

**RESOLUTION NO. 6735**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ESTABLISHING BENEFITS FOR ALL UNREPRESENTED POSITIONS WHICH ARE NOT COVERED UNDER AN APPROVED MEMORANDUM OF UNDERSTANDING WITH A COLLECTIVE BARGAINING GROUP, REPEALING RESOLUTION NO. 6550**

WHEREAS, on January 25, 2022 the City Council approved Resolution No. 6550 setting forth the rate of compensation and/or benefits for all unrepresented employee positions; and

WHEREAS, the City Council now desires to approve a new resolution setting forth the rate of compensation and/or benefits for all unrepresented employees who are not covered under an approved Memorandum of Understanding (“MOU”) with a recognized employee labor organization, or an employment agreement as approved by the City Council; and

WHEREAS, this Management Resolution repeals Resolution No. 6550.

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

**SECTION 1. CITY COUNCIL PAY POLICY:** It is the intent of the City Council to establish and maintain a Compensation Plan that attracts and maintains skilled management, technical and professional employees, promotes efficiency and economy, and supports the selection, maintenance, and compensation of employees designated herein based on merit, skill, and internal equity for both represented and unrepresented employees.

**SECTION 2. UNREPRESENTED POSITION GROUPS:** Elected, appointed, executive management confidential, and any other positions not represented by an exclusively recognized employee organization for the purposes of establishing wages, benefits and working conditions shall be covered by the terms of this Management Resolution. For the purposes of this Management Resolution, these position categories shall be defined as follows:

**1. CONFIDENTIAL NON-MANAGEMENT GROUP:**

A confidential employee is an employee who, in the course of their duties, is (1) privy to decisions of the City Council or management affecting employer-employee relations; (2) has access to or possesses information relating to the City’s employer-employee relations; or (3) who has access to confidential employee and financial records and/or other confidential information not generally available to the public.

Confidential Non-Management employees shall include the following classifications and any other classifications that the City Manager designates as Confidential Non-Management:

- Administrative Aide (Administrative Services)
- Administrative Coordinator (Elected & City Manager’s Office and Police)
- Executive Assistant to Chief of Police
- Financial Services Technician (Administrative Services)
- Help Desk Technician
- Human Resources/Dept Coordinator (Administrative Services, GTrans)
- Human Resources Technician
- Information Technology Coordinator

- Information Technology Supervisor
- Joint Powers Authority Accountant
- Payroll Specialist
- Payroll/Personnel Technician (Administrative Services)

**2. CONFIDENTIAL MANAGEMENT GROUP:**

Confidential Management employees shall include the following classifications and any other classifications that the City Manager designates as Confidential Management

- Accountant/Cost Accountant (Administrative Services)
- Accounting/Finance Manager (Administrative Services)
- Assistant City Clerk
- Assistant Director of Community Development
- Assistant Director of Public Works
- Assistant Director of Transportation
- Assistant to the City Manager
- Assistant Transit Operations Manager
- Chief Fiscal Officer (Administrative Services)
- Deputy City Clerk
- Deputy City Treasurer
- Executive Office Assistant (Elected & City Manager's Office)
- Financial Services Manager
- Human Resources Analyst
- Human Resources Manager
- Public Information Officer
- Risk Management Analyst
- Senior Human Resources Analyst
- Transit Administrative Officer
- Transit Maintenance Manager
- Transit Operations Manager
- Transit Operations Officer

**3. EXECUTIVE MANAGEMENT GROUP:**

Executive Management employees shall include the following classifications and any other classifications that the City Manager designates as Executive Management:

- City Manager
- Assistant City Manager
- Chief of Police
- Deputy City Manager
- Director of Administrative Services
- Director of Transportation
- Director of Community Development
- Director of Public Works and City Engineer
- Director of Recreation and Human Services

**4. ELECTED OFFICIALS:**

Elected officials are any officials elected by eligible voters, i.e.:

- Mayor/Councilmember
- City Clerk
- City Treasurer

## **SECTION 3. CONFIDENTIAL NON-MANAGEMENT GROUP:**

### **1. Compensation**

#### **a. Base Salary**

Employees shall be paid at the applicable rate of compensation as prescribed for their classification as set forth in the City's most current Classification and Compensation Plan, subject to the final approval of the City Manager.

Assignment to a step and progression within the relevant Salary Schedule shall be based on the employee's experience at time of hire, and thereafter based on merit as determined by an annual performance evaluation conducted by the City Manager and/or applicable Department Head.

### **2. Work Schedule and Leaves**

#### **a. Work Schedule**

With the exception of sworn peace officers and other employees whose work schedules are determined by separate resolution of the City Council, employees shall work a schedule of five (5) eight (8) hour days, four (4) ten (10) hour days, eighty (80) hours in nine (9) working days, or some other schedule mutually agreed to by the City and the affected employee(s).

#### **b. Overtime**

Employees are exempt from overtime under the Fair Labor Standards Act ("FLSA") and shall not receive overtime pay for any hours worked. In addition, the City Manager has discretionary authority to approve modified flex time for employees as needed to meet the operational needs of the City.

#### **c. General Leave**

Employees shall receive sixty (60) hours of annual General Leave. All General Leave hours will be credited to the employee on January 1 of each calendar year and must be used within the calendar year earned. Employees will forfeit unused General Leave hours at the conclusion of each calendar year.

Employees may take General Leave at a mutually convenient time for the employee and the department.

#### **d. Acting Time Compensation**

Acting Time occurs when the City Manager temporarily assigns an employee to a vacant, higher paying classification pending a permanent appointment, or assigns them to assume specified duties of a higher paying position due to the incumbent employee's authorized absence.

Acting time compensation shall typically be the higher paying classification's rate of compensation as set forth in the City's most current Classification and Compensation Plan, subject to the final approval of the City Manager. Acting Time compensation shall continue only through the final pay period in which the employee performs in their Acting Time assignment.

**e. Special Holiday Provisions**

Employees shall receive the same special holiday provisions provided to employees in the most current MOU between the City of Gardena and the Gardena Municipal Employees Association.

If an employee is required to work on a designated holiday, they shall be entitled to one (1) workday off equivalent to the hours of the employee's normal work schedule on the designated holiday (i.e., Holiday Leave Earned (HLE)).

Use of HLE time is subject to the following requirements:

- Employees must receive approval from the appropriate supervisor to use HLE time
- Employees will forfeit unused HLE time at the conclusion of each fiscal year
- HLE hours cannot be sold back or cashed out at separation

**3. Benefits**

**a. Life Insurance.** Employees shall be provided Term Life Insurance in an amount equal to one and one-half (1<sup>1/2</sup>) times the employee's annual base salary.

**b. Wellness Stipend**

Effective July 1, 2025, All affected employees will receive a wellness stipend of up to seven hundred-fifty dollars (\$750.00) per fiscal year to use towards wellness related activities that promote health and mental wellness, in accordance with the Wellness Stipend Policy. The Human Resource Officer and/or designee shall determine whether items not listed in the Policy are permissible uses of the wellness stipend. This amount shall be cumulative to a total of one thousand five hundred dollars (\$1,500) every two years.

Use of the wellness stipend is conditioned upon the employee providing acceptable proof of participation in a wellness program, in accordance with the Wellness Stipend Policy.

**c. Continuous Service Bonus and Longevity Bonus:**

i. Continuous Service Bonus:

Employees hired July 1, 2002 and thereafter shall receive a Continuous Service Bonus (CSB) at the five-year (5) anniversary of continuous satisfactory service to the City as a full-time permanent employee. The CSB shall be paid as follows and shall be included in the employee's first regular paycheck following the anniversary date of permanent appointment according to the following schedule:

- (i) Five (5) \$500.00 - one-time, lump payment

ii. Longevity Pay:

Effective the first full pay period in July 2025, employees hired July 1, 2002 and thereafter shall receive Longevity Pay following their ten (10) year anniversary. Longevity Pay will be effective the first full pay period following employee's anniversary, and will be included in bi-weekly installments:

- (i) Ten (10) \$100/monthly
- (ii) Fifteen (15) \$150/monthly
- (iii) Twenty (20) \$200/monthly

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

Service Recognition Pay Bonuses are reportable to the extent permitted by CalPERS.

**d. Other Benefits**

Employees shall receive the same benefits provided to employees in Article 4 (Supplemental Benefits) of the most current MOU between the City of Gardena and the Gardena Municipal Employees Association, with the following exception:

Employees shall not be subject to the 432 hour vacation accrual maximum referenced in Article 4, Section 12. Employees may accumulate unlimited vacation hours. Employees may participate in any vacation cash-out options set forth in the GMEA MOU.

**SECTION 4. CONFIDENTIAL MANAGEMENT GROUP:**

**1. Compensation**

**a. Base Salary**

Employees shall be paid at the applicable rate of compensation as prescribed for their classification as set forth in the City's most current Classification and Compensation Plan, subject to the final approval of the City Manager. Employee shall receive a higher regular base compensation than their subordinates, taking into account base salary Step 1 through 6, Auto Allowance, and Educational Incentive.

Assignment to a step and progression within the relevant Salary Schedule shall be based on the employee's experience at time of hire, and thereafter based on merit as determined by an annual performance evaluation conducted by the City Manager and/or applicable Department Head.

**b. Monthly Car Allowance**

Effective the first full pay period July 2025, the Confidential Management employees shall be entitled to a monthly car allowance of \$400 for the use of their private motor vehicle in connection with the performance of their duties for the City.

**c. Educational Incentive Pay**

Effective the pay period following City Council adoption of this Resolution, employees shall receive Education Incentive Pay in the amount of five percent (5%) of base annual salary. Educational Incentive Pay is reportable to the extent permitted by CalPERS.

To qualify, a full-time employee shall be eligible for Educational Incentive Pay upon submitting satisfactory proof of a job-related credential that exceeds the minimum qualifications for the employee's current classification, and is issued by (1) an accredited educational institution, (2) a state licensing or certifying authority, or (3) a nationally or state-recognized professional board, association, or certifying organization.

If a qualifying credential requires renewal, continuing education, or maintenance, the employee shall remain eligible for Educational Incentive Pay only while the credential remains current and in good standing.

Educational Incentive Pay shall cease effective the first pay period after the credential expires, lapses, is suspended, or is revoked.

Examples of nationally or state-recognized professional board, association, or certifying organization for managers, administrators, and directors:

- Municipal Clerk / Administrator Certifications – International Institute of Municipal Clerks (IIMC)
- Certified Public Finance Officers (CPFO) – Government Finance Officers Association (GFOA)
- Certified Public Accountant (CPA) license
- Certified Transportation Planner (CTP) - American Institute of Certified Planners (AICP)
- Certified Transportation Safety Director (CTSD) - North American Transportation Management Institute (NATMI)
- Certified Leadership APTA - American Public Transportation Association (APTA)
- Certified California Municipal Treasurer (CCMT) - California Municipal Treasurers Association
- Certified Planner - American Institute of Certified Planners (AICP)
- PE / Civil Engineer license
- Certified Park & Recreation Professional (CPRP) - National Recreation and Parks Association
- Certified Playground Safety Inspector (CPSI) - National Recreation and Parks Association
- Senior Right of Way Professional (SR/WA) – International Right of Way Association (IRWA)
- Transportation Safety Institute (TSI) Transit Safety and Security Program Certificate (TSSP) or The World Safety Organization (WSO), Inc Certification – U.S Department of Transportation
- Transportation Administrator Certificate Program - California State University
- Public Transportation Safety Certification Training Program (PTSCTP) - Federal Transit Administration (FTA)
- Emerging Leaders Program or Leadership Program - American Public Transportation Association (APTA)
- Transportation Mid Manager, Senior Executive Program(s) - Eno Center for Transportation
- Certified Dir. of Safety, Certified Dir. of Maintenance/Equipment – North Am. Transportation Management Institute
- Mineta Leadership Academy – San Jose State University
- Transit and Paratransit Management Certificate – University of the Pacific
- SHRM-SCP Certification - Society for Human Resource Management (SHRM)
- PSHRA-SCP Certification - Public Sector HR Association (PSHRA)
- Certified Professional Disability Management Designation (CPDM)

The inclusion of examples in this Section does not preclude approval of other job-related accredited certificate programs, state licenses, state certificates, or recognized professional certifications that satisfy the requirements of this Section.

Compensation shall not be stacked for more than one qualifying credential, certification, or license; limited to a maximum of 5%.

#### **d. Longevity Pay**

Effective the first full pay period in July 2025, employees shall receive Longevity Pay as follows:

- i. At ten (10) years of service 5% of base salary
- ii. At fifteen (15) years of service 7.5% of base salary
- iii. At twenty (20) years of service 10% of base salary
- iv. At twenty-five (25) years of service 12.5% of base salary

Longevity Pay is reportable to the extent permitted by CalPERS.

#### **e. Deferred Compensation**

Effective January 2026, the City shall contribute a matching amount equal to the employee's voluntary contribution to the City-sponsored 457 plan each calendar year, up to a maximum of three percent (3%) of the employee's annual base salary. Matching contribution shall not exceed the limits established under the Internal Revenue Code and shall be deposited in accordance with the plan administrator's procedures.

Management employees participating in the existing 401(a) plan may continue to apply eligible cash-out accrued leave toward their annual 401(a) contribution, consistent with plan rules and applicable IRS regulations.

## **2 Work Schedule and Leaves**

### **a. Work Schedule**

With the exception of sworn peace officers and other employees whose work schedules are determined by separate resolution of the City Council, employees shall work a schedule of five (5) eight (8) hour days, four (4) ten (10) hour days, eighty (80) hours in nine (9) working days, or some other schedule mutually agreed to by the City and the affected employee(s).

### **b. Overtime**

Employees are exempt from overtime under the FLSA and shall not receive overtime pay for any hours worked. In addition, the City Manager has discretionary authority to approve modified flex time for employees as needed to meet the operational needs of the City.

### **c. Management Leave**

Employees shall receive sixty (60) hours of annual Management Leave. All Management Leave hours will be credited to the employee on January 1 of each calendar year and must be used within the calendar year earned. Employees will forfeit unused Management Leave hours at the conclusion of each calendar year.

Employees may take Management Leave at a mutually convenient time for the employee and the department.

### **d. Acting Time Compensation**

Acting Time occurs when the City Manager temporarily assigns an employee to a vacant, higher paying classification pending a permanent appointment, or assigns

them to assume specified duties of a higher paying position due to the incumbent employee's authorized absence.

Acting time compensation shall typically be the higher paying classification's rate of compensation as set forth in the City's most current Classification and Compensation Plan, subject to the final approval of the City Manager. Acting Time compensation shall continue only through the final pay period in which the employee performs in their Acting Time assignment.

**e. Special Holiday Provisions**

Employees shall receive the same special holiday provisions provided to employees in the most current MOU between the City of Gardena and the Gardena Municipal Employees Association.

If an employee is required to work on a designated holiday, they shall be entitled to one (1) workday off equivalent to the hours of the employee's normal work schedule on the designated holiday (i.e., Holiday Leave Earned (HLE)).

Use of HLE time is subject to the following requirements:

- Employees must receive approval from the appropriate department head to use HLE time
- Employees will forfeit unused HLE time at the conclusion of each fiscal year
- HLE hours cannot be sold back or cashed out at separation

**3. Benefits**

**a. Life Insurance**

Employees shall be provided Term Life Insurance in an amount equal to one and one-half (1<sup>1/2</sup>) times the employee's annual base salary.

**b. Wellness Stipend**

Effective July 1, 2025, All affected employees will receive a wellness stipend of up to seven hundred-fifty dollars (\$750.00) per fiscal year to use towards wellness related activities in accordance with the Wellness Stipend Policy. The Human Resource Officer and/or designee shall determine whether items not listed in the Policy are permissible uses of the wellness stipend. This amount shall be cumulative to a total of one thousand five hundred dollars (\$1,500) every two years.

Use of the wellness stipend is conditioned upon the employee providing acceptable proof of participation in a wellness program, in accordance with the Wellness Stipend Policy.

**c. Other Benefits**

Employees shall receive the same benefits provided to employees in Article IV (Supplemental Benefits) of the most current MOU between the City of Gardena and the Gardena Management Employees Organization, with the following exception:

Employees shall not be subject to the 550-hour vacation accrual maximum referenced in Article IV, Section 12(B). Employees may accumulate unlimited vacation hours. Employees may participate in any vacation cash-out options set forth in the MOU.

**SECTION 5. EXECUTIVE MANAGEMENT GROUP:**

**1. Compensation**

**a. Base Salary**

Employees shall be paid at the applicable rate of compensation as prescribed for their classification as set forth in the City’s most current Classification and Compensation Plan, subject to the final approval of the City Manager. Employee shall receive a higher regular base compensation than their subordinates, taking into account base salary Step 1 through 6, Auto Allowance, and Educational Incentive.

Assignment to a step and progression within the relevant Salary Schedule shall be based on the employee’s experience at time of hire, and thereafter based on merit as determined by an annual performance evaluation conducted by the City Manager and/or applicable Department Head.

The City Manager shall receive compensation in accordance with the City of Gardena Municipal Code (See Code Section 2.12.040.) The Chief of Police shall receive compensation in accordance with their employment contract.

**b. Monthly Car Allowance**

Effective the first full pay period July 2025, the Executive Management Group shall be entitled to a monthly car allowance for the use of their private motor vehicle in connection with the performance of their duties for the City as follows:

i.	City Manager	Set by Contract
ii.	Police Chief	Set by Contract
iii.	Assistant City Manager	\$ 750.00
iv.	Department Heads	\$ 750.00

All expenses incidental to the maintenance, repair or replacement of employees’ vehicles are the sole responsibility of the vehicle’s owner. The City shall not reimburse employees for such costs.

**c. Educational Incentive Pay**

Effective the pay period following City Council adoption of this Resolution, employees shall receive Education Incentive Pay in the amount of five percent (5%) of base annual salary. This provision applies to Executive Management employees unless otherwise stated in the City Manager or Police Chief employment contracts. Educational Incentive Pay is reportable to the extent permitted by CalPERS.

To qualify, a full-time employee shall be eligible for Educational Incentive Pay upon submitting satisfactory proof of a job-related credential that exceeds the minimum qualifications for the employee’s current classification, and is issued by (1) an accredited educational institution, (2) a state licensing or certifying authority, or (3) a nationally or state-recognized professional board, association, or certifying organization.

If a qualifying credential requires renewal, continuing education, or maintenance, the employee shall remain eligible for Educational Incentive Pay only while the credential remains current and in good standing.

Educational Incentive Pay shall cease effective the first pay period after the credential expires, lapses, is suspended, or is revoked.

Examples of nationally or state-recognized professional board, association, or certifying organization for managers, administrators, and directors:

- Municipal Clerk / Administrator Certifications – International Institute of Municipal Clerks (IIMC)
- Certified Public Finance Officers (CPFO) – Government Finance Officers Association (GFOA)
- Certified Public Accountant (CPA) license
- Certified Transportation Planner (CTP) - American Institute of Certified Planners (AICP)
- Certified Transportation Safety Director (CTSD) - North American Transportation Management Institute (NATMI)
- Certified Leadership APTA - American Public Transportation Association (APTA)
- Certified California Municipal Treasurer (CCMT) - California Municipal Treasurers Association
- Certified Planner - American Institute of Certified Planners (AICP)
- PE / Civil Engineer license
- Certified Park & Recreation Professional (CPRP) - National Recreation and Parks Association
- Certified Playground Safety Inspector (CPSI) - National Recreation and Parks Association
- Senior Right of Way Professional (SR/WA) – International Right of Way Association (IRWA)
- Transportation Safety Institute (TSI) Transit Safety and Security Program Certificate (TSSP) or The World Safety Organization (WSO), Inc Certification – U.S Department of Transportation
- Transportation Administrator Certificate Program - California State University
- Public Transportation Safety Certification Training Program (PTSCTP) - Federal Transit Administration (FTA)
- Emerging Leaders Program or Leadership Program - American Public Transportation Association (APTA)
- Transportation Mid Manger, Senior Executive Program(s) - Eno Center for Transportation
- Certified Dir. of Safety, Certified Dir. of Maintenance/Equipment – North Am. Transportation Management Institute
- Mineta Leadership Academy – San Jose State University
- Transit and Paratransit Management Certificate – University of the Pacific
- SHRM-SCP Certification - Society for Human Resource Management (SHRM)
- PSHRA-SCP Certification - Public Sector HR Association (PSHRA)
- Certified Professional Disability Management Designation (CPDM)

The inclusion of examples in this Section does not preclude approval of other job-related accredited certificate programs, state licenses, state certificates, or recognized professional certifications that satisfy the requirements of this Section.

Compensation shall not be stacked for more than one qualifying credential, certification, or license; limited to a maximum of 5%.

**d. Longevity Pay**

Effective the first full pay period in July 2025, employees shall receive Longevity Pay as follows:

- i. At ten (10) years of service 10.0% of base salary
- ii. At fifteen (15) years of service 12.5% of base salary
- iii. At twenty (20) years of service 15.0% of base salary

This provision applies to Executive Management employees unless otherwise stated in the City Manager or Police Chief employment contracts. Longevity Pay is reportable to the extent permitted by CalPERS.

## **e. Deferred Compensation**

Effective January 2026, the City shall contribute a matching amount equal to the employee's voluntary contribution to the City-sponsored 457 plan each calendar year, up to a maximum of five percent (5%) of the employee's annual base salary. Matching contribution shall not exceed the limits established under the Internal Revenue Code and shall be deposited in accordance with the plan administrator's procedures. This provision applies to Executive Management employees unless otherwise stated in the City Manager or Police Chief employment contracts.

Executive Management employees participating in the existing 401(a) plan may continue to apply eligible cash-out accrued leave toward their annual 401(a) contribution, consistent with plan rules and applicable IRS regulations.

## **2. Work Schedule and Leaves**

### **a. Work Schedule**

With the exception of sworn peace officers and other employees whose work schedules are determined by separate resolution of the City Council, employees shall work a schedule of five (5) eight (8) hour days, four (4) ten (10) hour days, eighty (80) hours in nine (9) working days, or some other schedule mutually agreed to by the City and the affected employee(s). The City Manager and Department Heads' work schedules and/or work hours will be assigned as needed for the effective and efficient operations of the City.

### **b. Overtime**

Employees are exempt from overtime under the FLSA and shall not receive overtime pay for any hours worked. In addition, the City Manager has discretionary authority to approve modified flex time for employees as needed to meet the operational needs of the City.

### **c. Management Leave**

Employees shall receive sixty (60) hours of annual Management Leave. All Management Leave hours will be credited to the employee on January 1 of each calendar year and must be used within the calendar year earned. Employees will forfeit unused Management Leave hours at the conclusion of each calendar year.

Employees may take Management Leave at a mutually convenient time for the employee and the department.

This provision applies to Executive Management employees unless otherwise stated in an employment contract.

### **d. Acting Time Compensation**

Acting Time occurs when the City Manager temporarily assigns an employee to a vacant, higher paying classification pending a permanent appointment, or assigns them to assume specified duties of a higher paying position due to the incumbent employee's authorized absence.

Acting time compensation shall typically be the higher paying classification's rate of compensation as set forth in the City's most current Classification and Compensation Plan, subject to the final approval of the City Manager. Acting Time compensation shall

continue only through the final pay period in which the employee performs in their Acting Time assignment.

**e. Special Holiday Provisions**

- i. The Chief of Police is covered herein shall be compensated for holidays in accordance with the most current Unrepresented Police Managers Resolution/MOU between the City of Gardena and the Police Manager Group.
- ii. All other employees covered herein shall receive the same special holiday provisions provided to employees in the most current MOU between the City of Gardena and the Gardena Management Employees Organization.

If an employee is required to work on a designated holiday, they shall be entitled to one (1) workday off equivalent to the hours of the employee's normal work schedule on the designated holiday (i.e., Holiday Leave Earned (HLE)).

Use of HLE time is subject to the following requirements:

- o Employees must receive approval to use HLE time
- o Employees will forfeit unused HLE time at the conclusion of each fiscal year
- o HLE hours cannot be sold back or cashed out at separation

**3. Benefits**

- a. **Life Insurance.** Employees shall be provided Term Life Insurance in an amount equal to one and one-half (1<sup>1/2</sup>) times the employee's annual base salary.
- b. Effective July 1, 2025, All affected employees will receive a wellness stipend of up to seven hundred-fifty dollars (\$750.00) per fiscal year to use towards wellness related programs such as the cost of physical examinations by a doctor of the employee's choice, smoking cessation, diabetes management programs, weight loss programs, preventative health screenings, stress management programs, gym memberships, fitness trackers, and recreational activities that promote health and mental wellness., in accordance with the Wellness Stipend Policy. The Human Resource Officer and/or designee shall determine whether items not listed in the Policy are permissible uses of the wellness stipend. This amount shall be cumulative to a total of one thousand five hundred dollars (\$1,500) every two years.

Use of the wellness stipend is conditioned upon the employee providing acceptable proof of participation in a wellness program, in accordance with the Wellness Stipend Policy.

**c. Other Benefits**

Employees shall receive the same benefits provided to employees in Article IV (Supplemental Benefits) of the most current MOU between the City of Gardena and the Gardena Management Employees Organization, with the following exception:

Employees shall not be subject to the 550 hour vacation accrual maximum referenced in Article IV, Section 12(B). Employees may accumulate unlimited vacation hours. Employees may participate in any vacation cash-out options set forth in the MOU.

The City Manager shall receive the benefits provided by their contract. For all benefits not addressed by their contract, the City Manager shall receive the benefits provided to employees in Article IV (Supplemental Benefits) of the most current MOU between the City of Gardena and the Gardena Management Employees Organization.

**SECTION 6. ELECTED OFFICIALS:**

**1. Compensation**

**a. Salary**

City Council members shall be compensated in accordance with the City of Gardena Municipal Code. (See Code Section 2.04.170.)

The City Clerk and City Treasurer shall be compensated according to the City's Classification and Compensation schedule.

**b. Monthly Car Allowance**

Effective the first full pay period in July 2025, the following Elected Officials shall be entitled to a monthly car allowance for the use of their private motor vehicle in connection with the performance of their duties for the City as follows:

- |    |                            |           |
|----|----------------------------|-----------|
| i  | Mayor; City Council        | \$ 750.00 |
| ii | City Clerk; City Treasurer | \$ 520.00 |

All expenses incidental to the maintenance, repair or replacement of officials' vehicles are the sole responsibility of the vehicle's owner. The City shall not reimburse officials for such costs.

**2. Benefits.**

**a. Life Insurance.** All Elected Officials working at least 30 hours per week shall be provided Term Life Insurance in the amount of equal to \$50,000 annually.

**b. Wellness Stipend**

Effective July 1, 2025, All affected employees will receive a wellness stipend of up to seven hundred-fifty dollars (\$750.00) per fiscal year to use towards wellness related activities in accordance with the Wellness Stipend Policy. The Human Resource Officer and/or designee shall determine whether items not listed in the Policy are permissible uses of the wellness stipend. This amount shall be cumulative to a total of one thousand five hundred dollars (\$1,500) every two years.

Use of the wellness stipend is conditioned upon the employee providing acceptable proof of participation in a wellness program, in accordance with the Wellness Stipend Policy.

**c. Post-Retirement Health Insurance for Elected Officials**

Any Elected Official who retires and meets the minimum requirements listed below shall receive paid health insurance for such retired Elected Official and their dependent. The amount of the City's contributions shall be set at the same level as the amount set for active employees. Any required co-payment for active employees will also be required for retirees. This benefit shall accrue to the spouse upon the death of a retiree who is insured under this provision. Retiree health benefits shall be in accordance with the City

of Gardena Insured Self-Funded Health Plan and any amendments thereto. The Elected Official must have at least twelve (12) years of service with the City, commence to receive CalPERS retirement benefits, and subject to the stipulations listed below:

**i. Classic CalPERS Members**

Upon simultaneous retirement from the City and from CalPERS Retirement system, a "Classic" member who has reached the age of fifty-five (55) shall continue to receive City paid health insurance based on the following terms of eligibility and level of City payment for the benefit:

1. All Classic Officials **elected prior to March 15, 2000** shall be eligible for City paid health insurance for the Official and their spouse.
2. For all Classic Officials **elected between March 15, 2000 and December 31, 2008**, the cost of the retiree coverage shall be paid by the City with the cost of such insurance for spousal coverage paid by the retiree at a rate of one-hundred seventy-five dollars (\$175) per month.
3. For all Classic Officials **elected on or after January 1, 2009**, the cost of the retiree coverage shall be paid by the City with the cost of such insurance for spousal coverage paid by the retiree at a base rate of two hundred and fifty dollars (\$250) per month.
  - a. This rate shall be adjusted annually upwards or downwards at the beginning of each Health Plan Year by half of the percentage change in the City's contribution to the Health Insurance Plan compared to the prior year.
  - b. At no time should the retiree's cost exceed 50% of the City's actual cost.

**ii. PEPRA CALPERS Members**

Upon simultaneous retirement from the City and from CalPERS Retirement system, a "PEPRA" member elected on or after January 1, 2013 who has reached the age of sixty-two (62) shall continue to receive City paid health insurance based on the following terms of eligibility and level of City payment for the benefit:

1. For any PEPRA member elected on or after January 1, 2013, the City shall pay the premium contribution toward health insurance of such PEPRA member who upon retirement has reached the age of 62 years, has at least twelve (12) years of service with the City, and commences to receive CalPERS benefits.
2. The cost of spousal coverage shall be \$250 per month. This rate shall be adjusted downward or upward annually by half of the City's percentage change compared to the prior plan year. This rate adjustment shall be effective for Plan Year beginning 2019.
3. At no time should the retiree's cost exceed 50% of the City's actual cost

**SECTION 7 EFFECT:**

This Resolution shall take effect immediately upon adoption by the City.

**SECTION 8 REPEALS:**

Any previous resolutions and amendments of the City Council affecting the rate of compensation and/or benefits for all unrepresented employee positions, as designated herein, are hereby repealed.

Passed, approved and adopted on this 23<sup>rd</sup> day of June, 2026.

*Tasha Cerda, Mayor*

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TASHA CERDA, Mayor

ATTEST:

*Mina Semenza*

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MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

*Carmen Vazquez*

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CARMEN VAZQUEZ, City Attorney

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) SS:  
CITY OF GARDENA                )

I, **MINA SEMENZA**, City Clerk of the City of Gardena, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution, being **Resolution No. 6735** duly passed and adopted by the City Council of said City of Gardena, approved and signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of said City Council held on the **23<sup>rd</sup> day of June 2026**, and that the same was so passed and adopted by the following roll call vote:

AYES:    COUNCIL MEMBERS TANAKA AND FRANCIS, MAYOR CERDA AND  
          MAYOR PRO TEM HENDERSON

NOES:    NONE

ABSENT:  COUNCIL MEMBER LOVE

*for* Becky Romero  
City Clerk of the City of Gardena, California

(SEAL)