buildings containing 15 tenant spaces, totaling 223,509 sf, a new parking and circulation plan, lighting, fencing, and landscaping improvements; Tentative Parcel Map (TPM #1- 24) to permit the merger of eight lot-tied parcels into one single parcel for the site development; and Environmental Assessment (EA #15-24) to consider the proposed project for a categorical exemption pursuant to CEQA Guidelines § 15302(b) Class 2, as a replacement or reconstruction of existing structures and facilities.

LOCATION: 1855 W. 139th Street, Gardena, CA 90249 (APN: 4061-025-130)  
APPLICANT: Terreno LLC

**Commission Action:** The Planning and Environmental Quality Commission approved the request, by 3-0 vote, to open and continue the public hearing on the project, to the regularly scheduled meeting of the Planning and Environmental Quality Commission on July 15, 2025, at 7:00 PM in the Council Chamber.

**City Council Action:** No action needed.

#### 10.C **JUNE 17, 2025, MEETING**

##### **RECEIVE BROWN ACT TRAINING FROM THE CITY ATTORNEY'S OFFICE**

Assistant City Attorney, Rosemary Koo, provided Brown Act training for the members of the Planning and Environmental Quality Commission.

**Commission Action:** Received Brown Act training from the City Attorney's office.

**City Council Action:** No action needed.

#### 11. **ORAL COMMUNICATIONS**

- 1) Andrea Simental, Library Manager of Mayme Dear Library came to give updates regarding the Mayme Dear Library and Masao W. Sato libraries;
- 2) Gizelle Zaragoza and Anthony Benitez of the Lundquist Institute at Harbor UCLA Hospital came out to share the UCLA South LA CPR Initiative (improving cardiac arrest survival) and asked Council to participate in a meeting;
- 3) Carmen Arambula, resident – came out to address Council about speeding on Marine Avenue.

##### 11.A **PUBLIC COMMENT**

- 1) City Clerk Semenza acknowledged that a Public Comment was received.

12. **DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES**

12.A **PUBLIC HEARING: RESOLUTION NO. 6703** : Adopting the City of Gardena's Fiscal Year 2025-2026 Proposed Amended Budget

**RESOLUTION NO. 6703**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA CALIFORNIA ADOPTING AN AMENDED BUDGET FOR SAID CITY FOR THE FISCAL YEAR COMMENCING JULY 1, 2025, TO JUNE 30, 2026

City Manager Osorio and Director of Administrative Services Ray Beeman presented a PowerPoint presentation.

Mayor Cerda opened the Public Hearing at 10:03 p.m.

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

Questions and comments were made by Council Members Francis and Henderson, Mayor Pro Tem Tanaka, and Mayor Cerda. City Manager Osorio and Director Beeman answered all questions.

The Public Hearing was closed at 10:18 p.m.

**It was moved by Mayor Pro Tem Tanaka, seconded by Mayor Cerda and carried by the following roll call vote to Adopt Resolution No. 6703:**

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

**Noes: None**

**Absent: None**

12.B **PUBLIC HEARING: RESOLUTION NO. 6704** , Establishing the Appropriations Limit for Fiscal Year 2025-2026 (GANN Limit)

**RESOLUTION NO. 6704**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA ESTABLISHING ITS APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026

City Manager Osorio presented the Staff Report.

Mayor Cerda opened the Public Hearing at 10:21 p.m.

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

The Public Hearing was closed at 10:22 p.m.

**It was moved by Council Member Henderson, seconded by Mayor Pro Tem Tanaka and carried by the following roll call vote to Adopt Resolution No. 6704 which establishes the City's Appropriations Limit for Fiscal Year 2025-2026 at \$153,171,077, as required by Article XIII (B) of the California Constitution:**

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

**Noes: None**

**Absent: None**

- 12.C RESOLUTION NO. 6705, Acknowledging the Receipt and Filing of the Annual Statement of Investment Policy for the Fiscal Year 2025-2026

RESOLUTION NO. 6705

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA ACKNOWLEDGING THE RECEIPT AND FILING OF THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR THE FISCAL YEAR 2025-2026

City Manager Osorio presented the Staff Report.

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

Questions and comments were made by Council Member Henderson. City Manager Osorio answered all questions.

**It was moved by Mayor Pro Tem Tanaka, seconded by Council Member Francis and carried by the following roll call vote to Adopt Resolution No. 6705:**

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

**Noes: None**

**Absent: None**

- 12.D Authorize the City Manager to Purchase and Bind Insurance Coverage in the amount of \$119,570 for Fiscal Year 2024-2025, and \$2,858,830 for Fiscal Year 2025-2026 for a total of \$2,978,400

City Manager Osorio presented the Staff Report.

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

Questions and comments were made by Mayor Cerda and Council Member Francis. City Manager Osorio and Director Beeman answered all questions.

It was moved by Council Member Henderson, seconded by Council Member Francis and carried by the following roll call vote to: Authorize the City Manager to Purchase and Bind Insurance Coverage in the amount of \$119,570 for Fiscal Year 2024-2025 and \$2,858,830 for Fiscal Year 2025-2026 for a total of \$2,978,400:

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

**Noes:** None

**Absent:** None

13. **DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT** – *No Items*

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

15. **DEPARTMENTAL ITEMS – POLICE** – *No Items*

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

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

17.A **RESOLUTION NO. 6707**, Amending the Naming of City-Owned Facilities Policy

**RESOLUTION NO. 6707**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
GARDENA, CALIFORNIA AMENDING THE POLICY FOR  
NAMING OF CITY OWNED FACILITIES

City Manager Osorio presented the Staff Report.

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

Questions and comments were made by Council Members Francis. City Attorney Vasquez noted for the record that there was a typo on Exhibit A, which contains the policy, on Section 4, Subsection E, instead of 6, it should say 5. Director of Recreation and Human Services Stephany Santin commented and answered all questions.

**It was moved by Mayor Pro Tem Tanaka, seconded by Council Member Henderson and carried by the following roll call vote to Adopt Resolution No. 6707, amending the existing policy for the naming and renaming of City-owned facilities, including parks, recreational facilities, public buildings, and rights-of-way, with the correction to Exhibit A of Section 4 Subsection E; the reference should state “required by Section 5 below”:**

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

**Noes:** None

**Absent:** None

18. **DEPARTMENTAL ITEMS – TRANSPORTATION – No Items**

19. **COUNCIL ITEMS – No Items**

20. **COUNCIL DIRECTIVES**

Council Member Henderson

Subject: Figure out a way to communicate the budget forum to the community (Finance Committee/PIO/CM/Admin Services)

Purpose – Increase community participation at our budget forums.

Reason – Reduce miscommunication, misinformation and any misinterpretation of the budget process.

Benefit – Raise our collective awareness about our City's finances, SWOT and engagement.

***Mayor Pro Tem Tanaka seconded it.***

Mayor Cerda

Subject: Update the current procedures for the Wall of Fame with the following staff recommendations:

- 1) No Council Member may be appointed to the committee;
- 2) Nomination packets can be picked up and submitted to the City Manager's office;
- 3) City Manager's office will compile and present to each committee member a selection packet which includes copies of the nominations submitted, as well as a written explanation of eligibility criteria;
- 4) City Manager staff will organize the Wall of Fame committee meetings and facilitate discussion on the selection process; and
- 5) Would like to request that the updated procedures be placed on the Agenda for the July 8, 2025, Council meeting.

Purpose –To continue to recognize individuals for their extraordinary service to the City of Gardena and who have significantly contributed to the betterment of our community.

Reason – The integrity of those honored on the Wall of Fame is maintained.

Benefit – To continue the tradition of the Wall of Fame.

***Mayor Pro Tem Tanaka seconded it.***

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

- 1) City Manager Osorio stated there was nothing new to report, still working on prior directives and will now continue to work on the Wall of Fame directive.

22. **COUNCIL REMARKS**

- 1) COUNCIL MEMBER HENDERSON - Since the last meeting, he attended the ICA Board meeting, he mentioned the ICA Conference will be conducted in Coronado, San Diego July 11-13. He attended the Gardena Budget Forum. He commended the City Manager,



Director Beeman, and the Administrative Services team for the transparency and all the information available on our website. He attended the SCAG Legislative Committee meeting. He did his community and business visits. He attended the Gardena Juneteenth celebration out on the City Hall lawn; it was an awesome event. He attended the LA Sanitation Committee meeting, on behalf of the Mayor. He participated in the LA County Business Federation Responsible Governance Committee. He celebrated his son's 33rd birthday, Mark Edward Henderson II. He attended the dedication of his twin grandsons. He cried all the way through seeing his twin grandsons get their dedication.

- 2) MAYOR PRO TEM TANAKA - He attended the funeral services for our longtime business owner, Sam Kaskanyan, it was a great memorial. He chaired the COG Homeless Task Force meeting. He took a tour of the Torrance refinery; he was quite impressed, it's unbelievable the operation that goes on behind those gates. He attended the Budget Forum at the Nakaoka Community Center, Clint, Ray, and your entire department did a really great job. He apologized for missing Juneteenth here he had already planned on being at another place for another Juneteenth party. Lastly, he presented a Certificate of Recognition to Eihachi Ota Sensei, for his 50 years of teaching Karate in Gardena. Sensei Eihachi was celebrating his 80th birthday and he was appreciative of the Mayor and the City for his Certificate of Recognition.
- 3) COUNCIL MEMBER LOVE - Since the last Council meeting, she attended the Hollywood Park Juneteenth celebration, and stated it was well attended. She also attended the Gardena Budget Forum, and the Gardena Juneteenth event. She stated it was a good turnout; everyone had a great time. She mentioned they taught the crowd to respond, "freedom" when they hear the word, "Juneteenth". She stated it was amazing to see the crowd come to the lawn when the famous song "Boots on the Ground" came on, the lawn was packed. She commented on the Closed Session response, and stated she was quite surprised by the allegations. She continued to say that she will continue to do what she's been doing on behalf of her constituents, and she will not be silenced by her colleagues.
- 4) MAYOR CERDA - Since the last Council meeting, she attended the going away party for the President of Serra High School, Mr. John Moran. She attended the funeral services for Sam Kaskanyan of Sam's Autoland, and mentioned she and her colleague presented a certificate and gave condolences on behalf of the City of Gardena. She attended Yaba TV's Juneteenth event that was held in Long Beach and apologized for not getting a chance to celebrate Juneteenth here in Gardena. Lastly, she responded to the statements made by her colleague, Council Member Love.
- 5) COUNCIL MEMBER FRANCIS – Council Member Francis said Goodnight.

## 23. ANNOUNCEMENT(S)

- 1) Citizen's Leadership Academy, join our engaging six-week session starting on Thursday, 9/4/2025 begins at 6:00 p.m. at the Nakaoka Community Center;
- 2) Women's Self Defense Workshop, Saturday, 6/28/2025 9:00 a.m. to 10:00 a.m. and 10:15 a.m. to 11:15 a.m. at Thornburg Park;
- 3) Fourth of July Celebration, Friday, 7/4/2025 from 5:00 p.m. to 10:00 p.m. at Rowley Park;

- 4) Gardena's Show and Shine Car Show and Concert, Saturday, 7/12/2025, from 10:00 a.m. to 2:00 p.m. at Rowley Park.

24. **REMEMBRANCES**

**Mr. Shiou Deng**, a sergeant with the LAPD who served over 26 years.

25. **ADJOURNMENT**

At 11:07 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, July 8, 2025.

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

APPROVED:

\_\_\_\_\_  
Tasha Cerda, Mayor

By: \_\_\_\_\_  
Becky Romero, Deputy City Clerk

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: City Treasurer's Office

DATE: July 3, 2025

SUBJECT: WARRANT REGISTER  
PAYROLL REGISTER

July 8, 2025 TOTAL WARRANTS ISSUED: \$6,368,185.84

Wire Transfer: 13000, 13019-13027

Prepay: 181104-181110

Check Numbers: 181111-181302

Checks Voided:

Total Pages of Register: 24

June 27, 2025 TOTAL PAYROLL ISSUED: \$2,760,136.03

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for Guy Mato, City Treasurer

vchlist  
07/03/2025 12:32:02PM

Voucher List  
CITY OF GARDENA

Page: 1

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
13000	5/16/2025	111374 LINCOLN NATIONAL LIFE, INSURANCE COMP/	4831078800	023-01561	LIFE INSURANCE GRP PLANS - MAY 20	3,716.12
Total :						3,716.12
13019	6/17/2025	101641 CALPERS	100000017937210		MISC GROUP UAL PAYMENT - JUNE 20:	37,966.00
Total :						37,966.00
13020	6/17/2025	101641 CALPERS	100000017937221		SAFETY CLASSIC UAL PAYMENT - JUNI	68,422.67
Total :						68,422.67
13021	6/17/2025	101641 CALPERS	100000017937228		SAFETY PEPRA UAL PAYMENT - JUNE :	1,292.92
Total :						1,292.92
13022	6/20/2025	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSUF	365995860334		HEALTH INSURANCE CLAIMS	78,716.38
Total :						78,716.38
13023	6/23/2025	112401 PINNACLE CLAIMS MANAGEMENT INC	062325		HEALTH INSURANCE CLAIMS	19,360.71
Total :						19,360.71
13024	6/17/2025	111374 LINCOLN NATIONAL LIFE, INSURANCE COMP/	4842945191	023-01561	LIFE INSURANCE GRP PLANS - JUNE 2	3,782.90
Total :						3,782.90
13025	6/26/2025	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSUF	365998442797		HEALTH INSURANCE CLAIMS	41,407.63
Total :						41,407.63
13026	6/26/2025	112401 PINNACLE CLAIMS MANAGEMENT INC	062525		HEALTH INSURANCE CLAIMS	65,403.74
Total :						65,403.74
13027	6/26/2025	101641 CALPERS	100000017942921		2025 REPLACEMENT BENEFIT CHARGI	44,563.65
Total :						44,563.65
181104	6/25/2025	113397 TITAN GROUP PROFESSIONAL, INVESTIGATI	24117	035-01385	PROFESSIONAL AUDIT SERVICES	26,500.00
Total :						26,500.00
181105	6/25/2025	107991 LRJ CONSTRUCTION, INC.	13501CDBG-RET		CDBG HOUSING REHAB PROGRAM - 1:	4,990.00
Total :						4,990.00
181106	6/26/2025	113454 TV EXPERT LEGAL SERVICES, LLC	7582		LEGAL SERVICES	900.00

Page: 1

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
181106	6/26/2025	113454 113454 TV EXPERT LEGAL SERVICES, LLC	(Continued)			<b>Total : 900.00</b>
181107	6/26/2025	113456 SALGADO, ANDRES	25-10PW		FINAL SETTLEMENT	2,041.20
					<b>Total :</b>	<b>2,041.20</b>
181108	6/26/2025	107461 DEPARTMENT OF HEALTH CARE, SERVICES	23-14PD		FINAL SETTLEMENT	122.80
					<b>Total :</b>	<b>122.80</b>
181109	6/26/2025	109887 ELLIS LAW CORPORATION	23-14PD		FINAL SETTLEMENT	44,877.20
					<b>Total :</b>	<b>44,877.20</b>
181110	6/26/2025	113453 NESBY, NICOLE LATRICE	25-02REC		FINAL SETTLEMENT	500.00
					<b>Total :</b>	<b>500.00</b>
181111	7/8/2025	104606 2 BROTHERS TIRES & WHEELS	31019		PD VEHICLE TIRE SERVICES	20.00
			31037		PD VEHICLE TIRE SERVICES	20.00
			31045		PD VEHICLE TIRE SERVICES	20.00
			31051		PD VEHICLE TIRE SERVICES	20.00
			31053		PD VEHICLE TIRE SERVICES	20.00
			31081		PD VEHICLE TIRE SERVICES	20.00
			31086		PD VEHICLE TIRE SERVICES	20.00
			31112		PD VEHICLE TIRE SERVICES	20.00
					<b>Total :</b>	<b>160.00</b>
181112	7/8/2025	110028 ACCENTURE INFRASTRUCTURE, AND CAPITAL	33163	024-01142	MAS FUKAI PARK REHABILITATION, JN	15,860.00
					<b>Total :</b>	<b>15,860.00</b>
181113	7/8/2025	108948 ADAMS-NAULLS, VICKEY	APRIL 2025		VOLUNTEER DRIVER	28.00
			FEBRUARY 2025		VOLUNTEER DRIVER	28.00
			JANUARY 2025		VOLUNTEER DRIVER	28.00
			JUNE 2025		VOLUNTEER DRIVER	14.00
			MARCH 2025		VOLUNTEER DRIVER	28.00
					<b>Total :</b>	<b>126.00</b>
181114	7/8/2025	111673 AGA ENGINEERS, INC.	25168	024-01124	2025 CITYWIDE ENGINEERING & TRAF	2,080.00
					<b>Total :</b>	<b>2,080.00</b>
181115	7/8/2025	112544 ALCARAZ, TIFFANY	061125		MGMT ANNUAL HEALTH BENEFIT	93.00



Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
181115	7/8/2025	112544 112544 ALCARAZ, TIFFANY	(Continued)		<b>Total :</b>	<b>93.00</b>
181116	7/8/2025	112667 ANDERSON, JESSICA	060325		MGMT ANNUAL HEALTH BENEFIT	329.20
					<b>Total :</b>	<b>329.20</b>
181117	7/8/2025	105293 ARC DOCUMENT SOLUTIONS, LLC	12833448		REPROGRAPHIC SERVICES - CIVIC CE	57.54
			12841813		REPROGRAPHIC SERVICES - CIVIC CE	426.28
					<b>Total :</b>	<b>483.82</b>
181118	7/8/2025	104687 AT&T	23612483		TELEPHONE	217.01
			23677319		TELEPHONE	371.13
					<b>Total :</b>	<b>588.14</b>
181119	7/8/2025	111170 AT&T FIRSTNET	287290395417X061025	023-01559	PD CELL PHONE ACCT #287290395417	346.05
			287293416290X041025	023-01559	PD CELL PHONE ACCT #287293416290	2,074.44
			287293416290X061025	023-01559	PD CELL PHONE ACCT #287293416290	2,205.54
			287293420631X061025	023-01559	PD CELL PHONE ACCT #287293420631	311.28
			287352273971X061025		PW CELL PHONE ACCT #287352273971	273.47
					<b>Total :</b>	<b>5,210.78</b>
181120	7/8/2025	100474 AT&T LONG DISTANCE	552259		LEA TRACKING	900.00
					<b>Total :</b>	<b>900.00</b>
181121	7/8/2025	100474 AT&T LONG DISTANCE	061225		TELEPHONE	72.81
					<b>Total :</b>	<b>72.81</b>
181122	7/8/2025	108383 ATKINSON, ANDELSON, LOYA, RUDD & ROMC 751992			PROFESSIONAL SERVICES	27,610.20
					<b>Total :</b>	<b>27,610.20</b>
181123	7/8/2025	110686 AZTECH ELEVATOR COMPANY	AZ18866	024-01098	ELEVATOR MAINTENANCE - CH	125.00
			AZ19106	037-10378	ELEVATOR MAINTENANCE - GTRANS	83.33
			AZ19396	037-10378	ELEVATOR MAINTENANCE - GTRANS	285.00
			AZ19693	037-10378	ELEVATOR MAINTENANCE - GTRANS	425.00
			AZ19694	037-10378	ELEVATOR MAINTENANCE - GTRANS	850.00
			AZ19725	024-01098	ELEVATOR MAINTENANCE - NCC	125.00
			AZ19816	037-10378	ELEVATOR MAINTENANCE - GTRANS	285.00
			AZ19876	037-10378	ELEVATOR MAINTENANCE - GTRANS	83.33
			AZ19942	037-10378	ELEVATOR MAINTENANCE - GTRANS	83.33

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
181123	7/8/2025	110686 AZTECH ELEVATOR COMPANY	(Continued) AZ19943	037-10378	ELEVATOR MAINTENANCE - GTRANS	285.00
Total :						2,629.99
181124	7/8/2025	112503 BARENTINE, LINDA	APRIL 2025 FEBRUARY 2025 JANUARY 2025 JUNE 2025 MARCH 2025 MAY 2025		VOLUNTEER DRIVER VOLUNTEER DRIVER VOLUNTEER DRIVER VOLUNTEER DRIVER VOLUNTEER DRIVER VOLUNTEER DRIVER	35.00 28.00 21.00 14.00 21.00 28.00
Total :						147.00
181125	7/8/2025	112760 BARRAZA, NORBERTO	04/14-05/12		OCTA CERTIFIED MAINTENANCE TRAIL	403.20
Total :						403.20
181126	7/8/2025	102054 BAVCO	337789		(25) BACKFLOW VALVE INSPECTIONS	1,500.00
Total :						1,500.00
181127	7/8/2025	102035 BD WHITE TOP SOIL CO., INC.	92724 92729 92730 92733 92750 92751 92752 92754		FREEMAN PARK PROJECT, JN 967 FREEMAN PARK PROJECT, JN 967 FREEMAN PARK PROJECT, JN 967 FREEMAN PARK PROJECT, JN 967 FREEMAN PARK PROJECT, JN 967 FREEMAN PARK PROJECT, JN 967 FREEMAN PARK PROJECT, JN 967 FREEMAN PARK PROJECT, JN 967	364.65 364.65 364.65 364.65 364.65 364.65 364.65 364.65
Total :						2,917.20
181128	7/8/2025	103641 BECNEL UNIFORMS	77613 77614 78923 79505		BUS UNIFORM SUPPLIES BUS UNIFORM SUPPLIES BUS UNIFORM SUPPLIES BUS UNIFORM SUPPLIES	702.68 703.16 411.56 1,012.88
Total :						2,830.28
181129	7/8/2025	109037 BEEMAN, RAYMOND	06/02-06/04		PRIMA 2025 ANNUAL CONFERENCE	138.70
Total :						138.70
181130	7/8/2025	102135 BEHRENDTS, KENT	337	023-01545	IT NETWORK SUPPORT - MAY 2025	3,400.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
181130	7/8/2025	102135 102135 BEHREND, KENT	(Continued)		<b>Total :</b>	<b>3,400.00</b>
181131	7/8/2025	107747 BENGAR PRODUCTIONS	7632		EMBROIDERY SERVICES	285.00
			7681		EMBROIDERY SERVICES	945.00
			7685		HEAT TRANSFER - POLO TEES	75.00
					<b>Total :</b>	<b>1,305.00</b>
181132	7/8/2025	112299 BERMUDEZ, JASMINE	061725		MGMT ANNUAL HEALTH BENEFIT	452.58
					<b>Total :</b>	<b>452.58</b>
181133	7/8/2025	102331 BLUE DIAMOND MATERIALS	4107049		STREET MAINT SUPPLIES	1,070.92
					<b>Total :</b>	<b>1,070.92</b>
181134	7/8/2025	103373 BOB & MARC PLUMBING CO.	S-114608	024-01154	BACKFLOW DEVICE RELOCATION, 292	7,430.00
					<b>Total :</b>	<b>7,430.00</b>
181135	7/8/2025	112722 BP FORD OF LONG BEACH	FOCS730968		2023 FORD INTRCPTR #1661717 SERVI	137.50
					<b>Total :</b>	<b>137.50</b>
181136	7/8/2025	111902 BPR CONSULTING GROUP LLC	3025	032-00173	CONSULTING SERVICES - MAY 2025	74,257.08
					<b>Total :</b>	<b>74,257.08</b>
181137	7/8/2025	113461 CABACUNGAN, ANTHONY	060325		MGMT ANNUAL HEALTH BENEFIT	500.00
					<b>Total :</b>	<b>500.00</b>
181138	7/8/2025	113283 CAL JUMP, INC	39842071	034-00684	SPECIAL EVENT JUMPERS - OLDER AM	179.00
					<b>Total :</b>	<b>179.00</b>
181139	7/8/2025	110538 CANNON COMPANY	91148	024-00821	RBB ARTERIAL IMPROVEMENT PROJEI	558.75
			91851	024-00927	ARTESIA BLVD. STREET IMPROVEMEN	1,755.00
			92054	024-01143	TRAFFIC SIGNAL AND NETWORK UPGI	3,062.25
			92195	024-00821	RBB ARTERIAL IMPROVEMENT PROJEI	136.00
			92197	024-00927	ARTESIA BLVD. STREET IMPROVEMEN	3,134.15
			92199	024-01143	TRAFFIC SIGNAL AND NETWORK UPGI	2,729.25
					<b>Total :</b>	<b>11,375.40</b>
181140	7/8/2025	823003 CARL WARREN & COMPANY	MAY 2025		CLAIMS MANAGEMENT	5,274.33

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181140	7/8/2025	823003 823003 CARL WARREN & COMPANY	(Continued)		<b>Total :</b>	<b>5,274.33</b>
181141	7/8/2025	112073 CAROLLO ENGINEERS, INC	FB67511	024-01090	STORM DRAIN MASTER PLAN PROJEC	33,855.25
					<b>Total :</b>	<b>33,855.25</b>
181142	7/8/2025	803420 CARPENTER, ROTHANS & DUMONT, LAW OFF	49604		LEGAL SERVICES	127.00
			49605		LEGAL SERVICES	132.50
			49606		LEGAL SERVICES	858.00
			49607		LEGAL SERVICES	1,434.50
			49608		LEGAL SERVICES	265.95
			49609		LEGAL SERVICES	2,457.96
			49610		LEGAL SERVICES	1,185.95
			49611		LEGAL SERVICES	1,507.95
			49623		LEGAL SERVICES	46.00
			49624		LEGAL SERVICES	111.50
			49625		LEGAL SERVICES	483.00
			49626		LEGAL SERVICES	92.00
			49627		LEGAL SERVICES	1,067.15
			49628		LEGAL SERVICES	1,879.95
			49629		LEGAL SERVICES	184.00
			49631		LEGAL SERVICES	3,836.90
			49635		LEGAL SERVICES	1,760.95
			49636		LEGAL SERVICES	1,265.00
					<b>Total :</b>	<b>18,696.26</b>
181143	7/8/2025	103638 CENTINELA YOUTH SERVICES, INC	HENDERSON 24/25		COMMUNITY PROMOTION	300.00
					<b>Total :</b>	<b>300.00</b>
181144	7/8/2025	111486 CENTRALSQUARE TECHNOLOGIES	437270	032-00219	TRAK-IT ANNUAL RENEWAL	20,644.50
					<b>Total :</b>	<b>20,644.50</b>
181145	7/8/2025	112462 CHAO, LOUISE T.	APRIL 2025		VOLUNTEER DRIVER	49.00
			FEBRUARY 2025		VOLUNTEER DRIVER	49.00
			JANUARY 2025		VOLUNTEER DRIVER	56.00
			JUNE 2025		VOLUNTEER DRIVER	35.00
			MARCH 2025		VOLUNTEER DRIVER	49.00
			MAY 2025		VOLUNTEER DRIVER	49.00

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181145	7/8/2025	112462 CHAO, LOUISE T.	(Continued)		<b>Total :</b>	<b>287.00</b>
181146	7/8/2025	108378 CHARLES E. THOMAS COMPANY INC.	118005	037-10367	DESIGNATED OPERATOR SERVICE	222.21
					<b>Total :</b>	<b>222.21</b>
181147	7/8/2025	112664 CHEN, WEIMIN	APRIL 2025		VOLUNTEER DRIVER	7.00
			JANUARY 2025		VOLUNTEER DRIVER	7.00
			JUNE 2025		VOLUNTEER DRIVER	7.00
			MARCH 2025		VOLUNTEER DRIVER	7.00
					<b>Total :</b>	<b>28.00</b>
181148	7/8/2025	303113 CITY OF TORRANCE	2025-00152243	023-01602	ASSESSMENTS FOR INSB JPA FY 2025	171,970.00
					<b>Total :</b>	<b>171,970.00</b>
181149	7/8/2025	111534 CLEAN ENERGY	CE12779147	037-10389	CNG O&M SERVICES - APRIL 2025	12,917.00
					<b>Total :</b>	<b>12,917.00</b>
181150	7/8/2025	103465 COMMUNITY VETERINARY HOSPITAL	715206210		VETERINARY SERVICES - MAXO	890.00
					<b>Total :</b>	<b>890.00</b>
181151	7/8/2025	102388 COPYLAND, INC.	90349	037-10362	GTRANS - 8.5"X11" EMPLOYEE ABSENCE	411.57
			90419	037-10362	GTRANS - 3.5"X8.5" "TAKE ONE" CARDS	1,001.16
					<b>Total :</b>	<b>1,412.73</b>
181152	7/8/2025	109913 COSTAR REALTY INFORMATION INC.	122140399	032-00174	COSTAR SUITE - MAY 2025	939.14
					<b>Total :</b>	<b>939.14</b>
181153	7/8/2025	103512 CRENSHAW LUMBER CO.	11669		FREEMAN PARK PROJECT SUPPLIES	597.32
					<b>Total :</b>	<b>597.32</b>
181154	7/8/2025	103353 CRM COMPANY, LLC.	LA27256		SCRAP TIRE DISPOSAL FEE	49.80
					<b>Total :</b>	<b>49.80</b>
181155	7/8/2025	104736 D&R OFFICE WORKS, INC.	136356		CDD OFFICE FURNITURE	4,605.88
					<b>Total :</b>	<b>4,605.88</b>
181156	7/8/2025	113099 DASH CONSTRUCTION COMPANY, INC	02	024-01149	ARTESIA BLVD STREET IMPROVEMENT	1,065,165.20

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181156	7/8/2025	113099 113099 DASH CONSTRUCTION COMPANY, INC	(Continued)			<b>Total : 1,065,165.20</b>
181157	7/8/2025	113099 DASH CONSTRUCTION COMPANY, INC	01	024-01149	ARTESIA BLVD STREET IMPROVEMENT	826,376.81
					<b>Total :</b>	<b>826,376.81</b>
181158	7/8/2025	110844 DATA GEAR, INC.	44929-A	037-10296	GTRANS FACILITY CAMERA UPGRADE	58,774.89
					<b>Total :</b>	<b>58,774.89</b>
181159	7/8/2025	312558 DEPARTMENT OF ANIMAL CARE, & CONTROL MAY 2025			MONTHLY ANIMAL SERVICES - MAY 2025	1,838.10
					<b>Total :</b>	<b>1,838.10</b>
181160	7/8/2025	303459 DEPARTMENT OF JUSTICE	820055		FINGERPRINT APPS - MAY 2025	1,535.00
					<b>Total :</b>	<b>1,535.00</b>
181161	7/8/2025	312117 DEPARTMENT OF WATER & POWER	062425		LIGHT & POWER	121.95
					<b>Total :</b>	<b>121.95</b>
181162	7/8/2025	106371 DIXON, SEAN	03/17-03/19 05/12-05/16		CCW COORDINATORS CONFERENCE 2 NATIONAL POLICE WEEK 2025	232.10 200.00
					<b>Total :</b>	<b>432.10</b>
181163	7/8/2025	110849 DMS CONSULTANTS CIVIL, ENGINEERS, INC	GA-009-1		SCE EASEMENT REVIEW, JN 538	1,200.00
					<b>Total :</b>	<b>1,200.00</b>
181164	7/8/2025	104500 DOOLEY ENTERPRISES, INC	70248	035-01357	PD AMMUNITION SUPPLIES	19,994.63
					<b>Total :</b>	<b>19,994.63</b>
181165	7/8/2025	104913 DUNN-EDWARDS CORPORATION	2047A43985		FREEMAN PARK PROJECT SUPPLIES	223.72
					<b>Total :</b>	<b>223.72</b>
181166	7/8/2025	110956 DURAN, BRANDON M.	061725		EDUCATIONAL REIMBURSEMENT	300.00
					<b>Total :</b>	<b>300.00</b>
181167	7/8/2025	113296 ELECTRONIC ENTRY DISTRIBUTORS	99099248		BLDG MAINT SUPPLIES	199.73
					<b>Total :</b>	<b>199.73</b>
181168	7/8/2025	105418 EMPIRE CLEANING SUPPLY	S7078906 S7124843	034-00691 034-00666	FLOOR SCRUBBER MACHINE CUSTODIAL SUPPLIES	5,722.25 348.49

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181168	7/8/2025	105418 105418 EMPIRE CLEANING SUPPLY	(Continued)			<b>Total : 6,070.74</b>
181169	7/8/2025	113337 ESPINOZA, LOUIS PHILLIP	RECEIPT #65536		CASINO BADGE REFUND	50.00
					<b>Total :</b>	<b>50.00</b>
181170	7/8/2025	106129 FEDEX	6-780-72031		SHIPPING SERVICES	67.72
			8-828-02561		SHIPPING SERVICES	156.89
			8-856-95438		SHIPPING SERVICES	86.68
			8-892-83693		SHIPPING SERVICES	74.73
					<b>Total :</b>	<b>386.02</b>
181171	7/8/2025	103083 FIRST ADVANTAGE LNS OCC HEALTH, SOLUT	2502932505		DRUG TEST/ADMIN FEE	765.27
					<b>Total :</b>	<b>765.27</b>
181172	7/8/2025	106334 FLORENCE FILTER CORPORATION	IN-2025-01406		SIGNS/SIGNALS SUPPLIES	1,359.57
					<b>Total :</b>	<b>1,359.57</b>
181173	7/8/2025	112329 FM THOMAS AIR CONDITIONING INC	48215		HVAC REPAIRS FOR NCC	578.48
			48254	024-01130	CITY HALL HVAC SYSTEM UPGRADE	26,088.75
					<b>Total :</b>	<b>26,667.23</b>
181174	7/8/2025	106465 FOX FIRST AID & SAFETY INC	75533		STREET MAINT SUPPLIES	66.30
					<b>Total :</b>	<b>66.30</b>
181175	7/8/2025	112566 GALLS, LLC	030795554		PD UNIFORM SUPPLIES	2,300.61
					<b>Total :</b>	<b>2,300.61</b>
181176	7/8/2025	207303 GARCIA, PEGGY	APRIL 2025		VOLUNTEER DRIVER	63.00
			FEBRUARY 2025		VOLUNTEER DRIVER	35.00
			JANUARY 2025		VOLUNTEER DRIVER	56.00
			JUNE 2025		VOLUNTEER DRIVER	28.00
			MARCH 2025		VOLUNTEER DRIVER	28.00
			MAY 2025		VOLUNTEER DRIVER	49.00
					<b>Total :</b>	<b>259.00</b>
181177	7/8/2025	107229 GARDENA POLICE DEPARTMENT	062525		SPECIAL OPERATIONS ACCOUNT FUNI	2,000.00
					<b>Total :</b>	<b>2,000.00</b>

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181178	7/8/2025	105823 GARDENA POLICE FOUNDATION	HENDERSON 24/25		COMMUNITY PROMOTION	300.00
Total :						300.00
181179	7/8/2025	107011 GARDENA VALLEY NEWS	00153302		NOTICE OF PUBLIC HEARING - CONDIT	196.00
			00153305		NOTICE OF PUBLIC HEARING - CUP #1	182.00
			00153776		NOTICE OF PUBLIC HEARING - CUP #5	199.50
			00153907		NOTICE INVITING BIDS - JN 528	1,540.00
			00153912		NOTICE OF PUBLIC HEARING - GANN L	133.00
			00153913		NOTICE OF PUBLIC HEARING - BUDGE	133.00
			00154070		SUMMARY OF ORDINANCE NO. 1882	147.00
			00154071		SUMMARY OF ORDINANCE NO. 1883	140.00
			00154072		SUMMARY OF ORDINANCE NO. 1884	157.50
Total :						2,828.00
181180	7/8/2025	619005 GAS COMPANY, THE	062725		GAS	24.99
Total :						24.99
181181	7/8/2025	619004 GOLDEN STATE WATER CO.	062025		WATER	29,788.79
Total :						29,788.79
181182	7/8/2025	110364 GOMEZ, CLAUDIA	03/02-03/07		CAPE 2025 TRAINING SEMINAR	329.63
Total :						329.63
181183	7/8/2025	207435 GONSALVES, RODNEY	05/12-05/16		NATIONAL POLICE WEEK 2025	200.00
Total :						200.00
181184	7/8/2025	107513 GRAINGER	9537553332		STREET MAINT SUPPLIES	225.41
Total :						225.41
181185	7/8/2025	113438 HANA HARDWOOD INC	IN-10116	034-00699	NCC AUDITORIUM PROJECT SUPPLIES	7,038.00
Total :						7,038.00
181186	7/8/2025	108949 HELM, SUSAN	APRIL 2025		VOLUNTEER DRIVER	21.00
			FEBRUARY 2025		VOLUNTEER DRIVER	21.00
			JANUARY 2025		VOLUNTEER DRIVER	35.00
			JUNE 2025		VOLUNTEER DRIVER	21.00
			MARCH 2025		VOLUNTEER DRIVER	21.00
			MAY 2025		VOLUNTEER DRIVER	28.00



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181186	7/8/2025	108949 108949 HELM, SUSAN	(Continued)		<b>Total :</b>	<b>147.00</b>
181187	7/8/2025	112848 HELPING OUR PETS EDUCATION, LLC	54751		POLICE K9 BOARDING	255.00
					<b>Total :</b>	<b>255.00</b>
181188	7/8/2025	112076 HERNANDEZ, ROSA	012 06/25/25		INTERN SERVICES - 06/12-06/25/25	1,344.00
					<b>Total :</b>	<b>1,344.00</b>
181189	7/8/2025	111549 HF & H CONSULTANTS, LLC	9722073	024-01096	CONSULTING SERVICES - SOLID WAS1	21,849.50
			9722227	024-01096	CONSULTING SERVICES - SOLID WAS1	8,263.50
					<b>Total :</b>	<b>30,113.00</b>
181190	7/8/2025	110371 HINDERLITER DE LLAMAS, & ASSOCIATES	SIN051070	023-01563	CONTRACT SERVICES - SALES TAX	2,743.48
					<b>Total :</b>	<b>2,743.48</b>
181191	7/8/2025	108434 HOME DEPOT CREDIT SERVICES	3220140		SIGNS/SIGNALS SUPPLIES	-92.69
			3363238		BLDG MAINT SUPPLIES	96.65
			6900178		PD PROGRAM SUPPLIES	65.64
			7454305		SIGNS/SIGNALS SUPPLIES	17.56
			7520068		SIGNS/SIGNALS SUPPLIES	418.04
			8337096		SIGNS/SIGNALS SUPPLIES	10.98
			8903204		SIGNS/SIGNALS SUPPLIES	102.57
			9453211		REC PROGRAM SUPPLIES	61.75
					<b>Total :</b>	<b>680.50</b>
181192	7/8/2025	113218 HORVITZ & LEVY LLP	102672		PROFESSIONAL SERVICES	5,478.00
					<b>Total :</b>	<b>5,478.00</b>
181193	7/8/2025	112385 INGRAM, PRESCILLA R.	APRIL 2025		VOLUNTEER DRIVER	70.00
			FEBRUARY 2025		VOLUNTEER DRIVER	70.00
			JANUARY 2025		VOLUNTEER DRIVER	70.00
			JUNE 2025		VOLUNTEER DRIVER	70.00
			MARCH 2025		VOLUNTEER DRIVER	84.00
			MAY 2025		VOLUNTEER DRIVER	84.00
					<b>Total :</b>	<b>448.00</b>
181194	7/8/2025	113392 IRON BAR ENTERTAINMENT, LLC	061625	034-00696	ENTERTAINMENT SERVICES - JAZZ FE	3,000.00

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181194	7/8/2025	113392 113392 IRON BAR ENTERTAINMENT, LLC	(Continued)		<b>Total :</b>	<b>3,000.00</b>
181195	7/8/2025	103064 ITERIS, INC.	176849	024-01068	TRAFFIC SIGNAL RECONSTRUCTION F	16,760.00
					<b>Total :</b>	<b>16,760.00</b>
181196	7/8/2025	100436 J.J. KELLER & ASSOCIATES, INC	9110232968	037-10383	FLEET MANAGEMENT AND COMPLIANC	538.67
			9110241071		FLEET MANAGEMENT AND COMPLIANC	675.00
					<b>Total :</b>	<b>1,213.67</b>
181197	7/8/2025	104323 JACKSON, EVAN	GEPCO 2025		GEPCO LOAN	2,000.00
					<b>Total :</b>	<b>2,000.00</b>
181198	7/8/2025	113414 JK BIOSCIENCE, INC.	25-1344RT		STORMWATER TESTING	920.00
					<b>Total :</b>	<b>920.00</b>
181199	7/8/2025	110853 JONES MAYER	129560	020-00055	ATTORNEY SERVICES	11,354.56
			129561		ATTORNEY SERVICES	1,361.36
			129562		ATTORNEY SERVICES	831.36
			129563		ATTORNEY SERVICES	1,021.38
			129565		ATTORNEY SERVICES	712.59
			129566		ATTORNEY SERVICES	2,066.52
			129567		ATTORNEY SERVICES	570.07
			129569		ATTORNEY SERVICES	2,589.06
			129570		ATTORNEY SERVICES	403.80
			129572		ATTORNEY SERVICES	95.01
			129573		ATTORNEY SERVICES	1,911.70
			129575		ATTORNEY SERVICES	1,781.18
			129576		ATTORNEY SERVICES	7,933.53
			129577		ATTORNEY SERVICES	831.35
			129579		ATTORNEY SERVICES	1,390.33
			129580		ATTORNEY SERVICES	14,065.87
			129581		ATTORNEY SERVICES	33,068.30
			129582		ATTORNEY SERVICES	405.52
					<b>Total :</b>	<b>82,393.49</b>
181200	7/8/2025	102856 JONES, NATHAN A.	060325		EDUCATIONAL REIMBURSEMENT	459.00
			060425		EDUCATIONAL REIMBURSEMENT	459.00
			062025		EDUCATIONAL REIMBURSEMENT	459.00

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181200	7/8/2025	102856 102856 JONES, NATHAN A.	(Continued)		<b>Total :</b>	<b>1,377.00</b>
181201	7/8/2025	113458 JONES, UNEICE	RECEIPT #296323		BLOCK PARTY DEPOSIT REFUND	100.00
					<b>Total :</b>	<b>100.00</b>
181202	7/8/2025	110385 KIMLEY-HORN AND ASSOCIATES, INC	194091014-0525	032-00203	ENVIRONMENTAL CONSULTING - 1855	8,320.44
					<b>Total :</b>	<b>8,320.44</b>
181203	7/8/2025	101542 KIWANIS CLUB OF GARDENA	HENDERSON 24/25		COMMUNITY PROMOTION	300.00
					<b>Total :</b>	<b>300.00</b>
181204	7/8/2025	110848 KREUZER CONSULTING GROUP	25-057	024-01134	CONSULTANT SERVICES - LOCAL STRI	71,516.70
					<b>Total :</b>	<b>71,516.70</b>
181205	7/8/2025	111813 KWIK FLASH PHOTO	11142024		PHOTOGRAPHY SERVICES - 2024 PRE	200.00
					<b>Total :</b>	<b>200.00</b>
181206	7/8/2025	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	25060906423		INDUSTRIAL WASTE SERVICES	14,058.69
			25060906769	024-01101	TRAFFIC SIGNAL MAINT - MAY 2025	2,489.20
					<b>Total :</b>	<b>16,547.89</b>
181207	7/8/2025	312039 L.A. COUNTY FIRE DEPARTMENT	C0013295	023-01601	FIRE PROTECTION SERVICES - JULY 2	975,303.04
					<b>Total :</b>	<b>975,303.04</b>
181208	7/8/2025	312113 L.A. COUNTY SHERIFF'S DEPT	252693BL		INMATE MEAL DELIVERY PROGRAM - M	768.63
			253212BL		INMATE MEAL DELIVERY PROGRAM - M	625.76
					<b>Total :</b>	<b>1,394.39</b>
181209	7/8/2025	113444 LA SOUTHWEST COLLEGE, FOUNDATION	HENDERSON 24/25		COMMUNITY PROMOTION	300.00
					<b>Total :</b>	<b>300.00</b>
181210	7/8/2025	113465 LARRY, CURTIS	PERMIT #50024-0497		PERMIT DEPOSIT REFUND - 13521 S W	5,000.00
					<b>Total :</b>	<b>5,000.00</b>
181211	7/8/2025	112614 LAX AUTO REPAIR	20496		2022 FORD INTRCPTR #1630466 OIL &	70.00
			20519		2021 FORD INTRCPTR #1614731 OIL &	70.00
			20531		2023 FORD INTRCPTR #1661719 OIL &	70.00
			20535		2014 FORD F-350 #1403730 OIL & FILTE	70.00

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181211	7/8/2025	112614 LAX AUTO REPAIR	(Continued) 20537		2011 FORD CROWN VIC #1494034 OIL & FILTER	91.96
					<b>Total :</b>	<b>371.96</b>
181212	7/8/2025	112260 LIEBERT CASSIDY WHITMORE	294853		LEGAL SERVICES	70,881.00
					<b>Total :</b>	<b>70,881.00</b>
181213	7/8/2025	112260 LIEBERT CASSIDY WHITMORE	294850		LEGAL SERVICES	765.00
			294851		LEGAL SERVICES	1,341.00
			294852		LEGAL SERVICES	1,155.00
			294854		LEGAL SERVICES	1,710.60
			294855		LEGAL SERVICES	9,934.60
			294856		LEGAL SERVICES	4,825.00
			294857		LEGAL SERVICES	630.00
			294858		LEGAL SERVICES	269.00
			294859		LEGAL SERVICES	1,037.00
			294860		LEGAL SERVICES	549.00
			294861		LEGAL SERVICES	1,367.00
			294862		LEGAL SERVICES	37.50
			294863		LEGAL SERVICES	1,044.00
					<b>Total :</b>	<b>24,664.70</b>
181214	7/8/2025	813030 MANNING & KASS	834972		LEGAL SERVICES	137.50
			834973		LEGAL SERVICES	493.08
			834974		LEGAL SERVICES	110.00
					<b>Total :</b>	<b>740.58</b>
181215	7/8/2025	113046 MARX BROS. FIRE EXTINGUISHER, CO., INC.	P31846		FIRE EXTINGUISHER SERVICE - GTRAI	1,705.00
			P31864		FIRE EXTINGUISHER SERVICE- GTRAI	530.40
			P31865		FIRE EXTINGUISHER SERVICE - GTRAI	1,332.40
					<b>Total :</b>	<b>3,567.80</b>
181216	7/8/2025	113064 MCMASTER-CARR SUPPLY COMPANY	47357152		PW SHOP SUPPLIES	203.77
					<b>Total :</b>	<b>203.77</b>
181217	7/8/2025	112524 MDG ASSOCIATES, INC.	19724	032-00175	CDBG ADMINISTRATION - MAY 2025	8,813.00
			19725	032-00175	CDBG HOUSING REHAB PROGRAM - IV	5,184.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
181217	7/8/2025	112524 MDG ASSOCIATES, INC.	(Continued) 19726	034-00687	GRANT ADMINISTRATION SERVICES	3,767.75
					<b>Total :</b>	<b>17,764.75</b>
181218	7/8/2025	100078 MESSINA, BRIAN	05/12-05/16		NATIONAL POLICE WEEK 2025	200.00
					<b>Total :</b>	<b>200.00</b>
181219	7/8/2025	102905 MOBILE LIFT GATE SERVICE	10135	034-00701	LIFT GATE INSTALLATION - 2025 FORD	4,988.35
					<b>Total :</b>	<b>4,988.35</b>
181220	7/8/2025	102534 MONCADA, BARBARA	APRIL 2025 FEBRUARY 2025 JANUARY 2025 MARCH 2025 MAY 2025		VOLUNTEER DRIVER VOLUNTEER DRIVER VOLUNTEER DRIVER VOLUNTEER DRIVER VOLUNTEER DRIVER	28.00 28.00 21.00 28.00 14.00
					<b>Total :</b>	<b>119.00</b>
181221	7/8/2025	113295 MUNISERVICES, LLC	INV06-021096 INV06-021097		UUT CELLULAR COMPLIANCE SERVICI UUT WIRED COMPLIANCE SERVICES	3,725.51 696.74
					<b>Total :</b>	<b>4,422.25</b>
181222	7/8/2025	113605 MUTUAL LIQUID GAS & EQUIPMENT, CO., INC	814608		PROPANE GAS	205.15
					<b>Total :</b>	<b>205.15</b>
181223	7/8/2025	111979 NATIONAL CNG & FLEET SERVICES	4925		CNG INSPECTIONS	1,342.43
					<b>Total :</b>	<b>1,342.43</b>
181224	7/8/2025	114826 NATIONAL STOCK SIGN CO., INC.	125074		SIGNS - 12"X18" "NO PARKING"	939.25
					<b>Total :</b>	<b>939.25</b>
181225	7/8/2025	112922 NETFILE, INC.	10222	011-00045	CAMPAIGN STATEMENT AND ETHICS T	8,900.00
					<b>Total :</b>	<b>8,900.00</b>
181226	7/8/2025	112748 NEW DYNASTY CONSTRUCTION CO.	14	024-01027	AQUATIC & SENIOR CENTER PROJECT	581,407.22
					<b>Total :</b>	<b>581,407.22</b>
181227	7/8/2025	110909 NEXTECH SYSTEMS, INC	NEX25-306		SIGNS/SIGNALS SUPPLIES	3,985.61

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
181227	7/8/2025	110909 NEXTECH SYSTEMS, INC	(Continued)		<b>Total :</b>	<b>3,985.61</b>
181228	7/8/2025	113360 OASIS NOI HOLDING LP	RA-VERNON 07/2025		RENTAL ASSISTANCE PROGRAM	395.87
					<b>Total :</b>	<b>395.87</b>
181229	7/8/2025	113360 OASIS NOI HOLDING LP	RA-VERNON 08/2025		RENTAL ASSISTANCE PROGRAM	395.87
					<b>Total :</b>	<b>395.87</b>
181230	7/8/2025	110575 OCCUPATIONAL HEALTH CENTERS, OF CALIF	87019199		RANDOM TESTS	1,308.00
			87019909		RANDOM TESTS	523.00
			87096683		RANDOM TESTS	123.00
			87168563		RANDOM TESTS	1,478.00
			87168579		RANDOM TESTS	379.00
					<b>Total :</b>	<b>3,811.00</b>
181231	7/8/2025	115168 OFFICE DEPOT	427030232		FINANCE OFFICE SUPPLIES	437.49
			428176522		FINANCE OFFICE SUPPLIES	62.70
			428176639		FINANCE OFFICE SUPPLIES	98.94
			428391693		PD OFFICE SUPPLIES	110.68
					<b>Total :</b>	<b>709.81</b>
181232	7/8/2025	113371 OGBECHIE, ABIMBOLA	HSP #25-001		HOME-SHARING RENTAL PERMIT REFI	990.00
					<b>Total :</b>	<b>990.00</b>
181233	7/8/2025	101046 OLVERA, HILDA	10/28-10/29		2024 CALBO EDUCATION WEEK	98.39
					<b>Total :</b>	<b>98.39</b>
181234	7/8/2025	113324 ONWARD ENGINEERING	8243	024-01136	CRENSHAW BLVD STREET IMPROVEM	23,019.90
			8244	024-01152	LOCAL STREET IMPROVEMENTS, JN 5:	1,840.00
					<b>Total :</b>	<b>24,859.90</b>
181235	7/8/2025	115810 ORKIN PEST CONTROL	279322710		PEST CONTROL - ACCT #27336703	347.00
			279322711		PEST CONTROL - ACCT #27336703	347.00
					<b>Total :</b>	<b>694.00</b>
181236	7/8/2025	111343 OROZCO, ALEJANDRA	061125		MGMT ANNUAL HEALTH BENEFIT	277.49
					<b>Total :</b>	<b>277.49</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
181237	7/8/2025	108382 OSORIO, CLINT	03/26-03/27		EV CHARGING SUMMIT & EXPO 2025	75.00
					<b>Total :</b>	<b>75.00</b>
181238	7/8/2025	103673 PACIFIC PRODUCTS & SERVICE, LLC	36267		SIGNS/SIGNALS SUPPLIES	569.07
					<b>Total :</b>	<b>569.07</b>
181239	7/8/2025	112845 PALICON GROUP	2288	035-01359	BACKGROUND INVESTIGATION SERVICE	1,750.00
					<b>Total :</b>	<b>1,750.00</b>
181240	7/8/2025	110403 PENN RECORDS MANAGEMENT	0148049		OFF-SITE STORAGE SERVICES - APRIL	198.97
					<b>Total :</b>	<b>198.97</b>
181241	7/8/2025	109297 PEREZ, JUAN	03/30-04/04 05/12-05/16		ICI BURGLARY, THEFT, AND RECEIVING NATIONAL POLICE WEEK 2025	250.00 200.00
					<b>Total :</b>	<b>450.00</b>
181242	7/8/2025	112173 PEREZ, NATHALIE	061125		MGMT ANNUAL HEALTH BENEFIT	500.00
					<b>Total :</b>	<b>500.00</b>
181243	7/8/2025	112744 PHILLIP, SANJAY	JANUARY 2025		VOLUNTEER DRIVER	56.00
					<b>Total :</b>	<b>56.00</b>
181244	7/8/2025	108600 PHOENIX GROUP INFORMATION, SYSTEMS	0520251211	035-01363	ADMIN CITATION MGMT SERVICES - M	67.47
					<b>Total :</b>	<b>67.47</b>
181245	7/8/2025	109851 PLANETBIDS, LLC	1023758 1024025	037-10447 037-10447	PLANETBIDS LICENSE FOR YEAR 2024 PLANETBIDS LICENSE FOR YEAR 2024	7,465.00 250.00
					<b>Total :</b>	<b>7,715.00</b>
181246	7/8/2025	108938 PREFERRED AERIAL & CRANE, TECHNOLOG	27260		ANNUAL INSPECTION OF UNIT #632,	650.00
					<b>Total :</b>	<b>650.00</b>
181247	7/8/2025	106092 PRUDENTIAL OVERALL SUPPLY	43036140 43036141 43036142 43036143	034-00667 024-01082 034-00667 034-00667 034-00667	CUSTODIAL SUPPLIES UNIFORM & SUPPLY RENTAL UNIFORM & SUPPLY RENTAL SUPPLY RENTAL - MATS - GTRANS	329.84 165.51 31.95 50.10

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181247	7/8/2025	106092 106092 PRUDENTIAL OVERALL SUPPLY	(Continued)		<b>Total :</b>	<b>577.40</b>
181248	7/8/2025	112891 PVJOBS	HENDERSON 24/25		COMMUNITY PROMOTION	300.00
					<b>Total :</b>	<b>300.00</b>
181249	7/8/2025	104901 Q-20 ENTERTAINMENT	8693		DJ SERVICES - 4TH OF JULY CELEBRA	600.00
					<b>Total :</b>	<b>600.00</b>
181250	7/8/2025	112788 R&S AUTO BODY REPAIR	2783		GTRANS VEHICLE PARTS & LABOR	1,200.00
					<b>Total :</b>	<b>1,200.00</b>
181251	7/8/2025	103072 REACH	0062510		EAP SERVICES/REACHLINE NEWSLET	902.00
					<b>Total :</b>	<b>902.00</b>
181252	7/8/2025	118476 RICOH USA, INC.	CLOSING BALANCE		RICOH COPIER USAGE CHARGES	1,014.77
					<b>Total :</b>	<b>1,014.77</b>
181253	7/8/2025	112578 RIDEKO US INC	2025-314US	037-10254	MICROTRANSIT SOFTWARE	10,060.00
					<b>Total :</b>	<b>10,060.00</b>
181254	7/8/2025	111867 RJM DESIGN GROUP	37145	024-00795	DESIGN & ENGINEERING - AQUATIC &	2,100.65
					<b>Total :</b>	<b>2,100.65</b>
181255	7/8/2025	100585 RKA CONSULTING GROUP	36001		ENGINEERING & SURVEYING SERVICE	980.00
					<b>Total :</b>	<b>980.00</b>
181256	7/8/2025	107146 ROADLINE PRODUCTS INC. U.S.A.	21308		STREET MAINT SUPPLIES	939.53
					<b>Total :</b>	<b>939.53</b>
181257	7/8/2025	113441 RUIZ-UGAITAFA, CAROLINA	060325		MGMT ANNUAL HEALTH BENEFIT	426.39
			061125		MGMT ANNUAL HEALTH BENEFIT	573.61
					<b>Total :</b>	<b>1,000.00</b>
181258	7/8/2025	113207 RYTYCH TRUCK SPECIALTIES	25118		CLEAN TRUCK CHECK	300.00
					<b>Total :</b>	<b>300.00</b>
181259	7/8/2025	119126 S.B.R.P.C.A.	04638	023-01600	FY25-26 1ST QUARTER ASSESSMENT	883,427.30
					<b>Total :</b>	<b>883,427.30</b>



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181260	7/8/2025	119022 SAFE MART OF SOUTHERN, CALIFORNIA, INC	1928 1961		REC PROGRAM SUPPLIES PD PROGRAM SUPPLIES	97.24 13.26 <b>Total : 110.50</b>
181261	7/8/2025	108583 SALDANA, VICTOR	05/12-05/16		NATIONAL POLICE WEEK 2025	200.00 <b>Total : 200.00</b>
181262	7/8/2025	119016 SAM'S CLUB	0608 6736 05/14/25 7199		PD PROGRAM SUPPLIES PD PROGRAM SUPPLIES PD PROGRAM SUPPLIES	141.02 29.00 180.40 <b>Total : 350.42</b>
181263	7/8/2025	113446 SCOREBOARD SOLUTIONS INC	2694	034-00700	FREEMAN PARK SCOREBOARD PROJE	7,615.25 <b>Total : 7,615.25</b>
181264	7/8/2025	103053 SEARLE, DOLORES	05/12-05/16		NATIONAL POLICE WEEK 2025	200.00 <b>Total : 200.00</b>
181265	7/8/2025	220288 SECOND TIME AROUND SENIORS, CLUB	HENDERSON 24/25		COMMUNITY PROMOTION	300.00 <b>Total : 300.00</b>
181266	7/8/2025	108654 SECTRAN SECURITY INC.	25052694 25060903		ARMORED TRANSPORTATION SERVICE ARMORED TRANSPORTATION SERVICE	702.32 726.97 <b>Total : 1,429.29</b>
181267	7/8/2025	113053 SEGUNDO TERRACE LLC	RA-THOMAS 01/2025		RENTAL ASSISTANCE PROGRAM	473.75 <b>Total : 473.75</b>
181268	7/8/2025	113053 SEGUNDO TERRACE LLC	RA-THOMAS 02/2025		RENTAL ASSISTANCE PROGRAM	473.75 <b>Total : 473.75</b>
181269	7/8/2025	104451 SELECT ADVANTAGE	10349472		BUS OPERATOR ASSESSMENT SERVICE	1,500.00 <b>Total : 1,500.00</b>
181270	7/8/2025	110731 SHAW HR CONSULTING, INC	013895		PROFESSIONAL SERVICES	1,500.00 <b>Total : 1,500.00</b>
181271	7/8/2025	119378 SMARDAN SUPPLY CO.	S4247932		BLDG MAINT SUPPLIES	106.00

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181271	7/8/2025	119378 119378 SMARDAN SUPPLY CO.	(Continued)		<b>Total :</b>	<b>106.00</b>
181272	7/8/2025	119359 SOUTH BAY CITIES COUNCIL, OF GOVERNME	MD2026-GARDENA	020-00059	ANNUAL MEMBERSHIP DUES FY 2025-	29,074.82
					<b>Total :</b>	<b>29,074.82</b>
181273	7/8/2025	119447 SOUTH BAY FORD	545138		PW AUTO PARTS	1,268.47
			545144		PW AUTO PARTS	337.53
			545148		PW AUTO PARTS	181.22
					<b>Total :</b>	<b>1,787.22</b>
181274	7/8/2025	112633 SOUTH BAY KUSTOMZ, LLC	14702		2023 FORD EXPLR #P10 SERVICE & RE	1,716.05
					<b>Total :</b>	<b>1,716.05</b>
181275	7/8/2025	119375 SOUTH COAST AIR QUALITY, MANAGEMENT I	4552108		ANNUAL OPERATING FEES - I C E (>50)	1,234.39
			4555025		EMISSIONS FEE - FLAT FEE FOR LAST	170.94
					<b>Total :</b>	<b>1,405.33</b>
181276	7/8/2025	619003 SOUTHERN CALIFORNIA EDISON	061725		LIGHT & POWER	26,075.23
					<b>Total :</b>	<b>26,075.23</b>
181277	7/8/2025	111778 SPCALA	202506	032-00172	ANIMAL SHELTER SERVICES	22,300.00
					<b>Total :</b>	<b>22,300.00</b>
181278	7/8/2025	119548 ST. JOHN LUTHERAN CHURCH	JUNE 2025		SENIOR CITIZENS DAY CARE	1,100.00
					<b>Total :</b>	<b>1,100.00</b>
181279	7/8/2025	119548 ST. JOHN LUTHERAN CHURCH	JULY 2025		SENIOR CITIZENS DAY CARE	1,100.00
					<b>Total :</b>	<b>1,100.00</b>
181280	7/8/2025	119594 STANLEY PEST CONTROL	1919474		PEST CONTROL SERVICE - 13220 VAN	65.00
			1919475		PEST CONTROL SERVICE - 14517 CREI	60.00
			1919476		PEST CONTROL SERVICE - 2320 W 149	42.00
			1919477		PEST CONTROL SERVICE - 2100 W 154	65.00
			1919478		PEST CONTROL SERVICE - 1718 W 162	65.00
			1919480		PEST CONTROL SERVICE - 1670 W 162	80.00
			1919481		PEST CONTROL SERVICE - 1700 W 162	80.00
			1919482		PEST CONTROL SERVICE - 1651 W 162	85.00
			1919483		PEST CONTROL SERVICE - 14708 HALL	42.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
181280	7/8/2025	119594 STANLEY PEST CONTROL	(Continued) 1919484 1919485 1919486		PEST CONTROL SERVICE - 15800 BRIG PEST CONTROL SERVICE - 1220 W 170 PEST CONTROL SERVICE - 1717 W 162 <b>Total :</b>	42.00 70.00 75.00 <b>771.00</b>
181281	7/8/2025	113357 TEAM CIVX	3902	023-01593	COMMUNICATION & PROJECT MGMT S <b>Total :</b>	7,800.00 <b>7,800.00</b>
181282	7/8/2025	120215 THOMPSON TROPHY MFG., INC.	71500		12X15 WOODEN BOARD <b>Total :</b>	152.77 <b>152.77</b>
181283	7/8/2025	110238 TIREHUB, LLC	50717141		TIRES - GY EAGLE ENFORCER BW 108 <b>Total :</b>	1,126.35 <b>1,126.35</b>
181284	7/8/2025	106018 TRANE U.S. INC.	315442874	037-10366	BUS FACILITY SERVICE MAINTENANCE <b>Total :</b>	1,176.21 <b>1,176.21</b>
181285	7/8/2025	111481 TRIO COMMUNITY MEALS, LLC	CREDIT000000000431 CREDIT000000000432 CREDIT000000000433 CREDIT000000000434 CREDIT000000000435 INV2230034943 INV2230058602 INV2230065361 INV2230065842	S S S S  034-00659 034-00659 034-00659	SENIOR FEEDING PROGRAM SENIOR FEEDING PROGRAM SENIOR FEEDING PROGRAM SENIOR FEEDING PROGRAM SENIOR FEEDING PROGRAM SENIOR FEEDING PROGRAM SENIOR FEEDING PROGRAM SENIOR FEEDING PROGRAM <b>Total :</b>	-244.20 -239.50 -281.75 -230.10 -112.70 5,832.88 6,815.48 9,890.78 11,081.40 <b>32,512.29</b>
181286	7/8/2025	111481 TRIO COMMUNITY MEALS, LLC	INV2230066087	034-00659	SENIOR FEEDING PROGRAM <b>Total :</b>	10,503.86 <b>10,503.86</b>
181287	7/8/2025	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	FINANCE 05/22/25 HR 05/22/25 HR 06/23/25 MACIEL 05/22/25 NOLAN 06/23/25 PD TRAINING4 5/22/25		CAL CARD STATEMENT 04/23-05/22/25 CAL CARD STATEMENT 04/23-05/22/25 CAL CARD STATEMENT 05/23-06/23/25 CAL CARD STATEMENT 04/23-05/22/25 CAL CARD STATEMENT 05/23-06/23/25 CAL CARD STATEMENT 04/23-05/22/25	6,757.24 4,237.04 1,713.04 9,687.77 3,868.01 6,477.26

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181287	7/8/2025	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	(Continued) ROMERO 06/23/25 SAFFELL 05/22/25 TSUJIUCHI 06/23/25		CAL CARD STATEMENT 05/23-06/23/25 CAL CARD STATEMENT 04/23-05/22/25 CAL CARD STATEMENT 05/23-06/23/25 <b>Total :</b>	857.62 35.00 814.33 <b>34,447.31</b>
181288	7/8/2025	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	BEEMAN 06/23/25 C.OSORIO 01/22/25 C.OSORIO 04/22/25 C.OSORIO 10/22/24 OROZCO 05/22/25 RIGG 06/23/25 SWEENEY 05/22/25		CAL CARD STATEMENT 05/23-06/23/25 CAL CARD STATEMENT 12/24-01/22/25 CAL CARD STATEMENT 03/25-04/22/25 CAL CARD STATEMENT 09/24-10/22/24 CAL CARD STATEMENT 04/23-05/22/25 CAL CARD STATEMENT 05/23-06/23/25 CAL CARD STATEMENT 04/23-05/22/25 <b>Total :</b>	1,433.63 995.01 131.95 1,088.96 1,508.85 167.47 4,799.87 <b>10,125.74</b>
181289	7/8/2025	107274 U.S. TOW, INC.	01986 01988 01989 01994 01995 01998 02001 02022 02023 02865 02952 02953 02968 02969 02970 02971 02975 02977 02978 02979 02980 02981	037-10388 037-10388	TOWING SERVICES FOR DODGE PROM TOWING SERVICES FOR BUS #2301 TOWING SERVICES FOR BUS #2002 TOWING SERVICES FOR BUS #2003 TOWING SERVICES FOR BUS #2005 TOWING SERVICES FOR RAM PROMAS TOWING SERVICES FOR BUS #2013 TOWING SERVICES FOR BUS #2003 TOWING SERVICES FOR BUS #2001 TOWING SERVICES FOR BUS #2404 TOWING SERVICES FOR BUS #2010 TOWING SERVICES FOR BUS #2312 TOWING SERVICES FOR BUS #2404 TOWING SERVICES FOR BUS #2404 TOWING SERVICES FOR BUS #2313 TOWING SERVICES FOR BUS #2311 TOWING SERVICES FOR BUS #2301 TOWING SERVICES FOR BUS #2301 TOWING SERVICES FOR BUS #2301 TOWING SERVICES FOR BUS #2002 TOWING SERVICES FOR BUS #2313 TOWING SERVICES FOR BUS #2002	120.40 70.00 103.60 70.00 70.00 107.20 70.00 124.48 103.60 127.60 70.00 40.00 127.60 127.60 103.60 125.20 74.68 74.68 74.68 103.60 103.60 103.60

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181289	7/8/2025	107274 U.S. TOW, INC.	(Continued)			
			02984	037-10388	TOWING SERVICES FOR BUS #2013	70.00
			02986	037-10388	TOWING SERVICES FOR BUS #2003	70.00
			02987	037-10388	TOWING SERVICES FOR BUS #2010	70.00
			02988	037-10388	TOWING SERVICES FOR BUS #2312	70.00
			03748	037-10388	TOWING SERVICES FOR BUS #894	108.40
					<b>Total :</b>	<b>2,484.12</b>
181290	7/8/2025	121010 UNITED RENTALS	244388581-002	037-10432	RENTAL EQUIPMENT FOR TERMITE FU	1,028.42
			244388581-006		RENTAL EQUIPMENT FOR TERMITE FU	-185.00
			244388581-007		RENTAL EQUIPMENT FOR TERMITE FU	-185.00
			244434456	037-10432	RENTAL EQUIPMENT FOR TERMITE FU	8,798.86
					<b>Total :</b>	<b>9,457.28</b>
181291	7/8/2025	122050 VERIZON WIRELESS	6115691267		PW CELL PHONE SERVICE	778.51
					<b>Total :</b>	<b>778.51</b>
181292	7/8/2025	111900 VILLACORTA, ARSENIO	APRIL 2025		VOLUNTEER DRIVER	28.00
			FEBRUARY 2025		VOLUNTEER DRIVER	28.00
			JANUARY 2025		VOLUNTEER DRIVER	21.00
			JUNE 2025		VOLUNTEER DRIVER	21.00
			MARCH 2025		VOLUNTEER DRIVER	28.00
			MAY 2025		VOLUNTEER DRIVER	28.00
					<b>Total :</b>	<b>154.00</b>
181293	7/8/2025	105254 VISION TIRE	43042		CD VEHICLE TIRE SERVICES	25.00
			43059		PW VEHICLE TIRE SERVICES	580.00
					<b>Total :</b>	<b>605.00</b>
181294	7/8/2025	122435 VISTA PAINT CORPORATION	2025-967415-00		STREET MAINT SUPPLIES	110.35
					<b>Total :</b>	<b>110.35</b>
181295	7/8/2025	101195 WASTE RESOURCES GARDENA	061625		WASTE COLLECTION	301,062.20
					<b>Total :</b>	<b>301,062.20</b>
181296	7/8/2025	112903 WATTS, BARBARA	APRIL 2025		VOLUNTEER DRIVER	56.00
			FEBRUARY 2025		VOLUNTEER DRIVER	49.00
			JANUARY 2025		VOLUNTEER DRIVER	63.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
181296	7/8/2025	112903 WATTS, BARBARA	(Continued) JUNE 2025 MARCH 2025 MAY 2025		VOLUNTEER DRIVER VOLUNTEER DRIVER VOLUNTEER DRIVER	35.00 56.00 35.00
Total :						294.00
181297	7/8/2025	123146 WEST BASIN WATER ASSOCIATION	241015-7		ANNUAL MEMBERSHIP DUES	500.00
Total :						500.00
181298	7/8/2025	112314 WESTERN ALLIED CORPORATION	917276		HVAC REPAIRS - CITY HALL CHILLER	1,842.56
Total :						1,842.56
181299	7/8/2025	110370 WESTERN COLLISION CENTER, INC	1142 1144 1148	035-01365 035-01365 035-01365	2023 FORD INTRCPTR #1661718 BODY 2024 FORD INTRCPTR #EA95L42 BODY 2024 DODGE DURANGO #1697553 BOC	4,029.73 2,181.30 2,745.77
Total :						8,956.80
181300	7/8/2025	123050 WILLIAMS SCOTSMAN, INC.	9023580222 9023798148	035-01358 035-01358	MODULAR BUILDING RENTAL CPX-804 MODULAR BUILDING RENTAL CPX-804	2,284.43 2,284.43
Total :						4,568.86
181301	7/8/2025	103839 WILLIAMS, JEFFREY	05222025		ENTERTAINMENT SERVICES - SHOW &	650.00
Total :						650.00
181302	7/8/2025	125001 YAMADA COMPANY, INC.	85063 85064		PARK MAINT SUPPLIES PARK MAINT SUPPLIES	707.59 93.69
Total :						801.28
209 Vouchers for bank code : usb						Bank total : 6,368,185.84
209 Vouchers in this report						Total vouchers : 6,368,185.84

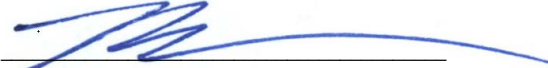
Bank code : usb

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 24 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 24 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>07/08/2025</u>
Mayor	Date

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date

Acknowledged:

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date



## CITY of GARDENA

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

1. Report the appointment of the following individuals:
  - a. **RICHARD MENDOZA**, to the position of Police Trainee, Schedule 200 (\$6,927/month), with the Police Department, effective June 28, 2025.
  - b. **MATHEW McCOMAS**, to the position of Police Trainee, Schedule 200 (\$6,927/month), with the Police Department, effective June 29, 2025.
  - c. **FERNANDA CASO**, to the position of Police Trainee, Schedule 200 (\$6,927/month), with the Police Department, effective June 30, 2025.
2. Report the promotion of the following individuals:
  - a. **MANUEL PAEZ**, to the position of Police Officer, Schedule 201 (\$8,149 - \$10,400/month), with the Police Department, effective May 9, 2025.
  - b. **ANTHONY PETRELLI**, to the position of Police Officer, Schedule 201 (\$8,149 - \$10,400/month), with the Police Department, effective May 9, 2025.
  - c. **CHRISTOPHER CUFF**, to the position of Police Captain, Schedule 231 (\$16,123 - \$20,577/month), with the Police Department, effective June 15, 2025.
  - d. **DAVID BROCK**, to the position of Police Captain, Schedule 231 (\$16,123 - \$20,577/month), with the Police Department, effective June 16, 2025.
3. Report the Service Retirement of **RAUL ALARCON**, Police Sergeant with the Police Department, effective July 5, 2025. Sgt. Alarcon provided 24.6 years of service to the City.
4. Report the Separation of **DERRICK CASTLEBERRY**, Code Enforcement Officer with the Community Development Department, effective June 27, 2025. Mr. Castleberry provided 1.1 years of service to the City.
5. Report the Recruitment for the Open/Competitive position of Account Clerk (Administrative Services Department). This recruitment is open until filled.
6. Report the Recruitment for the Open/Competitive position of Community Services Officer (Community Development Department). This recruitment is open until filled.
7. Report the Recruitment for the Open/Competitive position of Police Officer/Lateral (Police Department). This is a continuous recruitment.
8. Report the Recruitment for the Open/Competitive position of Police Trainee (Police Department). This is a continuous recruitment.
9. Report the Recruitment for the Open/Competitive position of Police Assistant (Police Department). This recruitment is scheduled to close July 15, 2025.
10. Report the Recruitment for the Closed/Competitive position of Office Specialist (Recreation and Human Services Department). This recruitment is scheduled to close July 7, 2025.



11. Report the Recruitment for the Open/Competitive position of Lifeguard (Recreation and Human Services Department). This is a continuous recruitment.
12. Report the Recruitment for the Open/Competitive position of Lifeguard/Instructor (Recreation and Human Services Department). This is a continuous recruitment.
13. Report the Recruitment for the Open/Competitive position of Recreation Leader I/II (Recreation and Human Services Department). This is a continuous recruitment.
14. Report the Recruitment for the Open/Competitive position of Equipment Utility Worker I (Transportation Department). This recruitment is scheduled to close July 9, 2025.
15. Report the Recruitment for the Open/Competitive position of Bus Operator (Transportation Department). This is a continuous recruitment.
16. Report the Recruitment for the Open/Competitive position of On-Demand (Micro/Paratransit) Operator (Transportation Department). This is a continuous recruitment.
17. Report the Recruitment for the Open/Competitive position of On-Demand Transit Dispatcher (Transportation Department). This is a continuous recruitment.
18. Report the Recruitment for the Open/Competitive position of Transportation Operations Supervisor (Transportation Department). This is a continuous recruitment.



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 8.E  
Section: CONSENT CALENDAR  
Meeting Date: July 8, 2025

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

AGENDA TITLE: RESOLUTION NO. 6708, Authorizing the Filing of a Claim with the Los Angeles County Metropolitan Transportation Authority for Local Transportation Funds

**CONTACT: TRANSPORTATION**

**COUNCIL ACTION REQUIRED:**

**RECOMMENDATION AND STAFF SUMMARY:**

Staff recommends the City Council adopt Resolution No. 6708, which authorizes the filing of a claim with the Los Angeles County Metropolitan Transportation Authority (Metro) for Local Transportation Funds for Fiscal Year 2025-2026.

The attached resolution provides the necessary authority to file a claim with Metro for Local Transportation Funds in support of GTrans. These funds have been included in the City of Gardena's Fiscal Year budget for 2025-2026 previously approved by City Council.

**FINANCIAL IMPACT/COST:**

There is no impact to the General Fund.

Anticipated Revenue and Expense:

SB325 TDA Article 4 LTF	\$ 5,983,883
TDA-STAF	\$ 2,651,222
<b>Total:</b>	<b>\$ 8,635,105</b>

**ATTACHMENTS:**

[Local Transportation Funds STA\\_TDA FY25-26 RESO No. 6708 7\\_08\\_25.pdf](#)

APPROVED:

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

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Clint Osorio, City Manager

**RESOLUTION NO. 6708**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA,  
CALIFORNIA, AUTHORIZING THE FILING OF A CLAIM WITH THE  
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION  
AUTHORITY FOR LOCAL TRANSPORTATION FUNDS**

WHEREAS, Transportation Development Act of 1971 (“Act”), Chapter 1400, Statutes 1971 (SB 325), and amendments thereto, makes certain funds available for public transportation systems; and

WHEREAS, the Gardena City Council has adopted a budget for the Gardena Municipal Bus Lines for Fiscal Year 2025-2026, evidencing the need for financial assistance; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (LACMTA) has been charged in the Act with the responsibility for the general administration of local transportation funds established through the Act;

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

SECTION 1. That the City Manager or designee of the City of Gardena is hereby authorized to file a claim with the Los Angeles County Metropolitan Transportation Authority for local transportation funds in an amount to be determined by LACMTA based on preliminary estimates of funds available.

SECTION 2. That this Resolution shall be effective immediately.

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 8<sup>th</sup> day of July 2025.

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TASHA CERDA, Mayor

ATTEST:

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MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

  
CARMEN VASQUEZ, City Attorney



# ***City of Gardena***

## ***Gardena City Council Meeting***

### ***AGENDA REPORT SUMMARY***

Agenda Item No. 8.F  
Section: CONSENT CALENDAR  
Meeting Date: July 8, 2025

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

AGENDA TITLE: Approve City of Gardena's GTrans 2025 Title VI Program Update

**CONTACT: TRANSPORTATION**

#### **COUNCIL ACTION REQUIRED:**

#### **RECOMMENDATION AND STAFF SUMMARY:**

The Federal Transit Administration (FTA) requires that federally funded transit agencies submit a triennial report to ensure compliance with Title VI of the Civil Rights Act of 1964. Title VI regulations were set forth to assure equal access to transit services regardless of race, ethnicity, gender, or income in programs receiving federal funding.

GTrans' 2025 Title VI Program Update is due on October 1, 2025, and approval of this program by the City Council is required. Upon submittal, the FTA reviews and concurs with the Title VI Program or requests additional information.

The FTA's Title VI Circular includes both general requirements and transit-specific requirements. As a result of GTrans having a peak-bus threshold of below 50 buses, it's program is required to have the following elements:

- Overview of GTrans and the services provided
- General Title VI Reporting Requirements including procedures for handling complaints, complaint form, public engagement, language assistance plan
- Program Specific Requirements including setting system-wide service standards, service policies and providing any fare and service equity analyses

The GTrans 2025 Title VI Program Update reflects minor changes that include updated service maps, service data, fleet data, and census tract data. Therefore it is recommended that Council approve the attached GTrans 2025 Title VI Program Update.

#### **FINANCIAL IMPACT/COST:**

There is no financial impact.

#### **ATTACHMENTS:**

[GTrans Title VI Program Update - October 2025.pdf](#)

APPROVED:

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

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Clint Osorio, City Manager

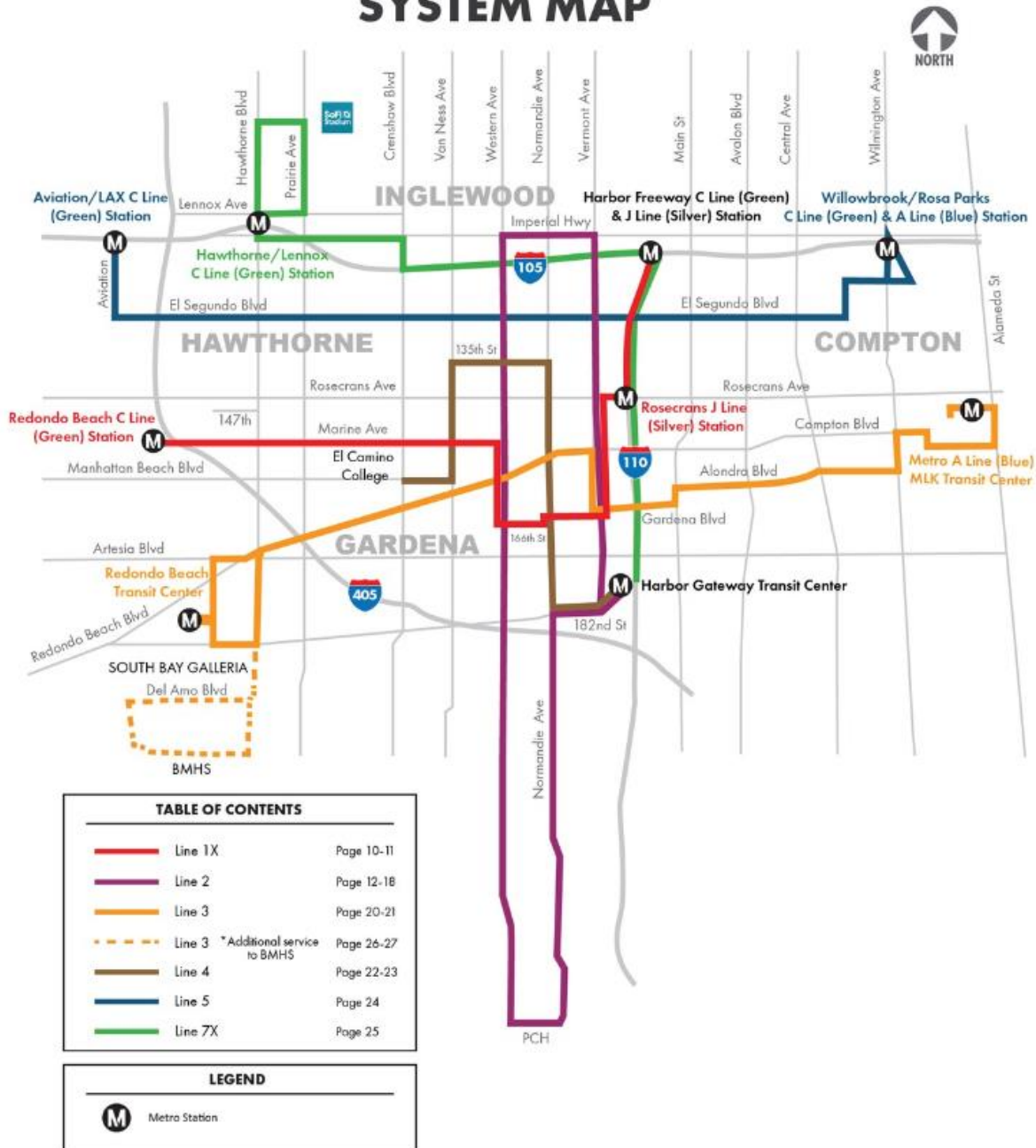


# City of Gardena's GTrans Title VI Program

October 2025



# CITY OF GARDENA GTRANS SYSTEM MAP





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# Overview

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## Title VI of the Civil Rights Act of 1964

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The Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title VI of the Act states that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

To achieve this purpose, each federal department and agency, which provides financial assistance for any program or activity, is authorized and directed by U.S. Department of Justice (DOJ) to put into effect provisions of Title VI for each program or activity by issuing applicable rules, regulations, or requirements.

In this regard, applicants, recipients, and sub-recipients of Federal Transit Administration (FTA) assistance are responsible for distributing transit services and related benefits in a manner consistent with Title VI. Title VI requires recipients of federal assistance to monitor and evaluate federally assisted programs for compliance. The FTA is responsible for ensuring compliance of transit agencies receiving federal assistance. FTA Circular 4702.1B describes the monitoring methodology used by recipients. Transit providers must conduct periodic assessments to determine whether the transit service provided to minority communities and minority users is consistent with the objectives cited in this circular. The City of Gardena’s GTrans receives federal assistance for the provision of public transit services and therefore complies with the Civil Rights Act of 1964 and the provisions of Title VI.

All transit providers—whether direct recipients, primary recipients, or subrecipients—that receive financial assistance from FTA are also responsible for following the general requirements in FTA 47021.B Chapter IV, which are scaled based on the size of the fixed route transit provider.

Requirements	Transit Providers that Operate Fixed-Route Service	Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in a UZA of 200,000 or more in population
Set system-wide standards and policies	Required	Required
Collect and report data	Not required	Required: <ul style="list-style-type: none"><li>• Demographic and service profile maps and charts</li><li>• Survey data regarding customer demographics and travel patterns</li></ul>
Evaluate service and fare equity changes	Not required	Required
Monitor transit service	Not required	Required

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## Agency Overview

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The City of Gardena is located in the South Bay subregion of Los Angeles County, approximately 12 miles from the downtown Central Business District (CBD) of Los Angeles. Gardena is bounded on the north and west by unincorporated areas of Los Angeles County, as well as the City of Hawthorne, and on the south and east by the cities of Los Angeles and Torrance. The City of Gardena was incorporated in

1930 and is governed by a five-member City Council, one of whom is the mayor and presiding officer. The City Manager, appointed by the Council, administers the City's day-to-day business.

The City's Transportation Department (GTrans) inaugurated service in 1940 and for over 85 years has been one of three municipal transit operators serving the South Bay subregion of Los Angeles County. GTrans provides fixed-route bus service using a fleet of 51 buses deployed over six routes. Prior to the COVID-19 pandemic, GTrans boarded over two million customers annually on the system.

As shown in Exhibit 1, the GTrans service area is quite racially diverse. According to the 2020 American Community Survey, roughly 89 percent of GTrans' service area residents are considered a minority. The minority population includes designations of Hispanic or Latino, African American, Asian, Indian, and Alaska Natives, Pacific Islander, or other non-white races, including persons of two or more races.

Service is deployed to the City of Gardena and throughout the adjacent communities of Torrance, Redondo Beach, Carson, Compton, Hawthorne, Lawndale, Inglewood, and certain unincorporated areas of Los Angeles County. GTrans interfaces at several points with Los Angeles County Metropolitan Transportation Authority's (Metro) A (Blue) and C (Green) Line light rail services, J (Silver) Line at Harbor Gateway Transit Center, and Metro bus service. GTrans also connects with Torrance Transit, Beach Cities Transit, Lawndale Beat, the Los Angeles Department of Transportation (LADOT), and the City of Compton's Renaissance Transit. More than two-thirds of the GTrans service area lies outside the City of Gardena's boundaries. Customers may transfer between many of these services with a special interagency transfer or a special student pass.

GTrans also operates an on-demand shared-ride service using nine accessible cutaway and minivan vehicles for the general public, registered senior citizens, and persons with disabilities. Bolt's general public on-demand service is for rides within the boundaries of Gardena. Bolt for paratransit customers includes residents of Gardena, Hawthorne, and unincorporated areas of Alondra Park and Del Aire in Los Angeles County.

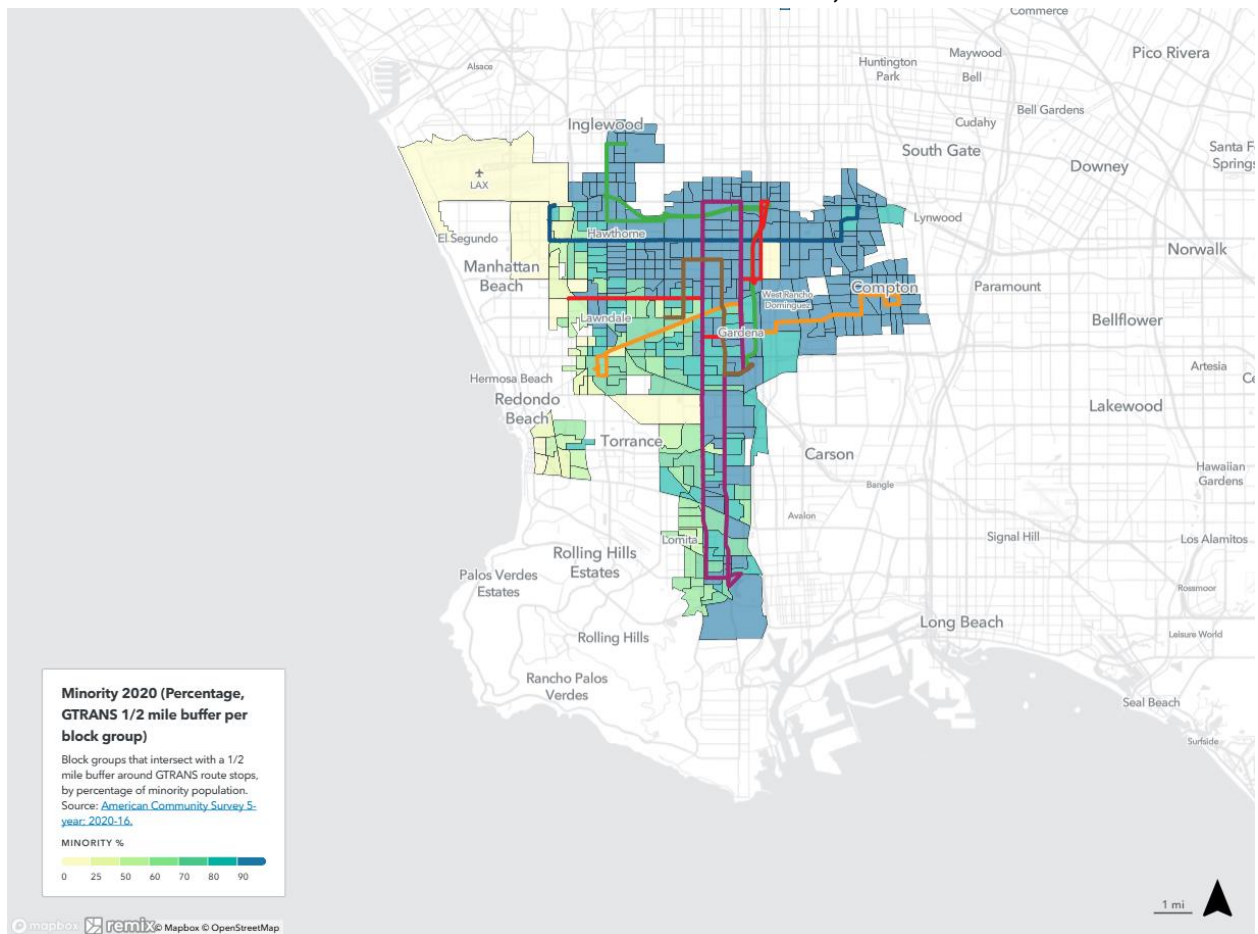
Residents wishing to use the Bolt on-demand paratransit service can apply for a membership card at the Gardena Senior Citizens Bureau or Hawthorne Memorial Center. Once a Senior or Paratransit rider is registered in the system, they may book a ride through Bolt Paratransit dispatch, the Gardena Senior Citizens Bureau, the Bolt website, or the Bolt Powered by GTrans App. Arrangements must be made at least 48 hours in advance. The service normally would operate Monday to Friday 6:00 a.m. – 9:00 p.m., Saturdays from 10:00 a.m. – 9:00 p.m., and Sunday and Holiday service 8:00 a.m. – 2:30 p.m.

GTrans operates out of its main Administrative, Operations, and Maintenance facility located at 13999 S. Western Avenue in Gardena.

GTrans' fixed-route revenue fleet consists of 51 vehicles, which include both compressed and natural gas (CNG) and zero-emission buses. GTrans also operates nine Bolt vehicles, including six vans and three cutaway vehicles.

GTrans has adopted an alternative fuel strategy for the immediate future to include 80 percent Compressed Natural Gas (CNG) and 20 percent zero-emission buses. Since the previous report, GTrans has deployed 39 CNG buses, alongside 13 total zero-emission battery electric buses. All buses use low-floor, curb-level technology, and all are fully ADA accessible. Fixed-route buses can accommodate up to three bikes.

## Exhibit I GTrans Bus Lines Title VI Census Tracts in Service Area, Minorities Per Census Tract



## Services Provided

### Fixed Route Bus Service

Since the 2022 report, GTrans has seen an increase in patrons since the COVID-19 pandemic but has yet to fully recover pre-pandemic ridership numbers. Fixed route service is provided with an active fleet of 51 buses distributed over 6 routes, with a peak requirement of 26 buses. As such, GTrans falls under the Title VI requirements of Transit Providers that Operate Fixed Route Service.

Effective January 5, 2025, GTrans adopted system-wide service changes to meet customer demand and improve service reliability.

#### *Line 1 – Trips to Downtown L.A. eliminated:*

GTrans eliminated all weekday service to Downtown L.A. and permanently adopted the current modified weekend frequency and routing, with improvements to the schedule. The updated schedule runs from Monday to Sunday from Redondo Beach C Line Station to Harbor Freeway C Line and J Line Station. The zone fares were also eliminated.

*Line 2 – Adjustments to Weekend running times:*

GTrans made minor schedule adjustments to Line 2 during weekend peak periods to improve on-time performance and overall service.

*Line 3 – Adjustments to PM running times:*

GTrans adopted minor schedule adjustments to Line 3 service heading Eastbound during the PM peak periods to improve on-time performance and overall service.

*Line 4 – Permanent reduction to service:*

GTrans permanently reduced service to the morning and afternoon peak periods only.

*Line 5 – Expanded service to operate on weekends:*

GTrans improved peak frequency to 30 minutes on the current weekday schedule, along with adding a new weekend service at a peak frequency of 30 minutes, between the Metro Willowbrook/ Rosa Parks Station in Compton and the Aviation/LAX Station in El Segundo. With the addition of weekend service, GTrans aims to provide more connections to the Automated People Mover and LAX Transit Center when operational. Once the new LAX/Metro Transit Center Station opens, the Aviation/LAX station will no longer serve as the end of the line. Final connections will be made at the new LAX/Metro Transit Center.

Service operates weekdays throughout the fixed-route system from 4:25 a.m. to 10:01 p.m., and on six routes on weekends from 4:44 a.m. to 9:38 p.m.

**Bolt Powered by GTrans On-Demand Shared-Ride Service**

GTrans also operates an on-demand shared-ride service using nine accessible cutaway and minivan vehicles for the general public, registered senior citizens, and persons with disabilities. Bolt's general public on-demand service is for rides within the boundaries of Gardena. Bolt for paratransit customers includes residents of Gardena, Hawthorne, and unincorporated areas of Alondra Park and Del Aire in Los Angeles County.

Residents wishing to use the Bolt on-demand paratransit service can apply for a membership card at the Gardena Senior Citizens Bureau or Hawthorne Memorial Center. Once a Senior or Paratransit rider is registered in the system, they may book a ride through Bolt Paratransit dispatch, the Gardena Senior Citizens Bureau, the Bolt website, or the Bolt Powered by GTrans App. Arrangements must be made at least 48 hours in advance. The service normally would operate Monday to Friday 6:00 a.m. – 9:00 p.m., Saturdays from 10:00 a.m. – 9:00 p.m., and Sunday and Holiday service 8:00 a.m. – 2:30 p.m.

The regular fare for the general public on-demand service is \$2.00 per ride. For Bolt on-demand paratransit, the one-way fare is \$0.75. Riders from the Gardena Senior Citizens Bureau may purchase S.S.I. tickets for \$0.35 cents each, and the City of Hawthorne sells dial-a-ride tokens to its residents for \$0.75 cents one-way. An aide assisting a passenger with disabilities rides free of charge; however, the person requiring the aide must have the ID card that specifies the need for the aide service.

# General Reporting Requirements

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## Civil Rights Notice to the Public

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Part of GTrans' Title VI responsibilities is to inform the public of its obligations through a public notice that details GTrans' Title VI complaint procedures. The following notice is posted in GTrans' Route and Schedule Guide, on the GTrans website [www.RideGTrans.com](http://www.RideGTrans.com), onboard GTrans buses, and in the lobby of GTrans' Administrative, Operations, and Maintenance headquarters, located at 13999 S. Western Avenue in Gardena:

### ***Title VI Civil Rights***

*The City of Gardena's GTrans is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964, as amended.*

*No person or group of persons will be discriminated against with regard to fares, routing, scheduling, or quality of transportation service that GTrans furnishes, on the basis of race, color, or national origin. In addition, the frequency of service, age, and quality of GTrans vehicles assigned to routes, and location of routes will not be determined on the basis of race, color, or national origin.*

*If you believe you have been discriminated against, you may file a signed, written complaint within one hundred and eighty (180) days of the alleged discrimination date. The complaint should include the following information:*

- 1. Your name, address, and how to contact you (i.e., telephone number, email address, etc.)*
- 2. How, when, where, and why you believe you were discriminated against. Include the location, names, and contact information of any witnesses.*

*The complaint may be filed in writing with GTrans Customer Service at:*

*Attn: Deputy City Manager  
City of Gardena Department of Transportation  
13999 S. Western Avenue  
Gardena, CA 90249*

*Complaint forms can be obtained at GTrans' website:*

**<http://ridegtrans.com/contact/title-vi-complaint-form/>**

*To request additional information regarding Title VI, please call 310-965-8888 or email [titlevi@gardenabus.com](mailto:titlevi@gardenabus.com).*

## Procedures for Reviewing a Title VI Complaint

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The following is a summary of the procedures GTrans uses for the investigation and resolution of the formal Title VI complaints. Please see **Appendix A for GTrans' Title VI Complaint Form**, the formal complaint procedures provided to the public, and GTrans' internal procedures for Title VI complaint handling.

GTrans staff will adhere to the following internal procedures when investigating and resolving Title VI complaints:

1. GTrans staff will accept either the formal Title VI Complaint form or, if a customer calls in to complain about discrimination, staff will submit the complaint on his/her behalf through the Trapeze COM system and identify it as a potential Title VI complaint. For either method or receipt, staff will proceed per the process below.
2. Once a Title VI complaint is received, GTrans staff will contact the complainant to obtain additional details and information that will assist with the investigation. Department staff will meet with any complainant at their request.
3. Staff will attempt to obtain additional internal documentation, which may assist in the investigation, including on-board video camera footage, statements from GTrans personnel, etc.
4. GTrans has 90 days to investigate the complaint. If more information is needed to resolve the case, GTrans may contact the complainant via phone or letter. The complainant has 15 business days from the date of the call or letter to send requested information to the personnel assigned to investigate the complaint. If the investigator is not contacted by the complainant or GTrans does not receive the additional information within 60 business days, GTrans can administratively close the case. A case can be administratively closed if the complainant no longer wishes to pursue their case.
5. After the complaint is reviewed and a determination is made, GTrans will send a closure letter or a letter of finding (LOF) to the complainant. A closure letter summarizes the allegations and states that there was no Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident and explains how the situation will be addressed. If the complainant wishes to appeal the decision, he/she has 90 business days after the date of the LOF to do so.
6. A detailed record of all Title VI complaints and the City's response will be kept on file for a minimum of five years.

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## Title VI Investigations, Complaints, and Lawsuits

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GTrans has had no lawsuits and four complaints alleging discrimination under Title VI since the submittal of its 2022 Title VI Program. Of the four complaints alleging discrimination, none were substantiated, and GTrans is not aware of any formal Title VI complaints filed with the FTA.

For a summary listing of the Title VI Investigations, Complaints, and Lawsuits please see Appendix B.



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## Public Engagement Process

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The City of Gardena's GTrans continually monitors and considers the impact of various service decisions as they relate to the community and customers using the service.

As required by FTA Circular 9030.1E, Chapter VI Program Management and Administrative Requirements, the City of Gardena's GTrans must establish a process to solicit and consider public comment before raising fares or implementing a major reduction of transit services. The policy should provide an opportunity for a public hearing or public meetings for any fare increase or major service reduction and should describe how the recipient will conduct such meetings and how the recipient will consider the result of such meetings in the process of changing fares and service.

The purpose of GTrans' Public Participation Process is to promote public involvement in transit planning decision-making activities. This plan establishes formal procedures that allow for, encourage, and monitor public participation within the GTrans service area, including, but not limited to, minority individuals, persons with Limited English Proficiency (LEP), and low-income populations.

GTrans continues to be dedicated to reaching the various demographics that they serve. To get an understanding of the various needs of the community, GTrans participates in diverse community events to best reach LEP individuals and receive feedback. While participating in events, GTrans discusses its Clean Air Initiatives, distributes department information, showcases services, including the new on-demand shared-ride services, promotes services to potential new ridership, promotes the GoPass Fareless Program for students, promotes sustainability efforts of the department, provides information on how to ride the bus, public safety concerns, senior TAP card applications, and receives valuable feedback from customers and non-customers. Since its 2022 Title VI report, GTrans had the opportunity to share the aforementioned information at a variety of events. A sample of these events are listed below:

Clean Air Day	City of Gardena's Harvest Festival	City of Gardena Fall Carnival	City of Gardena's Too Cute to Spook Halloween Event
LABFive Trunk or Treat Event	City of Gardena Veterans Day Service	Martin Luther King Jr. Parade	City of Gardena Community Meetings
It Takes a Village Community Fair	South Bay Cities Council of Governments 23 <sup>rd</sup> Annual General Assembly	Gardena High School Resource Fair	United: A Community Celebration
Blueprint for Success Youth & Adult Job Fair	City of Hawthorne Business Expo	City of Gardena's Cinco De Mayo Parade and Festival	City of Gardena's Fun in the Sun Senior Day Event
City of Gardena's Kids to Park Day	Bring it on the Blvd Downtown Street Fair event	City of Gardena's National Night Out	Bolt Powered by GTrans ribbon-cutting ceremony

Please see GTrans' adopted Public Participation Process for Fare and Service Changes in Appendix C.

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## Language Assistance Plan

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Individuals who have a limited ability to read, write, speak, or understand English are considered persons with Limited English Proficiency. In Los Angeles County, according to the U.S. Census records, approximately one-quarter of the County's residents would describe themselves as being able to communicate in English less than "very well."

Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes discrimination based upon national origin. In conjunction with the development of its 2025 Title VI Program, GTrans updated its Language Assistance Plan and four-factor analysis of services provided to the LEP population.

For a copy of GTrans' Language Assistance Plan and Four Factor Analysis, please see Appendix D.

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## Membership of Non-Elected Committees and Councils

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GTrans does not select membership to any transit-related, non-elected planning boards, advisory councils, or committees, or similar bodies.

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## Monitoring of Subrecipients and Contractors

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For the reporting period, GTrans did not have any subrecipients that received federal financial assistance from the FTA.

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## Fixed Facility Impact Analysis

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GTrans has not constructed any new fixed facilities since the submission of its 2025 Title VI Program and thus has not performed a fixed facility impact analysis.

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## City Council Approval of Title VI Program

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The GTrans 2025 Title VI Program received governing body approval by the City of Gardena's City Council on July 8, 2025. Please see Appendix E for a copy of the agenda and minutes.

# Program Specific Requirements

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## System-Wide Service Standards

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Service performance standards are necessary to ensure that all services are contributing positively to the transit network and the overall financial stability of GTrans. Performance should be measured regularly to identify trends over time and to allow prompt changes to be enacted if necessary. GTrans has adopted quantitative system-wide service standards for its fixed route services. These standards, which are summarized below, were developed and implemented to better help GTrans achieve equity for all its transit customers in service design and operations decisions.

Performance standards help ensure that GTrans services are equitably provided, useful to customers, and cost-effective for the organization.

### Passenger Load

Passenger load is the ratio of passengers on the vehicle to the number of seats on the bus. If the passenger load is high, resulting in overcrowded conditions, additional service may be needed to address the issue. GTrans measures the vehicle load at the maximum load point on each route during peak and off-peak periods. GTrans' policy is not to exceed a passenger load to seat ratio of 1.25 for fixed route services operating in local service, and 1.00 for fixed route services operating express service on freeway segments.

Passenger Load	
Service Type	Passenger Load Factor
Local Service	125% of seated capacity
Express Service	100% of seated capacity

### Vehicle Headway

Vehicle headway is the measurement of time between buses on a line. A shorter headway corresponds to service that is more frequent. GTrans generally operates fixed-route service with vehicle headways between 15-45 minutes during weekday peak periods, and between 30-60 minutes during weekday off-peak periods and weekends.

### On-Time Performance

GTrans defines on-time performance for fixed-route bus trips as those trips that depart from a time point location no earlier than the time listed on printed schedules or arrive at the time point no later than five minutes from the scheduled time. Since the 2022 report, GTrans has deployed a CAD/AVL system that provides a more effective way of tracking on-time performance. Customers can use MyGTBus and other third-party tools to track their bus and gauge on-time performance.

### Service Availability

Service availability generally corresponds to the provision of transit service on major traffic corridors in the service area and access to high population centers and trip generators in urbanized areas. GTrans primarily provides fixed-route service to people who reside within one-half to one-quarter mile of the stops along the routes. Due to the large and varied number of municipal transit operators, including Torrance Transit, Beach Cities Transit, and LA Metro, who provide services at or near many GTrans bus stops,

patrons have many options to access public transportation services in addition to GTrans. The many operators in the region also coordinate regularly to reduce unnecessary duplication of routes and promote a more even distribution of transit services.

GTrans' general standard is to have stops spaced approximately one-quarter mile apart, although stops may be located more closely depending on land use. Stops may be located further apart if safety conditions do not allow a safe stop to be placed within one-quarter mile of the previous stop. Where site conditions allow, GTrans aims to have far-side stops, which reduce conflict with right-turning vehicles, eliminate sight-distance deficiencies at intersection approaches, and encourage pedestrians to cross behind the bus. Please see Appendix F for GTrans' Bus Stop Policy.

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## System-Wide Service Policies

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Under FTA Title VI Guidelines, recipients of federal assistance must develop policies for the equitable distribution of transit amenities and buses. GTrans has adopted quantitative system-wide service policies for its fixed-route services, which, as summarized below, were developed and implemented to help GTrans better achieve equity for all its transit customers in service design and operations decisions.

### Distribution of Transit Amenities

Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Amenities may include, but are not limited to, bus stop benches, shelters, lighting, trash receptacles, and bike racks. Transit amenities are sited per GTrans' Bus Stop Policy (See Appendix F).

Within GTrans' service area, bus stop amenities may be provided by GTrans or by one or more of several other sources, including local governments, private developers, citizen groups, other transit agencies, and commercial advertisers. In general, GTrans has jurisdiction over the location and type of amenities placed within the City of Gardena. Specific equipment and placement at existing bus stops in Gardena is done by GTrans in accordance with all applicable municipal regulatory and permitting processes.

Outside of the City, each municipality is responsible for determining the type of amenities at each existing bus stop. GTrans may recommend or provide information on its standard equipment used within the City of Gardena; however, each city is responsible for selecting and installing amenities at bus stops within its jurisdiction. GTrans will regularly evaluate the conditions and needs of bus stops in its service area and will meet with other cities to provide recommendations for changes to bus stops. Regarding amenities and their placement, GTrans will also consider the input and recommendations from its bus operators and employees, as well as customers, community, and business stakeholders.

The table below outlines GTrans' method of determining what amenities are placed, by GTrans, at bus stops for which it has the ability to decide, and when capital funding resources become available. Currently, GTrans does not have shelters installed at any of the stops within the City of Gardena, however, GTrans is currently seeking funding for this future project.

Transit Amenities		
Average Weekday Boardings	Category	Amenities Provided
>100	Tier 1	Seating, lighting, trash receptacles, and bus stop signage. These stops will be considered for bus shelters if policy allows.
15-99	Tier 2	Seating, lighting, and bus stop signage
<15	Tier 3	Bus stop signage and trash receptacles

### Vehicle Assignment

Vehicle assignment refers to the process by which transit vehicles are placed into service on routes throughout the transit system to ensure that all communities receive the same benefits derived from the transit vehicles. GTrans' entire fleet of transit buses is 100 percent ADA compliant, with wheelchair securement devices, ramps, and kneeling capabilities. Also, standard are air conditioning, bike racks, and voice annunciators. GTrans' fleet of 40-foot buses comes equipped with innovative design functions and state-of-the-art propulsion technology.

Vehicle age is also considered a benefit, as it is generally considered a proxy for the condition of the vehicle. Barring restrictions of certain vehicle fleets (i.e., inability for certain buses to travel on the freeway, or zero-emission battery buses not able to travel on longer routes), vehicles are distributed across the routes equitably by age.

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### Fare and Service Equity Analyses

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GTrans has implemented service changes and changes to its fare policies since the implementation of its last Title VI Program. However, GTrans operates fewer than 50 buses in peak service, falling within the category of reporters that are not required to perform formal evaluations of service and fare equity changes. GTrans is committed to ensuring all such changes do not result in disparate impacts on the basis of race, color, or national origin.

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## Appendix A

# Title VI Complaint Form and Procedures for Reviewing Complaints



## Title VI Complaint Form

City of Gardena's GTrans

GTrans is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by the Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the GTrans Customer Service by calling (310) 965-8888.

<b>Section I</b>
Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: H: _____ W: _____ C: _____
Email Address: _____
<b>Section II</b>
Are you filling this complaint on your own behalf? Yes * <input type="checkbox"/> No <input type="checkbox"/>
<i>If you answered "Yes" to the question above, continue to Section III</i>
Name and relationship for whom on the behalf of the complaint is submitted
Name: _____ Relationship: _____
Purpose for submitting for a third party: _____
Do you have permission to submit on behalf of the aggrieved party? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Section III</b>
Discrimination basis being reported (Check all that apply):
Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/>
Date of alleged incident (Month, Day, Year): _____
As clear as possible, describe the incident that the alleged discrimination occurred. Describe all involved person(s). Include the name and contact information of the person(s) who allegedly discriminated against you (if possible) and names and contact information of any witnesses. Submit additional pages if more space is needed.
_____
_____
_____
_____
_____



<b>Section IV</b>	
Have you previously filed a Title IV complaint with this agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Section V</b>	
Have you previously filed a Title IV complaint with any other Federal, State, or Local agency, or with any Federal or State court?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, check all that apply:</i>	
<input type="checkbox"/> Federal Agency: _____	<input type="checkbox"/> State Agency: _____
<input type="checkbox"/> Federal Court: _____	<input type="checkbox"/> Local Agency: _____
<input type="checkbox"/> State Court: _____	
Please provide contact information for the person at the agency/court where the complaint was filed.	
Name: _____	Title: _____
Agency: _____	
Address: _____	
City: _____	State: _____ Zip Code: _____
Phone Number: _____	Email Address: _____
<b>Section VI</b>	
Name of Agency complaint is against: _____	
Contact Person: _____	Title: _____
Phone Number: _____	Email address: _____

Supplemental materials or other information that is relevant to the alleged incident may also be included.  
Signature and date submitted are required below.

Name (Printed): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Completed forms and materials must be submitted either in person, by mail, or via email to the following address:

Attn: Deputy City Manager  
 City of Gardena  
 Department of Transportation  
 13999 S. Western Avenue  
 Gardena, CA 90249

Rev. 06/04/2025



### **Title VI Complaint Procedures for GTrans**

A person wishing to file a complaint alleging disparate treatment or the disparate provision of transit services on the basis of race, color, national origin, or income level by GTrans may file a complaint in the following manner:

Customers may file a signed, written Title VI Policy Complaint form within one hundred and eighty (180) days of the alleged discrimination date. The complaint should include the following information:

1. Contact information (name, address, phone number)
2. How, when, where and why discrimination occurred

Complaint should include the location, names and contact information of any witnesses.

Forms should be submitted in person at the address below, or mailed to:

Attn: Deputy City Manager  
City of Gardena  
Department of Transportation  
13999 S. Western Avenue  
Gardena, CA 90249

Persons may file a signed, written complaint within one hundred and eighty (180) days of the alleged discrimination date. All written complaints will be referred to the Department of Transportation, GTrans, for evaluation and response. Each complainant will receive an individual written response from the department. Department staff will meet with any complainant at their request. GTrans has 90 days to investigate the complaint. If more information is needed to resolve the case, GTrans may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 60 business days, GTrans can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case. A detailed record of all Title VI complaints and the City's response will be kept on file for a minimum of five years.

It is the policy of the City's Department of Transportation to do everything within its power to thoroughly investigate and to reasonably accommodate Title VI complaints. Complaints that cannot be resolved to the complainant's satisfaction will be referred to the City Attorney's office for final resolution.

In addition to the Title VI complaint process at GTrans, a complainant may file a Title VI complaint with the following:

U.S. Department of Transportation  
Federal Transit Administration  
Office of Civil Rights,  
1200 New Jersey Avenue SE  
Washington, DC 20590

Complainants may also file a Title VI complaint with an external entity like the FTA, courts, or other agencies (at the state or federal level). However, should a complaint be filed with GTrans and an external entity simultaneously, the external complaint will supersede the GTrans complaint. At that point, the GTrans complaint procedures will be suspended pending the external entity's findings.

To request additional information regarding Title VI, please call 310-965-8888 or email [titlevi@gardenabus.com](mailto:titlevi@gardenabus.com).



## **Title VI Complaint Procedures for GTrans (Internal)**

GTrans staff will adhere to the following internal procedures when investigating and resolving Title VI complaints:

1. GTrans staff will accept either the formal Title VI Complaint form or if a customer calls in to complain about discrimination, staff will submit the complaint on his/her behalf through the Trapeze COM system and identify it as a potential Title VI complaint. For either method or receipt, staff will proceed in accordance with the process below.
2. Once a Title VI complaint is received, GTrans staff will contact the complainant to obtain additional details and information that will assist with the investigation. Department staff will meet with any complainant at their request.
3. Staff will attempt to obtain additional internal documentation, which may assist in the investigation, including on-board video camera footage, statements from GTrans personnel, etc.
4. GTrans has 90 days to investigate the complaint. If more information is needed to resolve the case, GTrans may contact the complainant via phone or letter. The complainant has 15 business days from the date of the call or letter to send requested information to the personnel assigned to investigate the complaint. If the investigator is not contacted by the complainant or GTrans does not receive the additional information within 60 business days, GTrans can administratively close the case. A case can be administratively closed if the complainant no longer wishes to pursue their case.
5. After the complaint is reviewed and a determination is made, GTrans will send a closure letter or a letter of finding (LOF) to the complainant. A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains how the situation will be addressed. If the complainant wishes to appeal the decision, he/she has 90 business days after the date of the LOF to do so.
6. A detailed record of all Title VI complaints and the City's response will be kept on file for a minimum of five years.

Rev. 09/22/2022



## Appendix B

# Title VI Investigations, Complaints and Lawsuits



## List of Transit-Related Title VI Investigations, Lawsuits and Complaints Since Last Program Submittal in 2022

Type	Date	Summary	Status	Action(s) Taken
<b>Investigations</b>				
	N/A	N/A	N/A	N/A
<b>Lawsuits</b>				
	N/A	N/A	N/A	N/A
<b>Complaints</b>				
1	3/3/2023	The complainant alleged that a GTrans operator allowed passengers from a certain race with low or no fares to ride the bus while not allowing him who is from another race to ride with low fare.	Investigation found complaint to be not valid for Title VI	Sent Closeout Letter
2	3/3/2023	The complainant alleged that a GTrans operator allowed a passenger from one race to ride without paying but did not allow a passenger from another race who had no money to ride.	Investigation found complaint to be not valid for Title VI	Sent Closeout Letter
3	10/08/2023	The complainant alleged that a GTrans operator was using profanity and racial slurs when a passenger had no fare money.	Investigation found complaint to be not valid for Title VI	Sent Closeout Letter
4	7/03/2024	The complainant alleged that a GTrans operator allowed other passengers to play music through speakers but singled the requestor due to race.	Investigation found complaint to be not valid for Title VI	Sent Closeout Letter



## Appendix C

# Public Participation Process for Fare and Service Changes



### **GTrans Major Service Change Policy**

The purpose of this policy is to establish a threshold that defines a “major” service change for service provided by GTrans, including its fixed route and Special Transit modes.

The following types of service changes shall be considered “major” service changes:

- a) The addition of a new route;
- b) The elimination of a route;
- c) A reduction of 25 percent or more in total vehicle revenue miles in service on any specific route;
- d) An increase of 25 percent or more in total vehicle revenue miles in service on any specific route;
- e) A change in the daily span of service or frequency affecting 25 percent or more of route’s vehicle hours;

The following types of modifications are not classified as “major” service changes:

- a) Temporary route detours caused by road construction, maintenance, closures, emergencies, labor strikes, fuels shortages or safety concerns;
- b) Route number designation changes;
- c) Seasonal service changes;
- d) The introduction or discontinuation of short or limited-term service (e.g., pilot, promotional, demonstration, seasonal or emergency service, or service provided as mitigation or diversions for construction or other similar activities), as long as the service will be/has been operated for no more than 18 months;
- e) Any service change that does not meet the conditions of a major service changes as defined above.

Service change proposals that do not meet the criteria for “major” service changes are still subject to an appropriate level of public review and comment.

The City of Gardena’s GTrans shall consider the degree of adverse effects and analyze those effects when planning major service changes.

**Rev. 08/18/2022**





## **GTrans Public Participation Process for Fare and Service Changes**

### Background

The City of Gardena's GTrans continually monitors and considers the impact of various service decisions as they relate to the community and customers using the service.

As required by FTA Circular 9030.1E, Chapter VI Program Management and Administrative Requirements, the City of Gardena's GTrans must establish a process to solicit and consider public comment prior to raising fares or implementing a major reduction of transit services. The policy should provide an opportunity for a public hearing or public meeting for any fare increase or major service reduction and should describe how the recipient will conduct such meetings and how the recipient will consider the result of such meetings in the process of changing fares and service.

### Participation Principles

It is the goal of GTrans to provide customers and community members the opportunity to participate in the transportation planning process and to provide input on service and fare proposals. Further, GTrans strives to thoughtfully consider the issues and concerns of the public when determining the prospect of major service reductions or fare increases, so as to not disproportionately burden any population with adverse impacts.

As such, changes to GTrans service resulting in major service reductions or fare increases may be the subject of a public meeting or a public hearing. Public input shall be solicited while such proposals are under consideration. Customers and the public shall also be notified prior to the implementation of any major changes in service.

Furthermore, GTrans will:

- Determine what non-English languages and other barriers may exist to public participation within the service area
- Provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area
- Hold public meetings in locations that are accessible to transit riders and people with disabilities, and will be scheduled at times that are convenient for members of the public
- Broadly advertise public meetings and hearings in the community in non-English languages identified in the updated LEP Plan through a variety of methods describing the proposed changes as well as at major transit stops, local print media, and local community centers
- Provide notification regarding the availability of language assistance at public meeting as described in the LEP Plan

## Public Participation

### **Procedural Actions**

To enhance public participation, legal notification of a public hearing and public comment will occur no fewer than 14 days prior to the hearing or meeting. This notice will set a specific place, date and time for one or more public hearings and will identify the dates during which public comment will be accepted. The public comment period will be no fewer than 10 days.

The following procedures, strategies, techniques and media may be utilized to engage and notify the public in advance of a public hearing and prior to the City of Gardena's approval.

- Place printed material, such as interior car cards, flyers, customer bulletins, on board buses and at transit hub(s) and at public, City of Gardena facilities
- Provide information on City of Gardena and/or GTrans websites
- Post information using social media outlets such as Facebook, Instagram or Twitter
- Conduct presentations and/or issue correspondence to professional, governmental, non-profit and student stakeholder organizations
- Conduct GTrans system user and non-user surveys

### **Scheduling and Conducting Public Hearings**

Hearings will be conducted by the City of Gardena (City Council or City Staff) in person or online and at the time selected. The facility utilized for the public hearings will be accessible to persons with disabilities.

Forms will be made available to register interested person's presence and desire to speak. Public hearings will begin with a reading of the public notice, purpose and proposed action that necessitate the public hearing. After a presentation of the proposed action is completed, the public will be invited to offer their comments. The Hearing Officer will instruct the public as to the amount of time each speaker has for public comment. After all register persons have commented the Hearing Officer will close the public hearing

### **Addressing Public Comments Received**

All relevant comments received verbally or in writing at a public hearing or as otherwise conveyed to GTrans prior to the established deadline will be entered into the public record of the comment process. Subsequent to the comment period, staff will evaluate and analyze all relevant comments received and prepare a written report for consideration by the City of Gardena's City Council.

Rev. 09/19/2022



## Appendix D

# GTrans' Language Assistance Plan and Four-Factor Analysis



# **LANGUAGE ASSISTANCE PLAN 2025**

Analysis of Persons with Limited English Proficiency (LEP) and  
Language Assistance Plan

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## **1. Introduction**

This Limited English Proficiency Plan (LEP) has been prepared to address GTrans' responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. As defined, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964 which states: "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjugated to discrimination under any program or activity receiving Federal financial assistance." GTrans is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color, or national origin.

## **2. GTrans Background**

The City of Gardena's GTrans began operation of transit services in 1940 in response to a stoppage of railroad services between the areas of the South Bay and Downtown Los Angeles. In 2015, Gardena Municipal Bus Lines rebranded and officially changed its name to GTrans and unveiled a new modern bus design and logo.

GTrans is a City department that operates as an enterprise fund and is self-supported. It is not operated with any of the City's general funds.

GTrans serves several local communities that include: the City of Gardena, Torrance, Lomita, West Carson, Compton, Hawthorne, Lawndale, and certain parts of Inglewood. The City of Gardena is six square miles and is situated in the South Bay area of metropolitan Los Angeles between Athens to the north, City of Torrance to the south, Harbor Gateway to the east, and the City of Hawthorne and City of Lawndale to the west. GTrans' total service encompasses 87.5 square miles with a population of approximately 816,700 people according to the U.S. Census Bureau.

### **Services Provided**

#### **Local Fixed Route Service**

GTrans provides transportation to area residents with fixed bus routes that serve many local communities and provide access to Metro Rail and Downtown Los Angeles. GTrans' fixed-route revenue fleet consists of 51 vehicles, which include CNG and zero-emission buses. GTrans also operates nine Bolt on-demand vehicles, including six vans and three cutaway vehicles. All buses use low-floor, curb level technology, and are fully ADA accessible. Current fixed route buses can accommodate two to three bikes.

#### **Bolt Powered by GTrans**

GTrans also operates an on-demand shared-ride service using nine accessible cutaway and minivan vehicles for the general public, registered senior citizens, and persons with disabilities. Bolt's general public on-demand service is for rides within the boundaries of Gardena. Bolt for paratransit customers includes residents of Gardena, Hawthorne, and unincorporated areas of Alondra Park and Del Aire in Los Angeles County.

Residents wishing to use the Bolt on-demand paratransit service can apply for a membership card at the Gardena Senior Citizens Bureau or Hawthorne Memorial Center. Once a Senior or Paratransit rider is registered in the system, they may book a ride through Bolt Paratransit dispatch, the Gardena Senior Citizens Bureau, the Bolt website, or the Bolt Powered by GTrans App. Arrangements must be made at least 48 hours in advance. The service normally would operate Monday to Friday 6:00 a.m. – 9:00 p.m., Saturdays from 10:00 a.m. – 9:00 p.m., and Sunday and Holiday service 8:00 a.m. – 2:30 p.m.

### 3. Four Factor Analysis

#### Factor 1: The Number and Proportion of LEP Individuals Served or Encounters in the Eligible Service Population

##### What the Guidance Says:

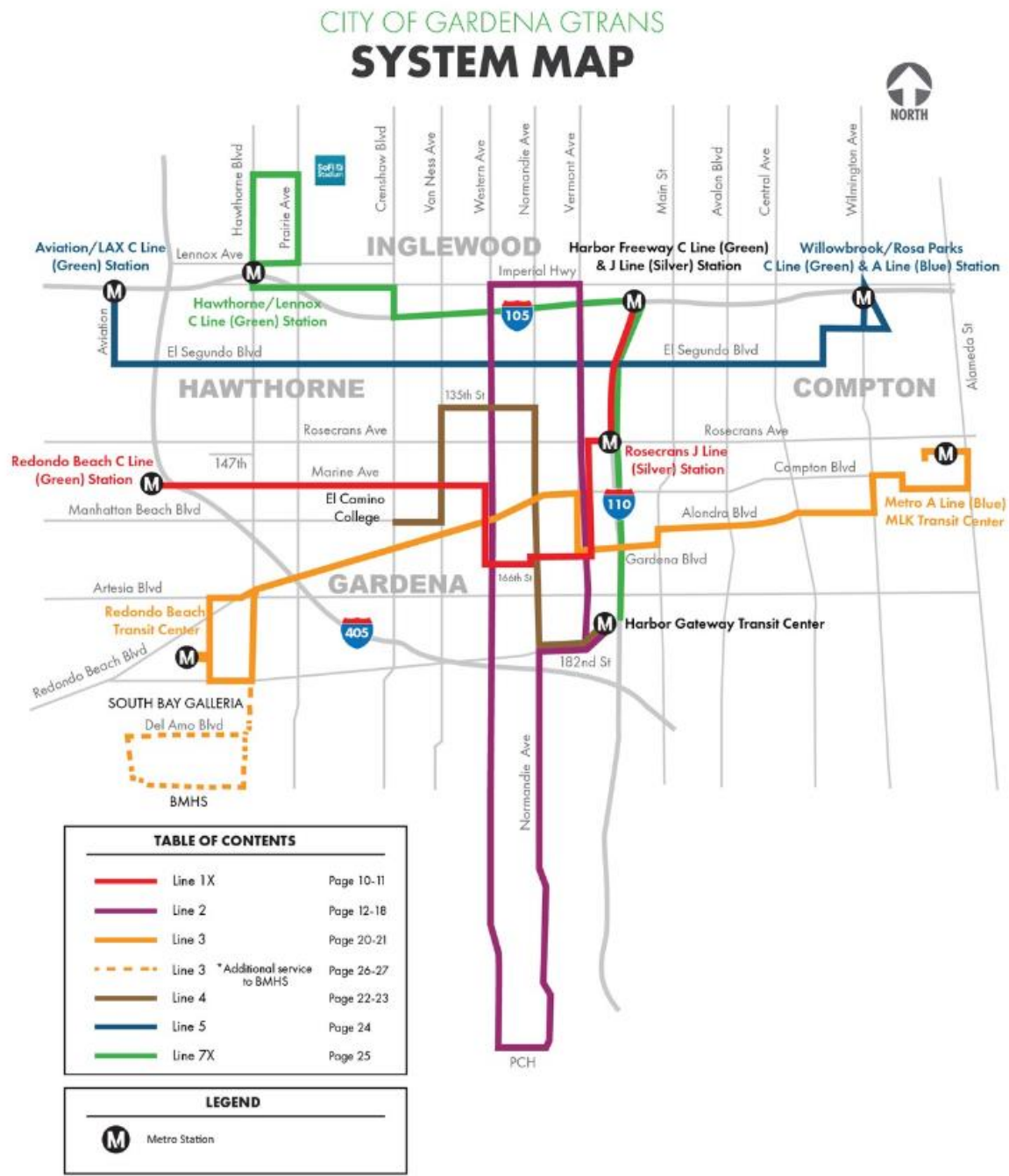
***“The greater the number or proportion of LEP individuals from a particular language group served or encountered in the eligible service population, the more likely language services are needed”***

Being a part of the diverse communities served by GTrans, the agency has regularly encountered LEP individuals throughout its day-to-day operations. Accordingly, GTrans works to ensure that all individuals have access to this vital information which allows them to use the transit system. To follow are some examples of the typical interaction GTrans has with LEP individuals:

- Customer Service Call Center
- Customer Service Front Desk at GTrans
- Community meetings
- Paratransit dispatch
- Bus operators
- Public hearings
- Schedules, brochures, and other printed materials
- Customer and Community surveys
- Public outreach team and events
- GTrans website
- GTrans social media, including Facebook, and Instagram

The U.S. Census Bureau compiles data through its American Community Survey (ACS), which is an ongoing statistical survey that samples a small percent of the population every year giving communities the information they need to plan investments and services. In addition to tracking race, family and relationships, income and benefits, health insurance, education, veteran status, and disabilities, it also provides numbers for areas across the United States of English proficiency. The categories provided describe levels of English proficiency as speaking English “Well,” or “Less than very well.” This data can be accessed for each of the census tracts contained within areas surrounding the GTrans service area. This data is the basis for much of the analysis that follows.

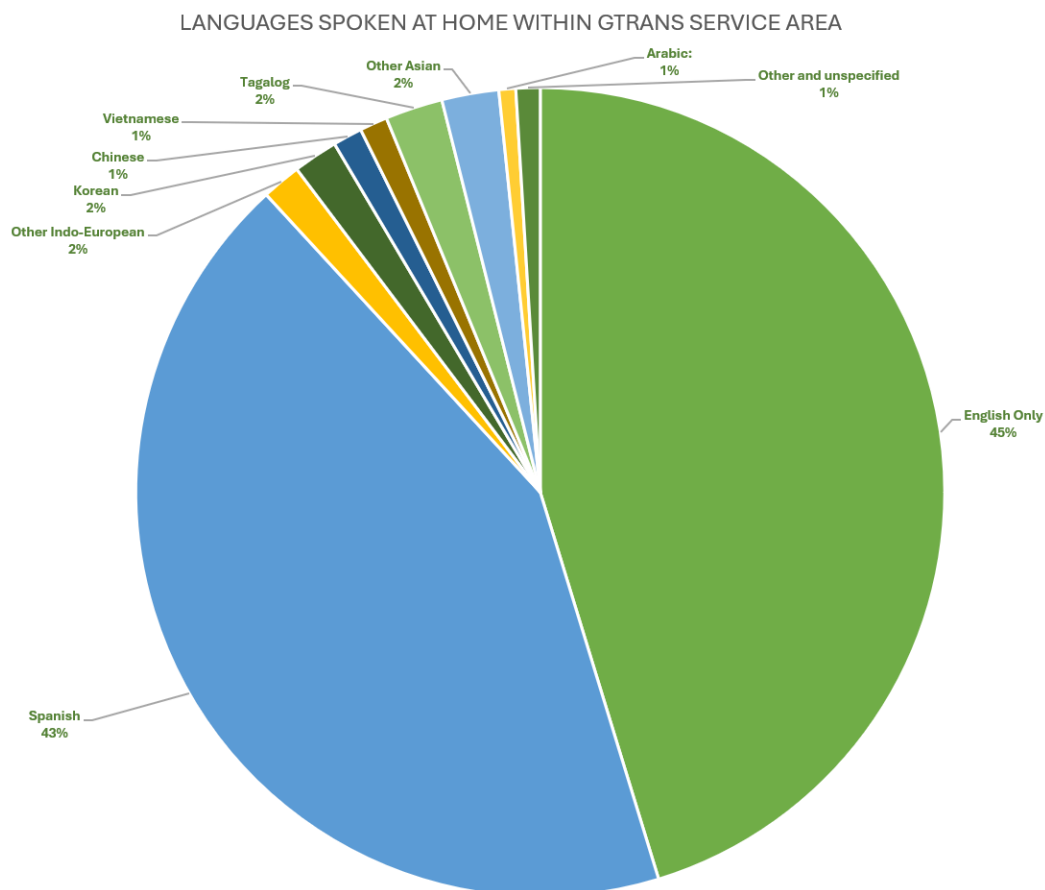
Figure 1: GTrans Route Map





Since the 2022 plan, GTrans had made a significant change to its' service area. January 2025 saw the removal of all weekday service to Downtown Los Angeles, resulting in the omission of nearly 50 census tracts. The removal of these census tracts impacts the LEP languages and reportable population. The 2023 ACS showed that of the many languages spoken in the homes of those living within the GTrans service area, approximately 45 percent of the population speaks only English at home. The remaining 55 percent of the population speaks a language other than English at home: approximately 43 percent Spanish, two percent Korean, two percent Tagalog, two percent Other Asian and Pacific Island, two percent Indo-European languages, one percent Chinese, one percent Vietnamese, one percent Arabic, and one percent Other and unspecified languages. Figure 2 shows the breakdown of languages spoken at home within the GTrans service area, covering 158 census tracts.

**Figure 2**

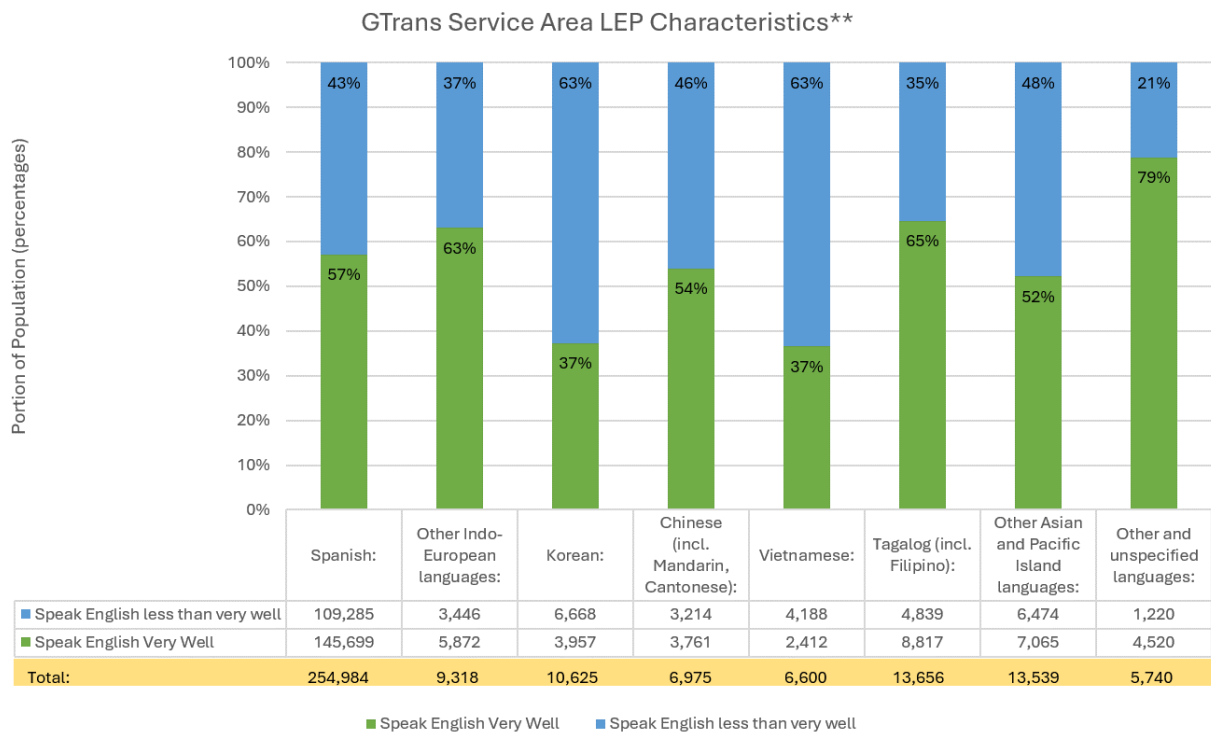


Source: Data Source: C16001 LANGUAGES SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER. Universe: Population 5 years and over 2023 American Community Survey 5 year Estimates GTrans Service Area Census Tracts

As indicated in Figure 2 above, nearly half of the respondents in GTrans' service area speak English at home (45 percent). However, there are a significant number (43 percent) of respondents who speak Spanish at home. Of the LEP population, Spanish is the most predominant language spoken by far. Second to Spanish are Tagalog and other Asian and Pacific Islander languages at about four percent, Korean and Other Indo-European languages at about three percent, Chinese, Vietnamese, and Other or Unspecified languages at about two percent. All other languages spoken at home by respondents in GTrans' service area make up approximately one percent of the total LEP languages spoken at home. Compared to the previous report in 2022, the Spanish language remains the highest spoken other than English within the GTrans area.

The LEP population is determined by specific categories used by respondents in the ACS. Using LEP classifications of “Very well” and “Less than very well” the number of LEP individuals can be determined. As depicted below in Figure 3 on the following page, approximately 75 percent of the population is classified as speaking English only and speaking English “Very well.” The remaining 25 percent report speaking English “Less than very well.” This is considered the LEP population of GTrans’ service area. Approximately 76 percent of the total LEP population communicates in Spanish, which is by far the main non-English language spoken in the GTrans service area.

**Figure 3**



\*\* Languages with a population of less than 1,000 individuals are not shown and include: French, Haitian, Cajun, German or West Germanic, Russian, Polish, or other Slavic, and Arabic. These make up 1.45% of the entire LEP population.  
Data Source: C16001 LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER. Universe: Population 5 years and over 2023 American Community Survey 5-year Estimates.

## Safe Harbor

By further exploring the ACS data, GTrans has determined that there are eight LEP language groups that are required to be analyzed. The U.S. Department of Transportation (USDOT) has adopted the U.S. Department of Justice (USDOJ) Safe Harbor Provision, which outlines circumstances that can provide a “Safe Harbor” for recipients regarding the translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent or 1,000 persons, whichever is less, of the total populations of people eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written language obligations.

The GTrans language groups that fall under the Safe Harbor provision are depicted in Figure 3 on the previous page. From the data, Spanish was the largest LEP language group for the GTrans service area with approximately 74 percent of the LEP population. Language groups which exceed 1,000 persons speaking English “Less than very well” are: Korean with approximately 11,436 members of the LEP

population, Chinese with an LEP population of approximately 7,314, Tagalog with an estimated LEP population of 5,177, Vietnamese with an estimated LEP population of 4,310, Other Asian and Pacific Island languages with an estimated LEP population of 7,549, Other Indo-European languages with an estimated LEP population of 3,903, and Other and unspecified languages with an estimated LEP population of 1,543.

In terms of concentration, GTrans has determined that Spanish-speaking LEP populations are concentrated in GTrans' service areas around Compton, Inglewood, Lennox, Lynwood, Hawthorne, and Willowbrook, which are within the service areas of Lines 1X, 2, 5, and 7X. Korean-speaking LEP concentrations are mostly in the section of the GTrans service area that occupies Gardena, Carson, and Torrance areas, which are within the service areas of Lines 1X, 2, and 3. Tagalog-speaking LEP populations are concentrated primarily in the GTrans service area which occupies Carson, which is within the service area of Line 2. The concentration of the Vietnamese-speaking LEP population is in the El Camino Village area, which is serviced by Line 1X and 3. The other categories all are dispersed across most of the GTrans lines: The Other Asian and Pacific Island languages are concentrated along the Torrance and Gardena areas, Other Indo-European languages are dispersed amongst the South Bay cities of Torrance, Hawthorne, and Redondo Beach, and Other and unspecified languages are concentrated within the Gardena and Hawthorne areas.

Although Arabic, Korean, Chinese, Tagalog, Vietnamese, Other Asian and Pacific Island languages, Other Indo-European languages, and Other and unspecified languages LEP population are above the 1000-person threshold as defined by the DOJ Safe Harbor Provision, they all represent together approximately 7 percent of the LEP population within GTrans Service area.

The GTrans website [www.ridegtrans.com](http://www.ridegtrans.com) has a feature provided by Google that translates the website into over 100 different languages including all of the languages which fall under the Safe Harbor Provision. Written translations for the printed material will be focused on the Spanish LEP language group, which makes up approximately 77.3 percent of the LEP population within GTrans service area. For more on GTrans' efforts for Safe Harbor languages and its vital documents, please see Factor 4 below.

The Federal guidance also suggests incorporating data that can be obtained through the State Department of Education, which has enrollment data on LEP populations, and the types of languages spoken in the areas throughout which GTrans provides service.

GTrans' service area encompasses eleven school districts. For this report, not all the schools that represent Los Angeles Unified School were included in the calculation of LEP populations. Rather, just the schools located in census tracts within GTrans' service area were included, representing a total of 4,088 English learner students grades K-12. Centinela Valley Union High School District includes high schools located in Lawndale, Hawthorne, Lennox, Del Aire, and El Camino Village and has a total of 1,008 English learner students in grades 9-12. Compton Unified School District serves the city of Compton along portions of Paramount and Carson with a total of 4,349 English learner students in grades K-12. El Segundo Unified School District serves the residents of El Segundo and has a total of 77 English learner students in grades K-12. Hawthorne Unified School District serves the residents of Hawthorne and has a total of 1,610 English learner students in grades K-12. Inglewood Unified School District serves students in Inglewood and has a total of 1,758 English learner students in grades K-12. Lawndale Elementary School District serves Lawndale, parts of Hawthorne and the El Camino Village has a total of 1,151 English learner students in grades K-12. Lennox Unified School District serves K-8 students in the Lennox area and has a total of 1,982 English learner students. Redondo Beach Unified School District which serves the areas of both Redondo Beach and Hermosa Beach has a total of 377 English learner

students. Torrance Unified School District serves the city of Torrance and has a total of 2,443 English learner students grades K-12. Wiseburn Unified School District, which serves K-8 students in the Hawthorne area, has a total of 349 English learner students.

Figure 4 details the percentage of English learners enrolled at specific GTrans' service area schools in each of the eleven districts by language spoken, if greater than one percent of the total within the specific district. According to the State of California's Department of Education, English learners are those who do not speak, read, write, or understand English as a result of English not being their home language. The statistics related to LEP inevitable are in keeping with the census data, in that Spanish is by far the most common language spoken by LEP individuals.

**Figure 4**

<b>English Learner Students by Languages Greater than 1% of total</b>		
	<b>Number of English Learner students</b>	<b>% of Language Spoken by English Learner Students in the School District</b>
<b>Centinela Valley Union High School District 2023-2024</b>		
Spanish	989	94.10%
Vietnamese	19	1.81%
<b>Compton Unified School District 2023-2024</b>		
Spanish	4,349	99.70%
<b>El Segundo Unified School District 2023-2024</b>		
Spanish	41	54.67%
Arabic	4	6.86%
Japanese	4	5.33%
Khmer (Cambodian)	3	4.00%
Mandarin (Putonghua)	2	4.00%
Urdu	3	4.00%
Portuguese	3	3.92%
French	2	2.67%
Russian	2	2.67%
Thai	2	2.67%
Telugu	2	1.96%
Hebrew	1	1.33%
Indonesian	1	1.33%
Marathi	1	1.33%
Other Baltic Languages	1	1.33%
Other non-English languages	1	1.33%
Rumanian	1	1.33%
Ukrainian	1	1.33%
Undetermined	1	1.33%
Vietnamese	1	1.33%
<b>Hawthorne Unified School District 2023-2024</b>		

Spanish	1,577	91.95%
Arabic	33	1.92%
<b>Inglewood Unified School District 2023-2024</b>		
Spanish	1,758	96.22%
<b>Lawndale Elementary School District 2023-2024</b>		
Spanish	1,066	88.83%
Vietnamese	58	4.83%
Arabic	27	2.25%
<b>Los Angeles Unified School District 2023-2024</b>		
Spanish	4088	94.39%
<b>Lennox Unified School District 2023-2024</b>		
Spanish	1,982	99.35%
<b>Redondo Beach Unified School District 2023-2024</b>		
Spanish	167	39.95%
Japanese	59	14.11%
Russian	34	8.13%
Mandarin (Putonghua)	22	5.26%
Portuguese	21	5.02%
Korean	18	4.31%
Arabic	11	2.63%
Farsi (Persian)	10	2.39%
Vietnamese	9	2.15%
Filipino (Pilipino or Tagalog)	7	1.67%
French	7	1.67%
German	6	1.44%
Turkish	6	1.44%
<b>Torrance Unified School District 2023-2024</b>		
Spanish	894	34.14%
Japanese	541	20.66%
Korean	274	10.46%
Arabic	132	5.04%
Portuguese	101	3.86%
Vietnamese	81	3.09%
Mandarin (Putonghua)	80	3.05%
Urdu	74	2.83%
Other non-English languages	72	2.75%
Filipino (Pilipino or Tagalog)	67	2.56%
Russian	45	1.72%
Farsi (Persian)	28	1.07%
Hindi	27	1.03%
Telugu	27	1.03%

Wiseburn School District 2023-2024		
Spanish	167	40.05%
Japanese	59	14.15%
Russian	6	8.15%
Mandarin (Putonghua)	22	5.28%
Portuguese	21	5.04%
Korean	18	4.32%
Arabic	11	2.64%
Persian (Farsi)	10	2.40%
Vietnamese	9	2.16%
Filipino (Pilipino or Tagalog)	7	1.68%
French	7	1.68%
German	6	1.44%
Turkish	6	1.44%
Grand Total	19,192	
Data Source: English Learner Students by Language by Grade, California Department of Education. 2023-2024.		
* Information provided in Figure 4 includes only those schools located in census tracts within GTrans' service area and therefore does not represent district-wide figures. Additional languages are spoken in each district; however, they represent less than 1% of the languages spoken within each district.		

The Federal Transit Administration recommends that each agency conduct community outreach to organizations that work with LEP populations. This outreach may provide the agency with information that is not included in the Census, such as information on the specific languages spoken by the LEP populations, population trends, cultural backgrounds of LEP persons, information on what services are most frequently sought by the LEP population, and what will resonate equally among all nationalities and subcultures within the GTrans service area.

GTrans continues to be dedicated to reaching the various demographics that they serve. To get an understanding of the various needs of the community, GTrans participates in diverse community events to best reach LEP individuals and receive feedback. While participating in events, GTrans discusses its Clean Air Initiatives, distributes department information, showcases services, including the new on-demand shared-ride services, promotes services to potential new ridership, promotes the GoPass Fareless Program for students, promotes sustainability efforts of the department, provides information on how to ride the bus, public safety concerns, senior TAP card applications, and receives valuable feedback from customers and non-customers. Since its 2022 Title VI report, GTrans had the opportunity to share the aforementioned information at a variety of events. A sample of these events is listed on the following page:

Clean Air Day	City of Gardena's Harvest Festival	City of Gardena Fall Carnival	City of Gardena's Too Cute to Spook Halloween Event
LABFive Trunk or Treat Event	City of Gardena Veterans Day Service	Martin Luther King Jr. Parade	City of Gardena Community Meetings
It Takes a Village Community Fair	South Bay Cities Council of Governments 23 <sup>rd</sup> Annual General Assembly	Gardena High School Resource Fair	United: A Community Celebration
Blueprint for Success Youth & Adult Job Fair	City of Hawthorne Business Expo	City of Gardena's Cinco De Mayo Parade and Festival	City of Gardena's Fun in the Sun Senior Day Event
City of Gardena's Kids to Park Day	Bring it on the Blvd Downtown Street Fair event	City of Gardena's National Night Out	Bolt Powered by GTrans ribbon-cutting ceremony

Based on the interactions between GTrans staff and the aforementioned community groups and events, the LEP language most encountered is Spanish. Recognizing that demographics and languages are shifting all the time, GTrans will continue to work with these and other community groups to continue to gain experience and knowledge about its LEP population.

## **Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services**

### **What the Guidance Says:**

***“Recipients should assess, as accurately as possible, the frequency with which they have or should have contact with the LEP individuals from different language groups seeking assistance, as the more frequent the contact, the more likely enhanced language services will be needed”***

GTrans recently reviewed the frequency with which staff and drivers have or could have contact with LEP persons. GTrans conducted a recent survey of bus operators and frontline staff, including the front office Customer Service who handles all calls and visits, and Staff who often interact with the community and passengers. Of those surveyed, 52.5 percent indicated they interacted with more than one individual with limited English proficiency during a typical shift.

Approximately 70 percent of the respondents indicated that the primary LEP language encountered was Spanish. Roughly, 75 percent of the respondents indicated that they most frequently encounter LEP customers along Line 2, which is GTrans' highest ridership line. There have only been a few requests made to the operators and frontline staff for language translation of public information, with 65 percent indicating that passengers have not requested translated materials.

Here are additional relevant activities and services provided by GTrans during which LEP contact is made:

- Fixed Route transit services on 6 routes
- In person at GTrans Customer Service Desk
- City of Gardena Phone Tree providing names, phone numbers, and languages of certified employees in the City that can assist with translation or interpretation
- Bolt Powered by GTrans on-demand shared-ride service within the City of Gardena, Hawthorne and portions of LA County
- GTrans outreach events and information booths
- Bus Operators and their Supervisory Team interact with LEP persons daily in the field
- GTrans Website with Google Translate feature which translates the website into over 100 different languages
- Schedules, brochures, and bus signage provided in English and Spanish
- GTrans social media accounts include Facebook, and Instagram
- Outreach with local schools regarding access to services

In an effort to explore the needs of LEP communities within the GTrans service area, staff surveyed local organizations including the El Camino College, Southwest College, South Bay Adult School, St. Anthony of Padua Catholic Church, The Potter's House Church of Los Angeles, Gardena Valley Baptist Church, Trinity Lutheran Church & Schools, Angeles Community Health Center, Massao W. Satow Library, Gardena Mayme Dear Library, Carson One-Stop Community Center, Gardena One-Stop Employment Center, Hawthorne Senior Center, A C Bilbrew Library, and Compton Library. The purpose of this dialogue was to understand further the extent of the LEP population in GTrans' service area, as well as the needs of the community. The discussions resulted in confirmation that Spanish is the largest spoken language amongst the LEP population. Other languages common within those organizations included Japanese, Chinese, and Tagalog, which represent a small sector of the overall LEP population in the GTrans service areas. From our conversations with these organizations, we learned that the seniors make up a large amount of the LEP population and prefer communication like phone calls, printed newsletters, and phone calls.

While other languages are not required, GTrans collaboratively works with the aforementioned organizations on an as-needed basis for materials in languages other than the majority.

### **Factor 3: The importance to LEP Persons of Your Program, Activities, and Services**

#### **What the Guidance Says:**

***“The more important the activity, information, service, or program, or the greater the possible consequences of the contact to the LEP individuals, the more likely language services are needed”***

Through input from community organizations and interactions with riders, GTrans has determined its most crucial services to be its fixed route and paratransit services. Related to this service, GTrans provides



vital documents, without which a person would be unable to access services. GTrans' vital documents are as follows:

Vital Documents

GTrans Route and Schedule Guide

Bolt Powered by GTrans Information

Title VI Notice, Title VI Plan, and Complaint Procedures

Language Assistance Plan

Public Notices to Change in Service

ADA Reasonable Accommodation Request Form

PTASP Safety Plan

## **Factor 4: The Resources Available to the Recipient and Cost**

**What the Guidance Says:**

***“A recipient’s level of resources and the costs imposed may have an impact on the nature of the steps it should take in providing meaningful access for LEP persons”***

As a small transit operator, GTrans has limited resources but manages to stretch this limited budget through cost-effective and efficient measures that benefit not only GTrans' LEP customers but all customers. Currently, GTrans practices several measures in support of assisting the LEP population. These efforts include:

- There is staff within the Transportation Department and throughout the City of Gardena who are on the Bilingual List of Translators and eligible for Bilingual Bonus Pay. Eligible employees receive \$31 per pay period. As of May 2025, the City of Gardena has 46 employees that can translate Tagalog, Spanish, Japanese, Vietnamese, or Korean. GTrans, specifically, has 17 employees that receive this compensation for a FY2025 budgeted cost of \$16,904.
- GTrans' Route and Schedule Guide is printed in both English and Spanish, providing maps and timetables in addition to offering customers important information about how to ride the bus, critical information on fares and passes, information on Bolt, etc. There is only minimal incremental cost for this guide to include Spanish translation, as in-house staff provides the translation copy. The cost to print the guides in total is roughly \$9,500
- GTrans' website uses Google Translate feature to support over 100 languages for immediate translation. This feature is free for GTrans to use on its website.
- GTrans' non-bilingual bus operators ask other customers on board for translation assistance when they are either unable to understand or communicate with an LEP person or are not near the GTrans' staffed customer service center. If still unable to provide assistance, GTrans operators are instructed to contact Dispatch for assistance. This is at no additional cost.
- Brochures and other materials including signage and information cards for the bus are printed in both English and Spanish. This amounts to approximately \$11,000 per year.
- Public outreach team and events are held throughout the year to provide the public, which includes the LEP population, with information and giveaways. These outreach events are already in the budget for outreach; however, the staff ensures there are Spanish-speaking employees

available to assist with GTrans' Spanish-speaking customers. This additional cost is approximately \$10,000 per year.

GTrans will continue to translate its vital documents such as the Route and Schedule Guide, Bolt Powered by GTrans Information, Title VI Notice, Title VI Plan and Complaint Procedures, Language Assistance Plan, Public Notices to Change in Service, Reasonable Accommodation Request Form, and the PTASP Safety Plan through Google Translate on the GTrans website and use certified translators when needed. GTrans will also continue to use its in-house multilingual staff, citywide Bilingual List of Translators, and Google Translate to translate for eligible LEP language groups.

**Conclusion:**

GTrans has developed several methods to guarantee that those who rely on public transit and are limited English speakers are able to receive critical information. The availability of the resources outlined in the four-factor analysis has greatly helped in providing critical information to GTrans' LEP population. As shown in the review of U.S. Census information, GTrans can provide services to most of its service area without any additional effort. GTrans will continue to make efforts to ensure that LEP individuals do not feel unable to utilize the services provided by the city.

# Language Assistance Plan

## Introduction

U.S. Department of Transportation (DOT) Limited English plan (LEP) guidance recommends that GTrans, as a recipient of federal funds, develop an implication plan to address the needs of the LEP population it serves. GTrans has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided. This plan outlines how to identify a person who may need language assistance, the language assistive measures, training staff, providing notice to LEP persons, and monitoring and updating the LEP plan.

## Element 1: Identifying LEP individuals Who Need Language Assistance

### **What the Guidance Says:**

***“There should be an assessment of the number or proportion of LEP individuals eligible to be served or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis”***

As part of the four-factor analysis, GTrans’ used ACS data to determine the breakdown of LEP individuals located within its service area. This was executed using the analysis of 206 Census tracts, and approximately 714,006 residents.

The data showed some very clear trends within GTrans’ service area. Approximately 56% of the residents in the service area speak a language other than English at home. Of the total service area population, 75.5% identified themselves as speaking English only or “Very well.” This figure includes the 44.3% of those who identify themselves as speaking only English, but also the populations which speak other languages and speak English “Very well”. GTrans also determined that 24.5% of GTrans service area population can be classified as LEP, and of that population 74.1% spoke Spanish.

Spanish is the clear and overwhelming LEP language to be addressed in the GTrans’ service area. In accordance with the USDOJ’s Safe Harbor Provision, Korean, Chinese, Tagalog, Vietnamese, Arabic, Other Asian and Pacific Island languages, Other Indo-European languages, and Other and unspecified languages LEP populations are emerging in GTrans’ service area, with concentrations seen in specific areas. As indicated in Factor 1, GTrans regularly encounters LEP individuals throughout its day-to-day operations. By far the most common language group encountered by GTrans, outside of English is Spanish.

## Element 2: Language Assistance Measures

### **What the Guidance Says:**

***“An effective LEP Plan would likely include information about the ways in which language assistance will be provided”***

GTrans will strive to offer the following measures to LEP individuals, that is, persons who speak English “Less than very well.”

- GTrans’ Title VI Policy and GTrans staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.

- If a client asks for language assistance and GTrans determines that the client is an LEP person and that language assistance is necessary to provide meaningful access, reasonable efforts will be made to provide meaningful access, reasonable efforts will be made to provide free language assistance. If reasonably possible, GTrans will provide language assistance in the LEP client's preferred language. GTrans has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.
- GTrans will periodically assess client needs for language assistance based on requests for interpreters and/or translations, as well as the literacy skills of the clients.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and then access language assistance at one or more of the available resources identified on the next page.

### **Element 3: Training Staff**

#### **What the Guidance Says:**

***“Staff members should know about their obligations to provide meaningful access to information and services for LEP persons, and all employees in public contact positions should be properly trained. An effective LEP plan would likely include training to ensure that:***

- ***Staff knows about LEP policies and procedures***
- ***Staff having contact with the public (or those in recipient's custody) is trained to work effectively with in person and telephone interpreters”***

The following training will be provided to GTrans staff

- Information on the Title VI Policy and LEP responsibilities
- Description of language assistance services offered to the public
- Process for assisting LEP customers when translation is requested
- How to handle potential Title VI/LEP complaints

### **Element 4: Providing Notice to LEP Persons**

#### **What the Guidance Says:**

***“Once an agency has decided, based in the four-factors, that it will provide language services, it is important that the recipient notify LEP persons of service es available free of charge. Recipients should provide this notice in languages LEP person would understand.”***

GTrans currently provides most of its public printed material about service in both English and Spanish including the Route and Schedule Guide and bus signage. Staff members throughout GTrans, who are bilingual in English and Spanish, are available to assist customers as needed. Furthermore, the website offers a feature from Google Translate which automatically can translate the website into over 100 different languages.

#### **Translation of Documents**

- In those cases where the need arises for LEP outreach, GTrans will consider the following options:
  - When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language for the known LEP population

- Bus schedules, maps, and other transit publications will be made available in an alternative language for the known LEP population through the GTrans website using the Google translate feature

### **Formal Interpreters**

- When necessary to provide meaningful service to LEP clients, GTrans will provide qualified interpreters upon request, including any bilingual staff of the City of Gardena, if available. The City of Gardena has identified all City staff who speak languages other than English. At important stages that require one-on-one contact, written translations and verbal interpretation services will be provided consistent with the four-factor analysis used earlier.
- GTrans may require a formal interpreter to certify to the following:
  - The interpreter understood the matter communicated and rendered a competent interpretation
  - The interpreter will maintain private information, non-public data will not be disclosed without written authorization from the client
  - Bilingual City Employees, when available, can provide limited assistance to GTrans staff and LEP clients as part of their regular job duties

### **Informal Interpreters**

- Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. GTrans staff will determine whether it is appropriate to rely on informal interpreters, depending on the circumstances and subject matter of the communication. However, in many circumstances, informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency, or conflict of interest.
- An LEP person, may use an informal interpreter of their own choosing and at their expense, either in place of or as a supplement to the free language assistance offered by GTrans. If possible, GTrans should accommodate an LEP client's request to use an informal interpreter in place of a formal interpreter.
- If an LEP client prefers an informal interpreter after GTrans has offered free interpreter services, the informal interpreter may interpret.
- If an LEP client wants to use their own informal interpreter, GTrans serves the right to also have a formal interpreter present.

## **Element 5: Monitoring and Updating LEP Plan**

### **What the Guidance says:**

***“Evaluation can help you track your outreach efforts, discover dissemination problems early, make corrections, and find out whether your language services have impacted your ridership and/or relations with local immigrant communities”***

GTrans will update the LEP Plan as required by U.S. DOT every 3 years or when significant changes are required. GTrans intends to explore additional improvements that may be developed as a result of an ongoing dialog with the LEP community and changes to the demographics of the service area.

#### **Dissemination of the GTrans LEP Plan**

A link to the GTrans Title VI Plan and the LEP Plan will be included on the GTrans website, <http://ridegtrans.com/contact/title-vi-report/> and at <http://ridegtrans.com/contact/lep-plan/>

Any person or agency with internet access will be able to access and download the plan from the GTrans website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request a copy of the plan in translation which GTrans will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to GTrans in person at 13999 S. Western Ave., Gardena, CA 90249, through phone (310) 965-8888, or email at [titlevi@gardenabus.com](mailto:titlevi@gardenabus.com).



## Appendix E

# Gardena City Council Approval of 2025 Title VI Program

Place Holder for City Council Certified Minutes





## Appendix F

# GTrans Bus Stop Policy



## **GTrans Bus Stop Policy**

Bus stops play an important role in service accessibility, community identity, and safety and comfort of waiting customers. The purpose of this policy is to provide guidance for the spacing of GTrans bus stops and establish criteria for the distribution of bus stop amenities.

### **A. Bus Stop Location and Spacing**

Bus stop location will be determined by GTrans staff, and will aim to balance operating speed and convenience of service access. GTrans' goal is to have stops spaced approximately  $\frac{1}{4}$  mile apart, although stops may be located more closely depending on land use. Stops may be located further apart if safety conditions do not allow a safe stop to be placed within  $\frac{1}{4}$  mile of the previous stop. Where site conditions allow, GTrans aims to have far-side stops, which reduce conflict with right-turning vehicles, eliminate sight-distance deficiencies at intersection approaches, and encourage pedestrians to cross behind the bus. Additionally, far-side stops will allow GTrans to implement transit signal priority in the future, which will expedite travel across intersections.

### **B. Bus stop amenities**

Since resources are limited, not every bus stop can have all of the desired amenities beyond just a pole and sign. GTrans is guided primarily by the following objectives:

Maximizing benefit for existing customers: amenities should be allocated to stops with the highest number of average weekday boardings, and stops that serve as transfer points at major intersections.

Equitable distribution of amenities: GTrans is committed to meeting the requirements of Title VI of the 1964 Civil Rights Act as defined in FTA circular C 4702.1. The circular states that services must be distributed in a way that minority communities receive benefits in the same proportion as the total service area.

It should be noted that because GTrans is the bus system serving and funded by the City of Gardena, stops within city limits will be prioritized for improvements. Outside of the City of Gardena, GTrans may recommend amenities at different bus stops, but ultimately each city is responsible for selecting and installing amenities in its jurisdiction. GTrans will regularly evaluate the conditions and needs of bus stops in its service area and will meet with other cities to provide them with recommendations for changes to bus stops.

With regard to amenities and their placement, GTrans will also consider the input and recommendations from its bus operators and employees, as well as customers, community, and business stakeholders.

GTrans staff has developed a classification method for bus stops that will guide the allocation of amenities by GTrans:

Tier 1 Bus Stops (100 or more daily weekday boardings):

Tier 1 bus stops are GTrans' most productive stops, and are likely located next to major trip generators (such as shopping centers, medical services, or rail stations). At a minimum, as space allows, these stops will have poles and signs, seating, and trash receptacles. Depending on existing lighting conditions, these stops will be considered for the installation of additional lighting. It is also recommended that these stops have a shelter to protect waiting customers from the elements.

Tier 2 Bus Stops (between 15 and 99 daily weekday boardings):

Tier 2 bus stops should have a sign and pole, seating, and may have a trash receptacle based on local city ordinances. Tier 2 stops may receive lighting based on existing lighting conditions. GTrans staff will monitor use of Tier 2 stops and see if stop usage increases enough for the stop to be upgraded to Tier 1. Tier 2 stops will be considered for additional amenities if they are near facilities serving seniors, disabled, medical, or social services, or if there is a key municipal facility close to the stop.

Tier 3 Bus Stops (less than 15 daily weekday boardings):

Tier 3 bus stops should have a sign and pole and may have a trash receptacle depending on local city ordinances. GTrans staff will monitor use of Tier 3 stops and if stop usage increases enough, the stop may be upgraded to a higher tier. Tier 3 stops may be considered for additional amenities if they are near facilities serving seniors, disabled, medical, or social services, or if there is a key municipal facility close to the stop.

GTrans staff will make initial recommendations based on stop-by-stop ridership counts from the 2014 line-by-line analysis. In the future, staff will rely on new line-by-line analyses and Automatic Passenger Counters, which the agency will install to generate more detailed information about customers and their travel patterns.



CITY OF GARDENA

# NOTICE OF CANCELLATION

## **PLANNING & ENVIRONMENTAL QUALITY COMMISSION**

NOTICE IS HEREBY GIVEN that the regular meeting of the Planning & Environmental Quality Commission scheduled for Tuesday, July 1, 2025, has been cancelled.

The next regularly scheduled meeting will be held on July 15, 2025, at 7:00 p.m. in the Council Chamber at City Hall, 1700 West 162<sup>nd</sup> Street, Gardena, CA 90247.

Dated this 27<sup>th</sup> day of June 2025.

/s/ MINA SEMENZA  
City Clerk



# City of Gardena

## Gardena City Council Meeting

### AGENDA REPORT SUMMARY

Agenda Item No. 18.A  
Section: DEPARTMENTAL  
ITEMS - TRANSPORTATION  
Meeting Date: July 8, 2025

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

AGENDA TITLE: Approve a Five-Year Digital Radio System Maintenance Agreement and Software Subscription with COMMLine, Inc. at a Cost of \$105,697.92 and a Project Total of \$116,267.71

#### **COUNCIL ACTION REQUIRED:**

**Staff Recommendation: Approve Contract and Project Total**

#### **RECOMMENDATION AND STAFF SUMMARY:**

The City of Gardena's GTrans utilizes the Interoperability Network of the South Bay (INSB), a digital radio network for daily two-way communication amongst the GTrans Communications and Dispatch Center, Route Supervisors and Bus Operators out on the road. This radio service also provides critical communication with the Gardena Police Department in the event of emergencies, service issues and for regular communication, ensuring the safety and security of GTrans employees and customers riding the bus.

In 2020 GTrans purchased a new digital radio system from the Gardena-based COMMLine, Inc., which included radio handsets, vehicle radios, radio recording equipment, and base modules. COMMLine also installed, configured, and provided annual maintenance services under the original contract. GTrans' current software maintenance and subscription contract with COMMLine is expiring, and GTrans wishes to enter into a new five-year maintenance and software agreement with this company, as they are the most familiar with the GTrans system as well as the INSB network. COMMLine provides the infrastructure and support to the South Bay Regional Public Communications Authority (SBRPCA), also referred to as the Regional Communications Center (RCC), providing police, fire, and 911 dispatch for the South Bay region, under which GTrans' radio system operates. COMMLine has provided pricing for a new, five-year agreement as detailed below:

<b>Yearly Costs</b>	
Year 1	\$19,128.72
Year 2	\$20,085.12
Year 3	\$21,089.28
Year 4	\$22,143.84
Year 5	\$23,250.96

Total:	\$105,697.92
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GTrans has reviewed these costs and determined them to be fair and reasonable. GTrans would also like to include a 10 percent contingency, or \$10,569.79 to accommodate any unforeseen expenditures that may arise. Such expenditures would not be allowed unless agreed upon and approved in advance by GTrans management.

Therefore, it is recommended that Council authorize a five-year agreement with COMMLine Inc. at a cost of \$105,697.92, plus an additional 10 percent contingency of \$10,569.79 as required, for a project total of \$116,267.71.

**FINANCIAL IMPACT/COST:**

GTrans has allocated funding in the FY26 operating budget for this service. The cost of subsequent years of the agreement will be included in future budgets for Council consideration. There is no impact to the General Fund.

**ATTACHMENTS:**

[Commline\\_Standard\\_Service\\_Agreement\\_&\\_Proposal\\_\(2025-2030\).pdf](#)

APPROVED:



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Clint Osorio, City Manager

AGREEMENT BETWEEN  
THE CITY OF GARDENA  
AND  
COMMLINE, INC.

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

1. Recitals.

- A. City is desirous of obtaining technical and maintenance support for GTrans' digital radio system.
- 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.

- A. The services to be performed by Consultant shall consist of the scope of services outlined in Consultant's proposal, and any associated addendum, incorporated herein by reference, unless otherwise instructed by City.
- B. The Services shall be performed in accordance with the Project Schedule. Consultant shall not be liable for any failure or delay in furnishing proposed services resulting from fire, explosion, flood, storm, Act of God, governmental acts, orders or regulations, hostilities, civil disturbances, strikes, labor difficulties, difficulty in obtaining parts, supplies, or shipping facilities, inability to obtain or delays in obtaining suitable material or facilities required for performance, temporary unavailability of qualified personnel, failure by City to provide appropriate access to equipment or personnel, or other causes beyond Consultant's reasonable control.

3. Additional Services. If City determines that additional services are required to be provided by Consultant in addition to the Services set forth above, City shall authorize Consultant to perform such additional services in writing ("Additional Services"). Such Additional Services shall be specifically described and approved by City in writing prior to the performance thereof. Consultant shall be compensated for such Additional Services in accordance with the amount agreed upon in writing by the Parties. No compensation shall be paid to Consultant for Additional Services which are not specifically approved by City in writing.

4. Agreement Administrator. For purposes of this Agreement, City designates Rachel Yoo as the Agreement Administrator who shall monitor Consultant's performance under this Agreement. All notices, invoices or other documents shall be addressed to the Agreement Administrator, as well as all substantive issues relating to this contract. City reserves the right to change this designation upon written notice to Consultant.

5. Consultant's Proposal. This Agreement shall include and incorporate therein Consultant's proposal in response incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

6. Timing of Performance. Time is of the essence with respect to Consultant's performance of

the Services required by this Agreement. Consultant shall diligently and timely pursue and complete the performance of the Services required of it by this Agreement. City, in its sole discretion, may extend the time for performance of any Service.

7. Compensation. Compensation for the Services shall be billed as set forth in Attachment A, attached hereto. The Compensation is inclusive of all costs that may be incurred by Consultant in performance of the Services, including but not limited to such items as travel, copies, delivery charges, phone charges, and facsimile charges.

8. Term of Agreement/Termination.

A. This Agreement shall be effective as of the date of execution by the City and shall remain in effect until all Services are completed or until terminated as provided for herein.

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

D. Upon receipt of a termination notice, Consultant shall: (1) promptly discontinue all Services, unless the notice directs otherwise; and (2) within ten (10) days, deliver to City all files, data, reports, estimates, summaries, and such other information and materials as may have been accumulated or prepared to date by Consultant in performing the Services under this Agreement, whether completed or in progress. Consultant shall provide these documents by both hard copy and in electronic format if available. In the event of termination for other than cause attributable to Consultant, Consultant shall be entitled to reasonable compensation for the services it performs up to the date of termination and shall be deemed released from liability for any work assigned but not completed as of the effective date of termination.

9. Invoices and Payments.

A. Payment shall be made upon receipt and approval of invoices for Services rendered. In order for payment to be made, Consultant's invoice must include an itemization as to the services rendered, date(s) of service, direct and/or subcontract costs, and be submitted on an official letterhead or invoice with Consultant's name, address, and telephone number referenced.

B. The Agreement Administrator shall review the invoices to determine whether services performed and documents submitted are consistent with this Agreement. Payment shall be made within forty-five (45) days following receipt of the invoice or the Agreement Administrator shall provide Consultant with a written statement objecting to the charges and stating the reasons therefore.

C. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to City at the time of payment.

10. Records/Audit.

A. Consultant shall be responsible for ensuring accuracy and propriety of all billings and shall maintain all supporting documentation for a minimum of three (3) years from the completion date of the Services under this agreement the following records:

1. All accounts and records, including personnel, property and financial, adequate to identify and account for all costs pertaining to this Agreement and assure proper accounting for all funds.



2. Records which establish that Consultant and any subconsultant who renders Services under this Agreement are in full compliance with the requirements of this Agreement and all federal, state and local laws and regulations.

3. Any additional records deemed necessary by City to assume verification of full compliance with this Agreement.

B. City shall have the right to audit Consultant's invoices and all supporting documentation for purposes of compliance with this Agreement for a period of three years following the completion of Services under this Agreement.

C. Upon reasonable notice from City or any other governmental agency, Consultant shall cooperate fully with any audit of its billings conducted by, or of, City and shall permit access to its books, records and accounts as may be necessary to conduct such audits.

11. Successors and Assignment. This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

12. Change in Name, Ownership or Control. Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.

13. Key Personnel. City has relied upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall provide properly skilled professional and technical personnel to perform all services under this Agreement. In the event that City, in its sole discretion, at any time during the Agreement, desires the removal of any person or persons assigned by Consultant to perform Services pursuant to this Agreement, Consultant shall remove any such person immediately upon receiving notice from City.

14. 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.

15. Confidentiality. Consultant acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Agreement or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either state or federal statutes ("Confidential Information"). Confidential Information includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records, agency source code or object code, agency security data, or information identifiable to an individual that

relates to any of these types of information. Consultant agrees to hold Confidential Information in strictest confidence and not to make use of Confidential Information for any purpose other than the performance of this Agreement, to release it only to authorized employees or Sub-consultants requiring such information for the purposes of carrying out this Agreement, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without City's express written consent or as provided by law. Consultant agrees to release such information or material only to employees or Sub-consultants who have signed a nondisclosure agreement, the terms of which have been previously approved by City. Consultant agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information.

"Personal information" including, but not limited to, "Protected Health Information" (PHI) under Health Insurance Portability And Accountability Act (HIPAA), individuals' names, addresses, phone numbers, birth dates, and social security numbers collected, used, or acquired in connection with this Agreement shall be protected against unauthorized use, disclosure, modification or loss.

HIPAA establishes national minimum standards for the use and disclosure of certain health information. The Consultant must comply with all HIPAA requirements and rules when determined applicable by the City. If City determines that (1) City is a "covered entity" under HIPAA, and that (2) Consultant will perform "business associate" services and activities covered under HIPAA, then at City's request, Consultant agrees to execute City's Agreement in compliance with HIPAA.

Consultant shall ensure its directors, officers, employees, Sub-consultants or agents use personal information solely for the purposes of accomplishing the services set forth herein. Consultant and its Sub-consultants agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the City or as otherwise required by law.

Any breach of this provision may result in termination of the Agreement and demand for return of all personal information. Moreover, Consultant will indemnify and hold the City harmless from and against all losses and damages resulting from any unauthorized or improper disclosure, dissemination or use of the information as a result, in whole or in part, of Consultant's action or inaction.

16. Nonuse of Intellectual Property of Third Parties. Consultant shall not use, disclose or copy any intellectual property of any third parties in connection with work carried out under this Agreement, except for intellectual property for which Consultant has a license. Consultant shall indemnify and hold City harmless against all claims raised against City based upon allegations that Consultant has wrongfully used intellectual property of others in performing work for City, or that City has wrongfully used intellectual property developed by Consultant pursuant to this Agreement.

17. Ownership of Work Product. All documents or other information created, developed, or received by Consultant shall, for purposes of copyright law, be deemed worked made for hire for City by Consultant and shall be the sole property of City. Consultant shall provide City with copies of these items upon demand, and in any event, upon termination of this Agreement.

18. Legal Requirements.

A. Consultant shall secure and maintain all licenses or permits required by law, including a City business license, and shall comply with all ordinances, laws, orders, rules, and regulations pertaining to the work.

B. Consultant warrants that it shall perform the services required by this Agreement in

compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreements.

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.

19. Conflict of Interest and Reporting.

A. Consultant shall at all times avoid conflicts of interest or the appearance of a conflict of interest in the performance of this Agreement. If required, Consultant shall comply with the City's Conflict of Interest reporting requirements. Consultant understands that pursuant to Gardena Municipal Code sections 2.24.020H and 2.24.025G, it is forbidden to make any contribution to a candidate or committee of a candidate for a municipal office of the City, or to an officeholder, until the completion of services to be performed under this Agreement.

B. Consultant and its representatives shall refrain from lobbying City of Gardena officials, employees and representatives for the duration of this Agreement.

20. Guarantee and Warranty. Consultant warrants to City that the material, analysis, data, programs and SERVICES to be delivered or rendered hereunder will be of the kind and quality designated and will be performed by qualified personnel. Without waiver of City's other rights or remedies, City may require Consultant to re- perform any of said services, which were not performed in accordance with these standards. Consultant shall perform the remedial services at its sole expense.

21. Insurance.

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

B. Insurance Company Requirements. All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers admitted to do business in the State of California. Insurers shall have a current Best's rating of not less than A-: VII, unless otherwise approved by City.

C. Coverage, Limits and Policy Requirements. Consultant shall maintain the types of coverage and limits indicated below:

1. Commercial General Liability Insurance - a policy for occurrence coverage for bodily injury, personal injury and property damage, with coverage at least as broad as Insurance Services Office Form CG 00 01, with no special limitations affecting City. The limit for all coverage under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence.

2. General Auto Liability Insurance - a policy including all coverage provided by and to the extent afforded by Insurance Services Office form CA 0001, including hired and non-owned autos 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. 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.

4. 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, unless cancelled for non-payment, then ten (10) calendar days notice shall be given, is mailed to City.

5. 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, of any cancellation, non-renewal or material change in coverage, unless cancelled for non-payment, then ten (10) calendar days notice shall be given.

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.

D. Additional Requirements. The procuring of such required policies of insurance shall not be construed to limit Consultant's liability hereunder or to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against City for payment of premiums or other amounts with respect thereto. City shall notify Consultant in writing of changes in the insurance requirements. If Consultant does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Consultant shall be deemed in default hereunder.

E. Deductibles. Any deductible or self-insured retention over \$25,000 per occurrence must be declared to and approved by City. Any deductible exceeding an amount acceptable to City shall be subject to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City, its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Consultant); or Consultant shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.

F. Verification of Compliance. Consultant shall furnish City with original policies or certificates and endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, Consultant shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City.

Consultant shall provide full copies of any requested policies to City within three (3) days of any such request by City.

G. Termination for Lack of Required Coverage. If Consultant, for any reason, fails to have in place, at all times during the term of this Agreement, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Consultant's expense and/or terminate this Agreement.

22. Indemnity.

A. Consultant assumes all risk of injury to its employees, agents, and contractors, including loss or damage to property.

B. Consultant shall defend, indemnify, and hold harmless the City, including its officials, officers, employees, and agents from and against all claims, suits, or causes of action for injury to any person or damage to any property arising out of any intentional or negligent acts or errors or omissions to act by Consultant or its agents, officers, employees, subcontractors, or independent contractor, in the performance of its obligations pursuant to this Agreement. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Consultant. This indemnity shall not apply if the claim arises out of the sole negligence or willful misconduct of City, its officers, agents, employees or volunteers.

C. No official, employee, agent or volunteer of City shall be personally liable for any default or liability under this Agreement.

23. Independent Contractor. Consultant agrees to furnish consulting services in the capacity of an independent contractor and neither Consultant nor any of its employees shall be considered to be an employee or agent of City.

24. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

25. Notices. Any notice or communication given under this Agreement shall be effective when deposited, postage prepaid, with the United States Postal Service and addressed to the contracting parties. Name, address, telephone and facsimile numbers of the parties are as follows:

City of Gardena – GTrans  
Attn: Rachel Yoo  
13999 S. Western Avenue  
Gardena, California 90249  
Email: ryoo@gardenabus.com

Commline, Inc.  
Attn: Joseph Kim  
13700 Cimarron Avenue  
Gardena, California 30249  
Email: joseph.kim@commlineinc.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.

26. Severability. If any provision of this Agreement shall be held illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable, and the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

27. Jurisdiction and Venue. This Agreement shall be deemed a contract under the laws of the State of California and for all purposes shall be interpreted in accordance with such laws. Both parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought hereunder shall be Los Angeles County, California.

28. Waiver. No delay or failure by either Party to exercise or enforce at any time any right or provision of this Agreement shall be considered a waiver thereof or of such Party's right thereafter to exercise or enforce each and every right and provision of this Agreement. To be valid a waiver shall be in writing but need not be supported by consideration. No single waiver shall constitute a continuing or subsequent waiver.

29. Electronic Signatures. The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Agreement had been delivered and had been signed using a handwritten signature. City and Consultant (i) agree that an electronic signature, whether digital or encrypted, of a party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other party will reply on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement has been executed by electronic signature, all parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 ("E-SIGN") and California Uniform Electronic Transactions Act ("UETA")(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

30. Joint Drafting. Each party acknowledges that it has had an adequate opportunity to review each and every provision in this Agreement and to submit the same to counsel and other consultants for review and comment and that the parties jointly drafted this Agreement. No provision of this Agreement or any Assignment shall be construed more strictly against one party than the other party by reason that one or the other party proposed, drafted or modified such provision or any other existing or proposed provision.

31. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and

all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

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

33. Attorney's Fees. In the event that legal action is necessary to enforce the provisions of this Agreement, or to declare the rights of the parties hereunder, the parties agree that the prevailing party in the legal action shall be entitled to recover attorney's fees and court costs from the opposing party.

34. Entire Agreement. This Agreement contains the entire understanding between City and Consultant. Any prior agreement, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by both parties. This Agreement may be signed by the parties hereto in separate counterparts, including both counterparts that are executed on paper and counterparts that are in the form of electronic signatures. Electronic signatures include facsimile or email electronic signatures. Each executed counterpart shall be deemed an original. All counterparts, taken together, constitute the executed Agreement. If any term, condition or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

(The Remainder of This Page is Intentionally Left Blank)  
(Signature Page Follows)

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 \_\_\_\_\_

**ACCEPTED: COMMLINE, INC.**

By James Jun  
James Jun  
CEO

Date 6/25/2025

By Joseph Kim  
Joseph Kim  
Business Analyst

Date 6/25/2025

**APPROVED AS TO FORM:**

Carmen Vasquez  
Carmen Vasquez  
City Attorney

Date 6/24/2025

**ATTEST:**

\_\_\_\_\_  
Mina Semenza  
City Clerk

Date \_\_\_\_\_



## COMMLine inc.

13700 Cimarron Ave. Gardena, CA 90249  
(Main) 310.390.8003 (Fax) 310.390.4393  
www.CommlineInc.com

### **STANDARD SERVICE CONTRACT**

The following service agreement is between Commline, Inc. and Gardena Transit at 13999 S Western Ave, Gardena, CA 90249.

I. Term of Agreement

This agreement is valid from July 1<sup>st</sup> 2025 to June 30<sup>th</sup> 2030, a (5) year contract between the above stated parties.

II. Locations Covered

Operations at the following locations are covered under this Agreement.

A. Headquarters 13999 S Western Ave, Gardena, CA 90249

III. Services Provided

Commline shall be contracted to provide general technical and sales support of Gardena Transit's two-way communications hardware and infrastructure as detailed in Appendix A, which includes a list of covered model numbers and serial numbers.

IV. Technical Support

A. Technical support encompasses general repair and maintenance of equipment identified by serial number.

B. General repairs will be defined as repairs of radios that include the following: intermittent or no transmit/receive; intermittent or no power; unresponsive /missing knobs and buttons; programming, tuning and aligning.

C. Certain technical support and repairs will be not covered under this agreement, such as, radio problems caused by excessive physical abuse/accidents or misuse; force majeure; fire; liquid damage; lack of performance due to the current repeater setup and location will also not be included.

D. Rates for non-contract, radio bench repairs not covered by the service contract will be at \$150 plus parts.

E. Rates for on-site field work not covered by the service contract will be billed at \$250 per hour, with a \$175 trip charge, plus parts. After hours, weekend, and holiday rates will be \$500 per hour, plus a \$350 trip charge.

F. Time spent waiting onsite for response from Gardena Transit for access, information or personnel to continue work will be billed at standard hourly rate.

# COMMLine inc.

13700 Cimarron Ave. Gardena, CA 90249  
 (Main) 310.390.8003 (Fax) 310.390.4393  
[www.CommlineInc.com](http://www.CommlineInc.com)

## V. Service Scope

- A. Service Calls: Commline will provide support within 48 hours of a call or email. Calls generated on Saturday, Sunday and bank holidays will be serviced the following business day.

Response Severity	Description	Phone Response Time	On Site Time
Critical	7x24 response to catastrophic failures that detrimentally impede operations or jeopardize safety of personnel	2 hour	Same day (after-hours T&M rates will be charged for work performed after service hours)
Impactful	Mon-Fri, 8:00 a.m.-4:00 p.m. response to failures that degrade business operations but do not impact safety of personnel	4 hours (calls taken after 12:00 p.m. will be addressed by 8:00 a.m. next business day)	Next business day
Routine	Mon-Fri, 8:00 a.m.-4:00 p.m. response to degraded communications that do not significantly impact business operations or safety of personnel	4 hours (calls taken after 12:00 p.m. will be addressed by 8:00 a.m. next business day)	48 hours

- B. Repeater Infrastructure Troubleshooting: Commline will provide initial troubleshooting/assessment of the existing repeater infrastructure problems. Labor will be covered by the service contract, but replacement cost of bad equipment will be invoiced accordingly.
- C. Loaner Radio Program: Commline will provide 1 loaner radio to replace radios that are sent in for repair, upon request. Additional loaners can be requested and approved as needed. Lost or damaged loaner radios will be invoiced separately at the end of the service contract or upon receipt of damaged radio, at full retail price.
- D. Radio/Repeater Repairs:
- Repair requests will be picked up by a Commline representative/courier service or by UPS label provided by Commline, within 48 hours of request. When sending in repair requests, please send the radio only. Please do not include antenna and battery, unless the battery is part of the repair request.
  - Radio repairs, if repairable, will be completed no longer than 2 weeks from receipt of equipment. If repairs are to take longer than 2 weeks, notice will be submitted to inform of a revised return date.
  - Beyond Economic Repair – Radio repair costs that exceed the market value of the radio can be deemed 'Beyond Economic Repair or BER'. Common reasons to be considered as BER include: damage to PC boards, unavailability of parts due to discontinuation of radio/parts, etc.
  - Repaired radios will have a 90-day warranty.

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- E. Preventative Maintenance Program: Commline will provide 1 annual scheduled onsite maintenance of existing repeater infrastructure.
- F. Critical firmware updates are included in this contract. Additional feature subscriptions and end-user / third-party software subscriptions are not included except as stated in Appendix A.
- G. Consoles
  - i. On-Site break- fix labor coverage (hardware covered within the limits of warranty)
  - ii. Console software issue mitigation
  - iii. Console software upgrades as required
  - iv. Single point of contact for issues related to:
    - a. Console Control station interface
    - b. Console manufacturer software and hardware issues
    - c. ICI system issue notification (advisory only)
    - d. Peripheral warranty processing
- H. Subscribers
  - i. On-Site break- fix labor coverage (hardware covered within the limits of warranty)
  - ii. radio software issue mitigation assistance (Commline can assist application interface support, but cannot guarantee compatibility with radio manufacturers software)
  - iii. Single point of contact for issues related to
    - a. Two-Way Radio software and hardware issues (hardware covered within the limits of warranty)
    - b. ICI system issue notification (advisory only)
    - c. Repair and warranty processing

## VI. Financial Terms & Obligations

- A. Gardena Transit will provide an annual payment according to the schedule listed below to cover equipment listed in Appendix A.
  - i. Annual rate year one \$19,128.72 (annual) or \$1,594.06 (monthly)
  - ii. Annual rate year two \$20,085.12 (annual) or \$1,673.76 (monthly)
  - iii. Annual rate year three \$21,089.28 (annual) or \$1,757.44 (monthly)
  - iv. Annual rate year four \$22,143.84 (annual) or \$1,845.32 (monthly)
  - v. Annual rate year five \$23,250.96 (annual) or \$1,937.58 (monthly)

Qty	Item/Description	Unit Price/Month	Ext Price
2	ScoutCare Services	\$ 208.33	\$ 416.66
2	Avtec Consoles	\$ 168.49	\$ 336.98
7	Console Stations	\$ 6.25	\$ 43.75
82	Mobiles	\$ 7.00	\$ 574.00
26	Portables	\$ 6.00	\$ 156.00
1	Eventide Nexlog Subscription	\$ 66.67	\$ 66.67
		Per Month	\$ 1,594.06

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- B. Payment is due on a NET 60-day basis.
- C. Late payment (considered 5 days after due day) is subject to the maximum interest allowable by law, plus any penalty fees caused by bad payment, such as insufficient funds.

### VII. Extension & Termination Options

- A. Contract term to be five (5) years.
- B. 90-days prior to contract completion, Commline will provide notice and propose new contract with updated inventory and pricing for review. If no notice is provided, the contract will continue on a month-to-month basis.
- C. Gardena Transit can terminate this contract in the event Commline does not provide said services outlined in this contract to an acceptable level.
- D. If termination by Gardena Transit occurs before the natural expiration of the contract, Gardena Transit will be responsible for paying out the remaining contract amount within 30-days of termination.

VIII. Indemnity: Gardena Transit does hereby agree to indemnify and hold Commline, Inc., its agent, successors and assigns harmless from any and all liability, damage or loss, including reasonable attorney fees arising out of the ownership, selection, possession, rental, operation, use, condition (including but not limited to latent and other defects, whether or not discoverable by Gardena Transit), maintenance and return of any equipment or services. The indemnities and obligations herein provided shall continue in full force and effect notwithstanding the termination or expiration of this agreement.

### Agreed and Accepted by:

Gardena Transit

X \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: Tasha Cerda Title: Mayor, City of Gardena

Commline Inc.

X James Jun Date: 6/25/2025

Print Name: James Jun Title: CEO

**COMMLine inc.**  
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**Appendix A**  
**Covered Equipment**

A. Headquarters 13999 S Western Ave, Gardena, CA 90249

Qty	Item/Description
2	ScoutCare Services
2	Avtec Consoles
7	Console Stations
82	Mobiles
26	Portables
1	Eventide Nexlog Subscription



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 19.A  
Section: COUNCIL ITEMS  
Meeting Date: July 8, 2025

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

AGENDA TITLE: Gardena Wall of Fame Honorees Nomination and Selection Procedures

#### **COUNCIL ACTION REQUIRED:**

**Staff Recommendation: Approve the updated Wall of Fame procedures**

#### **RECOMMENDATION AND STAFF SUMMARY:**

At the City Council Meeting held on May 13, 2025, Mayor Cerda made a directive for staff to provide the current Procedures for the City of Gardena's Wall of Fame. Staff reviewed the existing Procedures and provided them to the City Council for their review. In addition, staff is recommending updates to the current Procedures to provide a clear, fair, and transparent nomination and selection process. The proposed changes are as follows:

- No Council Member may be appointed to the Committee. This is to ensure that all nominees have a fair selection process.
- Nomination packages will be available for pick-up and submission at City Hall - City Manager's Office.
- The City Manager's Office staff will compile and present to each Committee member a selection package that will include copies of each nomination submitted, along with a written explanation of eligibility criteria.
- The City Manager's Office staff will organize the Wall of Fame Committee meeting and facilitate a discussion on the selection process.

Furthermore, at the City Council Meeting held on June 24, 2025, a directive was given to staff by Mayor Cerda and seconded by Mayor Pro Tem Tanaka to proceed with updating the current Procedures based on staff's recommendations.

Staff respectfully recommends that the City Council approve the updated Wall of Fame Procedures as outlined.

#### **FINANCIAL IMPACT/COST:**

There is no direct fiscal impact. Preparations for the event may require minimal staff time and potential signage costs.

#### **ATTACHMENTS:**

[City of Gardena Wall of Fame Procedures.pdf](#)

APPROVED:

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

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Clint Osorio, City Manager



## **City of Gardena Wall of Fame Procedures**

### **Background**

In 2009, the Council adopted formal procedures for the City's Wall of Fame Program, which included the following:

### **Purpose**

To recognize a person or persons for extraordinary service to the City of Gardena and our residents through induction on the City's Wall of Fame.

### **When**

The Wall of Fame ceremony shall take place every five years on the City's anniversary year.

### **Committee**

- Each Councilmember shall make one nomination to the Wall of Fame Committee.
- One At-Large Committee member may be added by the Gardena Beautification Commission.

### **Nomination Process**

- Nomination packages can be picked up at City Hall, the Nakaoka Community Center or Gardena Park office.
- Completed Nomination packages shall be submitted to the Recreation Division offices for processing.

### **Eligibility Criteria**

- 25 or more years of extraordinary service to the City of Gardena or an accomplishment so significant to the City that would justify placement to the Wall of Fame.
- Petition with 25 signatures or more nominating the person/persons.
- Completed application form with all information, as required.
- Complete the file with sufficient background information to be evaluated by the Committee. Including but not limited to, newspaper articles, listing of other awards, testimonials of Gardena residents.
- At least five years removed from office for an elected official.



### **Selection Process**

- Recreation Division staff will compile and present to each Committee member, a selection package will include copied of each nomination submitted, as well as a written explanation of eligibility criteria.
- Recreation Division staff will organize the Wall-of-Fame Committee meeting and facilitate a discussion on the selection process.
- At least 80% of the Committee members must agree on a proposed inductee, before name is submitted to Council for approval.
- Once the Committee is in agreement as to their recommendations for Council, Staff will present the Committee's report to the City Council.

## **Members of the Gardena Wall of Fame (by year)**

### **1995**

Paul; T. Bannai  
Harvey L. Chapman  
Edmond J. Russ  
Beatrice "Bea" Wolfe  
Haruo Yamashiro

### **1996**

Katherine "Kay" Adley  
Donald H. Davidson  
William & June Gerber  
Bruce & Frances Kaji  
Carol Nichols

### **1997**

G. Don Algie  
George & Lucille Anthony  
Clifford "Cliff" Holiday  
Charles "Chuck" Nader Sr.  
Tom H. Parks

### **1998**

Dr. Ollie B. Hadley  
Ryo Komae  
Russell L. Miller  
Norma J. Nall  
Arnold G. & Ann Ramirez

### **1999**

George Castro  
Eugene "Gene" Dedeaux  
Koo & Martha Kawanda  
Martin Rocha  
Ann & Kenneth L. Sutton  
Minoru & Keikp Yokota

### **2000**

Joseph & Lillian Amenta  
Al Defilippo  
Arthur L. Johnson  
Rodney G. Tanaka  
Isao Wada

### **2001**

Fred V. Adam  
Brice E. Geisert  
Loyce Holt  
Arturo Magana Sr.  
Dr. Paul Y. & Mrs. Aki Tsukahara

### **2002**

Andy Bero  
May Y. Doi  
Gwen Duffy  
Iris Fujii  
Joan Johnette Quintana

### **2003**

James W. Cragin  
Laverne V. Knight  
John T. Nicholson  
Lloyd H. Olson  
Kai Janell Parker

### **2006**

George Inouye  
George & Iku Kiriyaama  
Tad T. Uyemura

### **2015**

Steven C. Bradford  
Donald L. Dear  
Reverend John and Nancy Ward

**2020** (No ceremony due to the pandemic)

**2025** (Ceremony to be held in September)



## OFFICE of the CITY MANAGER

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / [WWW.CITYOFGARDENA.ORG](http://WWW.CITYOFGARDENA.ORG) / PHONE (310) 217-9503

### Staff Recommendations

Staff respectfully recommends the following changes to the Wall of Fame procedures.

#### **Wall of Fame Committee Selection**

- No Council Member may be appointed to the Committee. This is to ensure that all nominees have a fair selection process.

#### **Nomination Process**

- Nomination packages can be picked up and submitted at City Hall at the City Manager's Office.

#### **Selection Process**

- The City Manager's Office will compile and present to each Committee member a selection package that will include copies of each nomination submitted, as well as a written explanation of eligibility criteria.
- City Manager's Office staff will organize the Wall-of-Fame Committee meeting and facilitate a discussion on the selection process.

Lastly, staff requests that Councilmembers hold the Wall of Fame Committee nominations at the **Tuesday, July 8, 2025**, Council Meeting to allow enough time for the Committee to evaluate nomination papers and make an educated recommendation to the Council.



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 19.B  
Section: COUNCIL ITEMS  
Meeting Date: July 8, 2025

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

AGENDA TITLE: Gardena Wall of Fame Committee Appointments

**COUNCIL ACTION REQUIRED:**

**Staff Recommendation: Appoint Committee Members**

**RECOMMENDATION AND STAFF SUMMARY:**

Staff respectfully requests that the City Council make the Gardena Wall of Fame Committee appointments. This is necessary in order to allow enough time for the Committee to review and evaluate nomination papers for the Wall of Fame and make an educated recommendation to the City Council.

**FINANCIAL IMPACT/COST:**

N/A

**ATTACHMENTS:**

APPROVED:

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Clint Osorio, City Manager